

# WILMOT UNION HIGH SCHOOL

11112 308<sup>th</sup> Avenue  
P.O. Box 8  
Wilmot, WI 53192  
(262) 862-2351



## STUDENT / PARENT HANDBOOK

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## MISSION OF THE SCHOOL

***As a professional learning community, Wilmot Union High School's core purpose is to ensure our students are college, career, and civic ready by fostering a culture of life-long learning.***

## FOREWORD

Welcome to Wilmot Union High School. All the members of the staff, administration, and Board of Education pleased to have you as a student and will do our best to help make your experience here as productive and successful as you wish to make it.

This Student/Parent Handbook is based in part on policies adopted by the Board of Education and Administrative Guidelines developed by the District Administrator. The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed. If you have questions or would like more information about a specific issue, contact your school Principal or designee.

This Student/Parent Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your school counselor, who you will find listed in the Staff Directory section of the handbook. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. If any of the policies or administrative guidelines referenced herein is revised after June 30, 2014 the language in the most current policy or administrative guideline prevails. The current policies and guidelines are available on the District's website.

## ADMINISTRATION

<b>NAME</b>	<b>EXT.</b>	<b>E-MAIL</b>
Daniel S. Kopp, District Administrator	300	koppd@wilmoths.k12.wi.us
David Betz, Director of Business Services	302	betzd@wilmoths.k12.wi.us
Tracy Stevenson-Olson, Director of Teaching & Learning	370	olsont@wilmoths.k12.wi.us
Amber Torres, Principal	330	torresa@wilmoths.k12.wi.us
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Herm Christiansen, Athletic/Activities Director	312	christiansenj@wilmoths.k12.wi.us
Dan Bender, Associate Principal	320	benderd@wilmoths.k12.wi.us
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Chris Ament, Coordinator of Building & Grounds	350	amentc@wilmoths.k12.wi.us
Deanna Jarnigo, RN, School Nurse	315	jarnigod@wilmoths.k12.wi.us
Nick Kysely, Director of Information Technology	340	kyselyn@wilmoths.k12.wi.us
Marianne Judson, District Registrar	324	judsonm@wilmoths.k12.wi.us

**WILMOT UNION HIGH SCHOOL CALENDAR  
2018-2019**

					Student Attendance Days						Student Attendance Days		
M	T	W	TH	F		M	T	W	TH	F			
AUGUST						FEBRUARY							
13	14	15	16	17						1			
20	21	22	23	24		4	5	6	7	8			
27*	(28)	(29P)	30*	31*	18	11	12	13	14	15			
						(18)	19	20	21	22	19		
						25	26	27	28				
SEPTEMBER						MARCH							
(3)	4f	5x	6	7						1			
10	11	12	13	14		4	5	6	7	8			
17	18	19	20	21		11	12	13	14	15			
24	25	26	27	(28)	21	18	19	20	21	22			
						(25)	(26)	(27)	(28)	(29)	16		
OCTOBER						APRIL							
1	2	3	4	5		1	2	3	4	5			
8	9	10	11	12		8	9	10	11	12			
15	16	17C	18	19		15	16	17	18	(19)			
22	23	24	(25)	(26)	21	(22)s	23	24	25	26	20		
29	30	31				29	30				18		
NOVEMBER						MAY							
			1	2				1	2	3			
(5)	6	7	8	9		6	7	8	9	10			
12	13	14	15	16		13	14	15	16	17			
19	20	(21)	(22)	(23)		20	21	22	23	24	15		
26	27	28	29	30	18	(27)	28	29	30	31	22		
DECEMBER						JUNE							
3	4	5	6	7				3	4	5	7		
10	11	12	13	14		3	4	5	6	7	8		
17	18	19	20	21		10E	11E	12E	(13)				
(24)	(25)	(26)	(27)	(28)	15								
(31)													
JANUARY													
	(1)	2	3	4									
7	8	9	10	11									
14	15	16	17	18									
21	22E	23E	24E	(25)	21								
28	29	30	31										
					SEM: 1	89						SEM 2:	89

9th Graders Only on September 4, 2018  
First Day of School: September 5, 2018

Aug 22-23 = New Teacher Professional Development	Block: Dismiss 2:30; Professional Development
○ = Professional Development (students off)	( ) = No school
P = Panther Fest (6:00 pm - 8:00 pm)	C = Conferences (4:30 pm - 7:00 pm)
* = Faculty Flex Days (Faculty works 1 of 3 days)	E = Semester Exams in Morning: Partial Day
f = 9th Graders Only	s = Emergency Make Up Day, If Necessary
x = First Day of School	Graduation: June 9, 2019
Note: Daily release times are subject to change. If a change occurs, parents and students will be notified.	
Approved: November 15, 2017	

CALENDAR 18-19 11/16/2017 7:14 AM

## DAILY BELL SCHEDULE

### **Monday, Tuesday, and Friday Daily Schedule**

<b>Period 1</b>	<b>7:35 – 8:20</b>
<b>Period 2</b>	<b>8:25 – 9:10</b>
<b>Period 3</b>	<b>9:15 – 10:00</b>
<b>Period 4</b>	<b>10:05 – 10:55</b>
<b>Lunch 5A</b>	<b>10:55 – 11:25</b>
<b>Period 5A</b>	<b>11:30 – 12:15</b>
<b>Period 5B</b>	<b>11:00 – 11:45</b>
<b>Lunch 5B</b>	<b>11:45 – 12:15</b>
<b>Period 6</b>	<b>12:20 – 1:05</b>
<b>Period 7</b>	<b>1:10 – 1:55</b>
<b>Period 8</b>	<b>2:00 – 2:45</b>

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### **Wednesday and Thursday Block Schedule**

**Odd class periods meet on Wednesday and even periods on Thursday**

<b>Period 1/2</b>	<b>7:35 – 8:55</b>
<b>WARP</b>	<b>9:00 – 9:40</b>
<b>Period 3/4</b>	<b>9:45 – 11:05</b>
<b>Lunch 5A/6A</b>	<b>11:05 – 11:35</b>
<b>Period 5A/6A</b>	<b>11:40 – 1:05</b>
<b>Period 5B/6B</b>	<b>11:10 – 11:55 resumes 12:30 – 1:05</b>
<b>Lunch 5B/6B</b>	<b>11:55 – 12:25</b>
<b>Period 7/8</b>	<b>1:10 – 2:30</b>

## **ACTION DURING ACTIVE THREATS TO THE SCHOOL**

In the event of an active threat to the school, ALICE system protocol will be followed. ALICE is consistent with the recommendations of U.S. Dept. of Education, U.S. Dept. of Health and Human Services, U.S. Dept. of Homeland Security, U.S. Dept. of Justice, U.S. Federal Bureau of Investigation, and U.S. Federal Emergency Management Agency. ALICE is a system that empowers staff and students to make choices based on real-time information during school intrusions, active shooter events, and acts of terrorism. The following elements of ALICE need not be chronological. Staff will guide and assist students with ALICE procedures, but all people in the school are empowered to make the decisions necessary to preserve human life and security during an active threat.

**ALERT.** Use plain and specific language. Avoid code words. The purpose of the ALERT is to inform as many people as possible within the area that a potentially life threatening situation exist. This can be facilitated via many different methods (PA, text, email, phone). No matter the method of delivery, the objective should be a conveyance of information, not an issuance of a command. The use of plain language, delivered through as many delivery channels as possible, is the best way to ensure awareness within the threat area. It will empower as many as possible with the ability to make an informed decision as to their best option that will maximize survival chances.

**LOCKDOWN.** Barricade the room. Prepare to EVACUATE or COUNTER if needed.

**INFORM.** Communicate the shooters location in real time. Inform is a continuation of ALERT and uses any means necessary to pass on real-time information. Video surveillance, 911 calls and PA announcements are just a few of the channels that may be used by school employees, safety officers, and other personnel.

**COUNTER.** Counter is a last-ditch and worst-case scenario option. Create noise, movement, distance and distraction with the intent of reducing the shooters ability to shoot accurately. Creating a dynamic environment decreases the shooter's chance of hitting a target and can provide the seconds needed in order to evacuate.

**EVACUATE.** When safe to do so, remove yourself from the threat area by any means available.

## **SCHOOL SAFETY & LOCKDOWN DRILLS**

School safety drills will be conducted once a semester. The drills will be initiated through an announcement over the public address system. A scenario will be provided and the students and staff will practice taking action in accordance with ALICE system protocol.

Lockdown drills in which the students are restricted to specific areas of the building may occur during the school year. Lockdown drills may be a response to emergency or non-emergency situations. Lockdown drills will be initiated through an announcement over the public address system with specific instructions.

## **FIRE AND TORNADO DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, who are responsible for safe, prompt, and orderly evacuation of the building.

Tornado and severe weather drills will be conducted two times during the school year using the procedures provided by the State. The warning system for tornadoes is different from the alarm system for fires. The tornado warning signal is an announcement on the public address system. The fire alarm consists of a loud auditory signal accompanied by flashing emergency lights from the fire warning indicators.

## SCHOOL CLOSINGS AND DELAYS

If the school must be closed or the opening delayed by two hours because of inclement weather or other conditions, the school will notify the following radio and television stations:

- Radio Stations: WTMJ 620 AM, WKTJ 94 FM, WLKG 96.1 FM, WIIL 95.1 FM
- Television Stations: WTMJ channel 4, FOX channel 6, WISN channel 12 and WDJT channel 58 will broadcast the information starting at 6:00 a.m.

In addition to the radio and television stations, Wilmot's website and social media accounts, the automated School Messenger system will send a message to all parents/students before the scheduled start of the school day.

Parents and students are responsible for knowing about emergency closings and delays.

## PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

Wilmot Union High School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's [Toxic Hazard Policy 8431](#) and [Asbestos Management Plan](#) will be made available for inspection at the District Office upon request.

## VISITORS

In order to properly monitor the safety of students and staff, each visitor must report to the High School Office upon entering the school to obtain a pass. Visitors shall enter the school through Entrance "A" as all other outside doors are locked during the school day. All visitors are given and required to wear a building pass while they are in the building. Students are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable. Any visitor found in the building without a pass shall be reported to the Principal or designee. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to prevent any loss of instructional time.

All visitors will need to submit a federal id, valid driver's license or current passport. Your information will be run through the Raptor background check system prior to being admitted into the school during school hours.

Visitors access to classrooms and instructional activities are subject to reasonable restrictions and limits. Please consult with the Principal or designee regarding these restrictions.

Students may not bring visitors to school without first obtaining written permission from the Principal or designee.

## VIDEO SURVEILLANCE

The Board of Education has authorized the use of video surveillance and electronic monitoring equipment at various school sites throughout the school. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. All requests for outside entities to view video surveillance footage must be made to the District Administrator.

## EDUCATIONAL PROBLEM SOLVING PROCESS

One of the most important lifetime skills that can be developed through participation is problem solving. Students should learn to embrace it as an educational opportunity.

The following steps should be followed in the order presented when trying to resolve a problem.

1. The student should speak with their parent/guardian regarding the problem. Discussion should focus on ways to resolve the problem. If the problem is not resolved, proceed to step #2.
2. The student should talk with the classroom teacher involved to resolve the problem. If the problem is not resolved, proceed to step #3.
3. The parent should contact the classroom teacher to arrange a parent, teacher and counselor student conference. If the problem is not resolved, proceed to step #4.
4. The counselor should contact the associate principal assigned to the student to arrange a teacher, parent, student administrator conference. If the problem is not resolved, proceed to step #5.
5. The parent/student should contact the building principal to arrange for a conference regarding the matter.

## **EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT**

It is the policy of the District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's gender, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional, or learning disability or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents who have questions should contact the Student Services office at (262) 862-2351.

Any person who believes that Wilmot Union High School or any staff person has discriminated against them in violation of this policy may file a complaint. A formal complaint can be made in writing to the **District's Civil Rights Coordinator**:

Wilmot Union High School  
11112 308th Avenue  
P.O. Box 8  
Wilmot, Wisconsin 53192  
Telephone: 262-862-2351

The complaint procedure is described in [Board Policy 2260](#) and on [Form 2260F8](#). The policy and form is available in the High School Office.

The complaint will be investigated and a written acknowledgement given to the complainant within forty-five (45) days of receipt of a written complaint and a determination of the complaint within ninety (90) days, unless the parties agree to an extension, or unless the complaint is within the procedures of Chapter 115 of the Wisconsin Statutes governing exceptional educational needs. Education Department General Administrative Regulations, commonly called EDGAR complaints, shall be referred directly to the State Superintendent. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

Wilmot Union High School is committed to an educational environment that is free of harassment of any form. The school will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the school district community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Harassment means behavior toward a student or group of students based, in whole or in part, on the their sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or any other characteristic protected under State, Federal or local law, which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. Examples of conduct that may constitute harassment include:

- A. Graffiti containing offensive language;
- B. Name calling, jokes or rumors;
- C. Threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., gender, race, learning disability);
- D. Notes or cartoons;
- E. Slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic;
- F. Written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- G. A physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic; or
- H. Other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

### **SEXUAL HARASSMENT**

Sexual harassment deserves special mention. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education; or
- B. Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
- C. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.

Sexual harassment may include, but is not limited to:

- A. Unwelcome verbal harassment or abuse;
- B. Unwelcome pressure for sexual activity;

- C. Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of students by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- D. Unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- E. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- F. Unwelcome behavior or words directed at an individual because of their gender or sexual orientation;

Sexual harassment examples include, but are not limited to:

- A. Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- B. Rating a person's sexuality or attractiveness;
- C. Staring or leering at various parts of another person's body;
- D. Spreading rumors about a person's sexuality;
- E. Letters, notes, telephone calls or materials of a sexual nature; and
- F. Displaying pictures, calendars, cartoons or other materials with sexual content;
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

It is also the policy of the School that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student. An inappropriate boundary invasion by a District employee or other adult member of the School District Community into a student's personal space and personal life is sexual harassment.

A copy of school's [Anti-Harassment Policy](#), including the reporting, investigation, and resolution procedures, is available in the High School Office.

## **BULLYING**

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Examples of bullying include:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.

- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone text messages using social media to bully, defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds that aggressive behavior has occurred, it will result in prompt and appropriate discipline, co-curricular sanctions and/or disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials.

### **SECTION 504/ADA COMPLAINT**

Any person who believes that the Wilmot Union High School or any staff person has discriminated against them in violation of the District's Section 504/ADA Policy may file a complaint. A formal complaint can be made in writing the

#### **District's Civil Rights Coordinator**

Wilmot Union High School  
11112 308th Avenue  
P.O. Box 8

Wilmot, Wisconsin 53192  
Telephone: 262-862-2351

The complaint procedure is described in Administrative Guideline [2260.01B](#) and is available in the High School Office.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of Wilmot Union High School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures will comply with the requirements of State and Federal law.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to participate in the educational program.

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

#### **How do the rights of parents and students change when the student turns 18 years old?**

The rights held by a parent regarding his or her minor child transfer to the child when the child reaches the age of 18 years, 34 CFR 99.5. However, the parents of an adult student who continues to be financially dependent upon the parents may continue to have access to their child's pupil records, unless the adult student notifies the school in writing this information may not be shared with the parents without the student's permission, Wis. Stat. sec. 118.125(2)(k). (Page 13)

<https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/srconfid.pdf>

## **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify a staff person immediately.

All students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

## **HOMEBOUND INSTRUCTION**

The District may arrange for individual instruction to students of legal school age who are not able to attend classes because of a serious physical or emotional disability.

Parents should contact the Principal or designee regarding procedures for such instruction.

## **SECTION I - GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

Students generally enroll in the district in which they live. However, the Board can release a resident student who is accepted as a student in another school district under that district's open enrollment program.

Students that are new to Wilmot Union High School are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

1. Custody papers from a court (if appropriate);
2. Proof of residency;
3. Proof of immunizations and/or an appropriate waiver.
4. Transcript and withdrawal grades

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to complete the enrollment process.

Students enrolling from another accredited school will have their courses and grades evaluated by the Student Services Department. The District Registrar will assist parents in obtaining the official records from the other school.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the Homeless Liaison with regard to enrollment procedures.

Adult students (eighteen (18) years of age or older) may enroll themselves, but if residing with their parents, are encouraged to include them in the process. Adult students do carry the responsibilities of both the student and parent and are expected to follow all school rules.

## **SCHEDULING AND ASSIGNMENT**

All students are required to be enrolled in classes a minimum of six (6) periods per day. Students who wish to be enrolled in eight classes will be evaluated by the Student Services Office and require administrative approval. In order to participate in extra-curricular activities students must be enrolled in six (6) courses.

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

## **COURSE LOADS/ADDING/DROPPING CLASSES**

Students may add a class in place of a study hall during the first five days of a semester if space is available and the student's schedule does not need to be rearranged.

Students may be assigned to move to a different class if the change is from a larger class to a smaller class with the same instructor. The Principal or designee may consider extraordinary circumstances for the need for any student to drop a class only after a meeting including the student, current teacher, parent, counselor, and Principal or designee.

If the course is dropped, a grade of "Withdrawal/Fail – (WF)" may be assigned to the course for the current and future grade reports up to and including the semester grade. The "WF" will appear on transcripts as a semester grade and will be included in GPA calculations.

## **TRANSFER OUT OF THE DISTRICT**

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

## **WITHDRAWAL FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without enrolling in another school program or homeschool program, the written consent of his/her parents and completion of any required forms.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher, nurse or to the office staff. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

Students may not text or e-mail their parents to pick them up from school. A student who becomes injured or ill during the school day must request permission from the teacher to go to the office. The school nurse or designee will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

## IMMUNIZATIONS

Each student must have the immunizations required by the Wisconsin Department of Health and Human Services or must have an authorized waiver. If a student does not have the necessary shots or waivers, s/he may be excluded from school as permitted by law. This is for the safety of all students and staff. Any questions about immunizations or waivers should be directed to the School Nurse.

## EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The school has made the Emergency Medical Authorization Form available to every parent at the time of enrollment. A student's failure to return the completed form to school may jeopardize the student's participation in school activities. The emergency medical authorization form must be completed annually.

## USE OF PRESCRIBED MEDICATIONS

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

Parents should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.

The [Medication Request and Authorization Form 5330 F1](#) must be filed with the School Nurse before the student will be allowed to begin taking any medication during school hours. This form is available in the High School Office and on the WUHS website

All medications to be administered during school hours must be registered with the School Nurse's office. Medication that is brought to the office will be properly secured.

Medication should be conveyed to school directly by the parent.

For each prescribed medication, the container shall have a pharmacist's label with the following information:

1. Student's name;
2. Practitioner's name;
3. Date;
4. Pharmacy name and telephone;
5. Name of medication;
6. Prescribed dosage and frequency;
7. Special handling and storage directions.

Medication **cannot** be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.

Any unused medication unclaimed by the parent will be destroyed by the School Nurse when a prescription is no longer to be administered or at the end of a school year.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

### **ASTHMA INHALERS AND EPI-PENS**

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Inhalers and Epinephrine (Epi-pen) can be administered only in accordance with conditions confirmed by the School Nurse and updated annually.

### **USE OF NON-PRESCRIBED DRUG PRODUCTS**

Staff and volunteers will not be permitted to dispense non-prescribed drug products to any student without written parental consent.

The [Medication Request and Authorization Form 5330 F1](#) must be filed with the School Nurse before the student will be allowed to begin taking any medication during school hours.

For each non-prescription drug product, the container shall be the original manufacturer's package and the package must list in a legible format the ingredients and recommended therapeutic dose.

The parents request to administer a non-prescription drug product shall contain the following information:

1. Student's name;
2. Date;
3. Name of medication;
4. Dosage and frequency;
5. Special handling and storage directions.

Further, only those non-prescription drugs that are provided by the parent or guardian in the original manufacturers' package which lists the ingredients and dosage in a legible format may be administered.

Parents may authorize the School Nurse to administer a non-prescribed drug product using the [Medication Request and Authorization Form 5330 F1](#) which is available in the High School Office. A physician does not have to authorize such medication, but all of the other conditions described above under Use of Prescribed Medications will also apply to non-prescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

If a student is found using or possessing a non-prescribed drug product without parent authorization, s/he will be brought to the High School Office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one previously authorized is in violation of the school's Code of Conduct and may be disciplined in accordance with the drug-use provision of the Code.

## **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. A teacher, nurse, or Principal or designee may send home a student who is suspected of having a communicable disease and will notify the parent of such action and the reason(s) it was taken. School officials may be required to notify local health officials if they suspect a student has a covered communicable disease. School officials will comply with notification requirements of the Department of Health and Family Services in addition to notifying the student's parent.

Examples of such diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Wisconsin Department of Health and Human Services.

Any student's removal from school will be only for the contagious period as specified in the school's administrative guidelines.

## **DIRECT CONTACT COMMUNICABLE DISEASES**

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health and Human Services.

As required by Federal and State law, parents may be required to have their child's blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **INDIVIDUALS WITH DISABILITIES AND LIMITED ENGLISH PROFICIENCY**

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is generally required. More important, the school encourages parents to be active participants. To inquire about Special Education programs and services, a parent should contact the Director of Special Education at (262) 862-2351.

Services are also available to students with Limited English Proficiency. To inquire about programs and services, a parent should contact the Student Services Office at (262) 862-2351.

## **STUDENT RECORDS**

The origination and maintenance of appropriate student records are essential to the effective operation of the District and meeting the educational interests of students. The rights and responsibilities of students, parents and the District with respect to student records are governed by State and Federal law. Many student records are kept by teachers, counselors and administrative staff. There are two (2) basic kinds of student records -- directory information and confidential records.

Directory information can be given to any person or organization for non-commercial or non-business purposes when requested, unless the parents of the student object in writing to the disclosure as required under school policy and State and Federal law. Directory information generally includes those student records which identify a student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation, photographs, name of school most recently previously attended and degrees and awards received.

Directory information also includes a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a district's electronic systems, if, standing alone, it cannot be used to access student education records, (i.e. a pin number, password, or other factor is also needed).

The Board designates as student "directory information":

1. Student name;
2. Address;
3. Telephone number;
4. Date and place of birth;
5. Photographs;
6. Major field of study;
7. Participation in officially-recognized activities and sports;
8. Height and weight, if a member of an athletic team;
9. Dates of attendance;
10. Date of graduation;
11. Awards received.

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless there is a student's parent's consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent's written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, please contact the District Registrar or consult the [Board's Policy 8330 - Student Records](#) and associated Administrative Guidelines.

Parents and students are reminded of:

- A. Their right to inspect, review and obtain copies of students records;
- B. Their right to request the amendment of the student's school records if they believe the records are inaccurate or misleading;
- C. Their right to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent;
- D. The categories of student record information which have been designated as directory information and their right to deny the release of such information;
- E. Their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or his/her parents;

- B. Mental or psychological problems of the student or his/her family;
- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or his/her parents;
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the District Administrator to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the Principal or designee.

The District Administrator will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the District Administrator is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. The administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA). Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.gov](mailto:FERPA@ED.gov)  
[PPRA@ED.gov](mailto:PPRA@ED.gov)

## **ARMED FORCES RECRUITING**

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. "Armed Forces" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent of a student submits a signed, written request, [Form 8330 F13](#) to the Board that indicates that the student or the parent does not want the student's directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding right to refuse disclosure to any or all "directory information" including in the armed forces of the United States and the service academies of the armed forces of the United States.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the Selective Service.

## **STUDENT FEES, FINES, AND CHARGES**

The fees listed below will apply for the 2018-2019 academic year. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

▪ Student Fee*	\$75.00
▪ Physical Education Uniform	\$15.00
▪ Athletic Participation Fee	\$40.00 (max. fee of \$40 per student per year)
▪ Activity Pass Fee	\$25.00/student    \$50.00/family
▪ Parking Fee	\$75.00
▪ Parking Fine – no parking permit visible	\$10.00 per occurrence
▪ Heart Rate Monitor Strap	\$16.00

\*Only the student fee may be waived in situations where there is financial hardship; waiver applications are available in the High School Office.

When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred. Late fines can be avoided when students return borrowed materials promptly.

**Students who fail to pay fines, fees, or charges may be denied participation in graduation ceremonies and extra-curricular activities. Account balance must be at zero to purchase a student parking permit and a Homecoming or Prom ticket**

## **VEHICLES PARKED ON SCHOOL GROUNDS**

All vehicles parked on school grounds must comply with the language of this section. Failure to comply with this section may result in the operator or registered owner of a vehicle receiving a parking citation and/or removal of the vehicle at the owner's expense. Permission for a student to bring a vehicle on school property shall be conditioned upon written consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of a particular law, a school rule, or a condition that endangers the safety or health of the student driver or others. If a student's permit is suspended, no fees will be refunded. Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.

**Student Parking Permits** Any student's vehicle parked on school grounds during any part of a school day must have a clearly visible student parking permit. Students shall complete the Student Vehicle Form 5515 F1 which is available in the High School Office and provide driver's license and insurance certificate. The student must obtain a permit from the High School Office and pay the required

fee. The permit shall be visible on the dashboard or hanging from the rearview mirror of the vehicle. The permit shall correspond to the approved vehicle on the Student Vehicle Form 5515 F1.

1. **Designated Parking Areas.** Any student's vehicle parked on school grounds while school is in session, may only be parked in one of the two designated student parking areas. The first student parking area is the parking lot located on the Northeast corner of the school grounds entranced by Fox River Road. The second student parking area is the portion of the South parking lot indicated by white painted parking stalls.
3. **Signs, Markings, & Indicators.** Any vehicle parked on school grounds is bound to comply with any clearly marked sign, marking, or indicator that gives special instructions or restrictions on parking. These signs, markings, or indicators may be temporary or permanent, and may alter or change the original purpose or designation of a parking area.
4. **Special Exceptions.** Any School Administrator or their designee has the right to make special exceptions to any part of this section in order to remedy any complication or circumstance with a parking issue on school grounds.

### **STUDENT FUND-RAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

1. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
2. A student will not be allowed to participate in a fund-raising activity for a group in which s/he is not a member without the approval of the student's teacher or counselor.
3. No student may participate in fundraising activities off school property without proper supervision by approved staff or other adults.
4. House-to-house canvassing by any student is not allowed for any fund-raising activity.
5. Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.
6. No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal or designee.
7. At no time will students receive prizes/awards based upon the dollar amount raised.

### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

## **REVIEW OF INSTRUCTIONAL MATERIALS**

Parents have the right to review any instructional materials related to the human growth and development curriculum and may also observe instruction in classes dealing with such subject matter. Any parent who wishes to review instructional materials or observe classroom instruction should contact the Principal or designee to make the appropriate arrangements. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

## **MEAL SERVICE**

Breakfast, lunch and ala carte items are available to students for a fee. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the Principal or designee.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. Extra applications can be obtained in the High School Office.

Any remaining balance in an individual's account upon graduation will not be refunded and will remain in the general food service account.

## **USE OF THE LIBRARY**

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books and media on the shelves may be checked out for a period of 2 weeks.

To avoid fines and/or loss within our privilege base system, all materials checked out of the library must be returned on time.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal or designee to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

## **LOST AND FOUND**

The lost and found area is in the STEP Room (Room 121). Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

## **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the Principal or designee. Violation of this rule may lead to disciplinary action.

## **USE OF SCHOOL TELEPHONES**

With permission, students may use school phones to contact parents/guardians during the school day. In a school emergency, students will not be called to the office to receive/send a telephone call.

## **POSSESSION AND USE OF CELL PHONES, OR ELECTRONIC COMMUNICATION DEVICES**

Possession of a wireless communication device (WCD) by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this guideline or otherwise engages in misuse of this privilege. Strict adherence to this guideline is required.

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), BlackBerries/Smartphones, WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

Students may not use WCD's during scheduled class time. This includes in the classroom as well as in the hallways during class time. Principal or designee may waive this if:

- A. The student has a special health circumstance (e.g. an ill family member, or his/her own special health condition).
- B. The student is using the WCD for an educational or instructional purpose (e.g. take notes, recording a class lecture, writing papers) with the teacher's permission and supervision.
- C. WCD usage is also permitted based on individual teacher classroom policies.

Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet Web sites that are otherwise blocked to students at school. Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board of Education or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

WCDs, including but not limited to devices with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to classrooms, locker rooms, shower facilities, bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes, whether here or at another school district where a school activity or athletic event is occurring. The Principal or designee has authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited.

Students are prohibited from using WCDs to capture, record, or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member, or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording, or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building Principal or designee. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated.

Students participating in extra-curricular activities and athletics must contact their coach, advisor, or sponsor for his/her rules involving the use of WCDs after school hours or on after-school bus trips. Coaches and sponsors will set their rules and enforce consequences involving the use and/or misuse of these devices.

No expectation of confidentiality will exist in the use of WCDs on school premises/property.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See [Bullying and Other Forms of Aggressive Behavior Policy 5517.01](#).

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information. If a student is caught transmitting images or messages during testing, s/he will fail the exam and will be subject to disciplinary actions up to and including suspension or expulsion.

The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices. Students and parents are strongly encouraged to take appropriate precautions, if students have WCDs in their possession, to make sure the devices are not left unattended or unsecured.

Using a WCD in an unauthorized manner or in violation of [Wireless Communication Devices Policy 5136](#) or this guideline may result in loss of this privilege, additional disciplinary action (e.g. warnings, parental notification and conferences, suspension, expulsion), confiscation of the WCD, and/or referral to law enforcement if the violation involves an illegal activity (e.g. child pornography). A person who discovers a student in possession of or using a WCD in violation of this guideline is required to report the violation to the Principal or designee. If a teacher or administrator observes a violation of this guideline, s/he is required to confiscate the device and bring it to the Principal or designee's office and provide the name of the student from whom the WCD was taken. Any confiscated device will be held in a secure location in the high school office until the item is retrieved. Students whose WCDs are confiscated may be required to contact their parents/guardians to inform them that the item was confiscated and that it will only be returned to the parents/guardians. Confiscated devices will not be searched or otherwise tampered with except in exceptional circumstances (i.e. school officials reasonably suspect that the search is required to discover evidence of a violation of law or other school rules). Any search undertaken by school officials will be conducted in accordance with the [Search and Seizure AG 5771](#). If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

## **ADVERTISING OUTSIDE ACTIVITIES**

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

The school has bulletin boards located throughout the building which may be used for posting notices after receiving permission from the Principal or designee.

## **STUDENT EMPLOYMENT**

Work permits may be obtained in the High School office with proper documentation. The permit fee is \$10.00. For permit information, go to <https://wilmothighschool.com/files/2011/05/Work-Permit-Requirements.pdf>

## **SECTION II – ACADEMICS**

### **COURSE OFFERINGS**

The Wilmot Union High School College Readiness and Career Planning Guide can be located at [www.wilmothighschool.com](http://www.wilmothighschool.com) under The Student Services Department

## FIELD TRIPS

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

Attendance rules, the Code of Conduct and the Search and Seizure policy apply to all field trips.

## GRADES

The teachers have a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

Wilmot Union High School uses the following grading system:

97.50 - 100 = A+	76.50 - 79.49 = C+
92.50 - 97.49 = A	72.50 - 76.49 = C
89.50 - 92.49 = A-	69.50 - 72.49 = C-
86.50 - 89.49 = B+	66.50 - 69.49 = D+
82.50 - 86.49 = B	62.50 - 66.49 = D
79.50 - 82.49 = B-	60.00 - 62.49 = D-
	BELOW 60 = F
	P = Acceptable Achievement

All teacher grades will be divided into two categories:

- Performance Grades (Summative Assessments i.e.; tests, labs, projects, major assignments, etc.)
  - Performance Grades will be worth a minimum of **75%** of a student's grade
- Practice Grades (formative assessments, homework, classroom participation, etc.)
  - Practice Grades will be worth a maximum of **25%** per grading term

Each department will determine the set value of Performance and Practice Grades, and each teacher will have a common course syllabus that is distributed to each student the first week of school.

## LATE WORK POLICY

Each department has guidelines for late and missing work that will be adhered to and explained in the course syllabus at the start of the semester.

## CALCULATING FINAL COURSE GRADES

The final course grade will be determined using the following percentages: 80% of a grade will be determined by the work earned throughout the semester based on the Performance and Practice Grades, and 20% of the grade will be determined by the semester exam.

### GRADE POINT AVERAGE (GPA)

To calculate a grade point average (G.P.A.), assign a point value to each course grade (see table below) and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half-credit course with an earned grade of C would be  $.5 \times 2 = 1$ . Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the G.P.A. This can be done by grading period, semester, year, or for a series of school years.

A+ - A = 4.00	B = 3.00	C = 2.00	D = 1.00
A- = 3.67	B- = 2.67	C- = 1.67	D- = 0.67
B+ = 3.33	C+ = 2.33	D+ = 1.33	F = 0.00

### PROGRESS REPORTS

Each semester grading period will be divided into 6 week reporting periods, where grades will be reported out as Progress Reports. The 6 week progress reports will be used as consideration for placement into Honors Study Halls, Guided Study Halls, and Extra-Curricular activities.

## GRADUATION REQUIREMENTS

### DIPLOMA

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work and earn the total number of required credits. A student will need a total of **24 credits**.

Specific course requirements are:

- **3 Credits**      **Science**, including Biology or Life Science and two of the following:
  - Physical Science
  - Chemistry or
  - Physics
  - Science Elective
  
- **3 Credits**      **Math**, including:
  - Algebra (1) or Algebra B
  - Geometry (1) or Geometry B or Honors Geometry
  - Math Elective (1)
  
- **.5 Credit**      **Financial Literacy** (.5)
  
- **4 Credits**      **Social Sciences**, including:
  - Global Studies (.5)
  - Civics (.5) or AP Human Geography
  - World History (1)

- U.S. History (1)
- Economics (.5)
- Social Science Elective (.5)

- **1.5 Credits**      **Physical Education**
- **4 Credits**        **English**, including:
  - English 1 or Honors (1)
  - English 2 or Honors(1)
  - American Literature or AP (1)
  - Senior Literature & Composition or AP (1)
- **.5 Credit**        **Health**
- **7.5 Credits**      **Electives**
- **0 Credits**        Satisfactory completion of the Graduation Citizenship Exam(Wisconsin State Required)

The school may grant a high school diploma to a student who has not satisfied the requirements under this policy if the student was enrolled in an alternative education program and the school determines that the student has demonstrated a level of proficiency in the subjects required under this policy.

Depending upon the disability profile, students in special education shall receive a diploma if it is certified they have properly completed the requirements of their IEP, or received the recommendation of the IEP team, as related to completion of credit requirements through regular, special or alternative education. They may participate in all graduation activities.

A student may be denied participation in graduation activities for disciplinary reasons and for nonpayment of fees.

### **VALEDICTORIAN AND SALUTATORIAN**

The Valedictorian and Salutatorian shall be determined by the top two laude scores after 7 semesters\*. The School Board has established the following residency requirement: Students must have attended Wilmot Union High School for at least 2 years immediately prior to the spring semester of their senior year or have completed 12 credits at Wilmot Union High School immediately prior to the spring semester of their senior year to be eligible for recognition as Valedictorian or Salutatorian and the accompanying state Academic Excellence Scholarship. In the event of a tie in class rank, the following shall be used as a tie breaker:

1. Total # of credits earned. If still tied;
2. Score on ACT or SAT Test. If still tied;
3. Total # of AP classes taken.

\*Academic Excellence Scholarship is awarded to the top three students by weighted GPA rank.

### **EARLY GRADUATION**

The Board of Education acknowledges that some students are pursuing educational goals which include graduation from high school at an earlier date than their designated class. Students may elect to graduate early upon completion of all graduation requirements.

Students who choose early graduation will be allowed to participate in the end of the year graduation ceremonies should they choose to do so. Students who choose early graduation are no longer eligible to participate in extra-curricular activities including trips, music, and athletics during the following semester

Application for early graduation will be submitted to the Principal in accordance with school regulations. The Principal may honor this request if all conditions for graduation are met and the student fulfills the graduation requirements.

## LAUDE SYSTEM

### OVERVIEW

A system used for recognizing academic achievement at graduation – cum, magna, or summa. This system awards points to particular courses based on dual-credit, rigor, and/or administrative approval. Courses receiving 2 points are: Advanced Placement, Transcribed, or PLTW (Project Lead The Way). Courses receiving 1 point are: Honors and courses with Articulation Agreements. A student's Laude score is calculated by multiplying the student's GPA by the total number of Laude Points earned at the 7<sup>th</sup> semester. A range is established for each designation (cum, magna, or summa).

## EARLY COLLEGE CREDIT PROGRAM

Any student in 11th or 12th grade may enroll in the Early College Credit Program (ECCP) providing the student meets the requirements established by law and by the District and subject to the approval of the Board of Education on an annual basis. Any interested student should contact the Student Services Office to obtain the necessary information. ECCP enrollment deadlines are:

- October 1<sup>st</sup>
- March 1<sup>st</sup>

## EARLY RELEASE/LATE START

Early release/late start is a program that allows a pupil enrolled in the high school grades who has demonstrated a high level of maturity and personal responsibility to leave the school premises for up to ONE class period each day if the pupil does not have a class scheduled during the class period. [WI State Statute 118.33\(1\)\(6\)](#).

As allowed under State Statute listed above, Wilmot Union High School has established a Late Arrival / Early Release Program. Early Release will be available only to juniors and seniors and must be the last period.

Students must meet the following criteria:

1. GPA of 2.5 during the 6-week grading period;
2. The student cannot have any truancies or discipline referrals;
3. Students must maintain full time status.

Participation in Early Release is a privilege for students in good standing to engage in opportunities in the community. This normally means employment, however, other opportunities such as volunteer work will be considered. Students cannot display a negative attendance pattern while enrolled in the Early Release Program.

Students who have Early Release will be assumed to be leaving early to go to "opportunities in the community". As an example: A student who goes to work at 6:00 p.m. does not need to leave school early. Students must complete an application form which indicates what opportunity in the community or circumstance makes it necessary for Early Release. Late arrival may be granted on an "as needed" basis by the Principal/ designee. Please note: In-season athletes are not eligible for Early Release unless they are involved in the Business Seminar Program.

## HONOR ROLL

Honor rolls are determined after each semester. Students are listed for honors if they have a grade point average of 3.25 to 3.59. Students are listed for high honors if they have a grade point average at or above 3.60.

## STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Students are encouraged to use the school's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of the school's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the school's rules, and civil or criminal liability. Smooth operation of the school's network relies upon users adhering to the school's policies and administrative guidelines. Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement each year as part of the acknowledgment of the student handbook.

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Use of the Network to engage in "cyberbullying" is prohibited. "Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites or social media accounts, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

Cyberbullying includes, but is not limited to the following:

1. Posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog
2. Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill
3. Using a phone to take and send photographs/recordings of students or school staff members or post these images on video sharing sites.
4. Posting misleading or fake photographs of students or school staff members on web sites

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct

Students shall not access social media for personal use from the District's network but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

## STUDENT ASSESSMENT

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

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the student services.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. The assessment program will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained from the Student Services Office.

### **ACADEMIC DISHONESTY**

Students are expected to do their own work. Any student who submits another person's work as his/her own has engaged in academic dishonesty. Academic dishonesty includes but is not limited to:

1. Turning in another student's work as his/her own.
2. Sharing or receiving of questions or answers on tests and/or homework.
3. Buying, selling or the handing out of work, tests or answers.
4. Plagiarism – copying written or electronic information or works of art or music without giving credit for the source.
5. Forgery.
6. Use of any electronic device that captures a test, review packet, worksheet or any other written information and shares that utilizing any electronic message system which may include social media, texting, emails, etc.

Students found to be academically dishonest will receive a discipline referral which will result in a consequence for the student's behavior. In addition, the student will be required to successfully complete an assignment, test, paper, etc. that is equivalent to satisfy the student's learning. Additional acts of academic dishonesty may result in an immediate referral to the Principal for further consequences. All parent and student appeals regarding accusations of academic dishonesty and resulting in consequences must be made in writing to the teacher. A school administrator may be contacted if a resolution has not been reached. Communication of this policy through this handbook is considered a student's first warning.

## **SECTION III - STUDENT CONDUCT**

### **ATTENDANCE**

The school requires all students to attend school regularly in accordance with the laws of Wisconsin. The school's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose.

## COMPULSORY STUDENT ATTENDANCE

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school is in session. All students must attend until the end of the term, quarter or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception outlined in the District's Administrative Guidelines.

### EXCUSE FOR ABSENCE

A parent of a student who is absent is expected to contact the High School Office by telephone at 262-862-2351, e-mail, [attendance@wilmoths.k12.wi.us](mailto:attendance@wilmoths.k12.wi.us) or in person and shall indicate the reason for and the time period of the absence. If the absence is not foreseeable, the statement must be provided prior to the student's readmission to school. The District reserves the right to verify statements and investigate absences from school.

### EXCUSED ABSENCES

A student **shall** be excused from school for the following reasons:

1. **Physical or Mental Condition**

The Principal or designee may require a certified note in order to verify any illness or injury, regardless of the number of days missed. Acceptable documentation can include, but is not limited to, notes from a licensed physician, dentist, chiropractor, optometrist, psychologist, or Christian Science practitioner living and residing in Wisconsin, who is listed in the Christian Science Journal. The time period for which the certification is valid may not exceed thirty [30] days.

2. **Obtaining Religious Instruction**

Students may wish to obtain religious instruction outside the school during the required school period. The time period or periods of absence shall be determined by the Principal or designee. Such absences must be at least 60 minutes but not more than 180 minutes per week. Requests for absence under this paragraph shall be denied if the student fails to attend religious instruction after requesting to be absent from his or her regular school. The supervisor of such religious instruction shall report monthly, to the Principal or designee, the names of the students who attended such weekly religious instruction. See [Absences for Religious Instruction, Policy 5223](#) for further details.

3. **Permission of Parent or Guardian**

The student may be excused by his or her parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to the following:

- A. Professional and other necessary appointments (ex: medical, dental, legal) that cannot be scheduled outside the school day;
- B. To attend the funeral of a relative;
- C. Legal proceedings that require the student's presence;
- D. College Visits;
- E. Job Fairs; or
- F. Vacations (Please see \*\*Note below).

\*\*Note: Parents are discouraged from taking their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal/designee and the student's teachers to make necessary arrangements.

4. **Religious Holiday**

The student wishes to observe a religious holiday consistent with the student's creed or belief.

A student **may** be excused from school, as determined by the Principal/designee, for the following reasons:

1. **Quarantine**

Quarantine of the student's home by a public health officer.

2. **Illness of an Immediate Family Member**

The illness of an immediate family member.

3. **Emergency**

An emergency that requires the student to be absent because of family responsibilities or other appropriate reasons.

### **UNVERIFIED ABSENCES**

Unverified absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The Principal/designee will determine on a case-by-case basis the appropriate methods to deal with unverified absences. The following methods may be considered:

- A. Counseling the student;
- B. Requiring the student to make-up lost time;
- C. Requiring the student to make-up course work and/or examinations, as permitted under this Guideline;
- D. Conferring with the student's parents;
- E. Suspending the student from school;
- F. Referring the student to an appropriate agency for assistance.

Administrative action to address unexcused absences shall be in accord with due process as defined in [Policy 5611](#), the Student Code of Conduct, and other applicable Board Policies.

### **TRUANCY**

A student will be considered truant if he or she is absent part or all of one or more days from school and the High School Office has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student will also be considered truant if he or she has been absent intermittently for the purpose of defeating the intent of the [Wisconsin Compulsory Attendance Statute – Sec. 118.15](#).

When a student is truant, the Principal/designee ensure that all applicable provisions of the [District's Truancy Plan](#) are carried out.

### **HABITUAL TRUANCY**

A student is considered a habitual truant if he or she is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

When a student initially becomes a habitual truant, the Principal/designee shall ensure that all applicable provisions of the [District's Truancy Plan](#) are carried out.

## **PARENT/GUARDIAN RESPONSIBILITIES**

It is the responsibility of the student's parent or guardian to ensure that their child attends school regularly. Parents are expected to provide an excuse for all absences.

## **STUDENT RESPONSIBILITIES**

Students are required to attend all classes and other school activities on their daily schedule, unless they have been excused from school.

### **STUDENTS LEAVING SCHOOL DURING THE SCHOOL DAY**

No student will be allowed to leave school prior to dismissal time without an email generated from a verified email address on file, a handwritten note, a telephone call from parent/guardian or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) or guardian without permission from the custodial parent(s) or guardian.

No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the Principal or designee and with the knowledge and approval of the student's parents.

No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by Principal or designee.

## **MAKE-UP COURSE WORK AND EXAMINATIONS**

### **EXCUSED ABSENCES**

A student, whose absence from school was excused, except for an expelled student, shall be permitted to make-up course work and any semester or grading period examinations missed during the absence when they return to school. It is the student's responsibility to contact his or her teachers to determine what course work and examinations must be made up. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence unless extended by the Principal or designee based upon extenuating circumstances.

### **UNVERIFIED ABSENCES**

Credit in a course or subject shall not be denied solely because of a student's unexcused absence from school.

A student whose absence from school was unexcused shall be permitted to make-up course work and semester or grading period examinations missed during the absence.

Subject to the immediately preceding two paragraphs, credit may, but is not required to be given for the completion of make-up work. The extent to which make-up credit is given shall be determined on a case-by-case basis by the Principal or designee and the respective teachers.

If make-up work is allowed, it is the student's responsibility to contact his or her teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the Principal or designee based upon extenuating circumstances.

## **TARDINESS**

- Students who are not in their classroom when the late bell rings are considered tardy.
- All students who are tardy to school must report to the High School Office to sign in.
- When a teacher detains a student after class, the teacher shall issue a late pass for the student's next class.
- When a student has been tardy to a class on 4 occasions a detention may be assigned by the teacher. An additional detention is to be assigned for every tardy thereafter. Teachers will refer cases of chronic tardiness to the Principal/designee.

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

## **EXPECTED BEHAVIORS**

Each student shall be expected to:

- A. Abide by national, State, and local laws as well as the rules of the school;
- B. Respect the civil rights of others;
- C. Act courteously to adults and fellow students;
- D. Be prompt to school and attentive in class;
- E. Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, sex, sexual orientation, race, or ethnic background;
- F. Complete assigned tasks on time and as directed;
- G. Help maintain a school environment that is safe, friendly, and productive;
- H. Act at all times in a manner that reflects pride in self, family and in the school.

## **DRESS AND GROOMING**

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

The following styles or manners of dress are prohibited:

1. Extremely loose, baggy, long pants or shorts are not acceptable.
2. Extremely short or tight skirts, shorts, or shirts are not acceptable.

3. Halter tops, tube tops, see-through or mesh tops, bare midriffs or clothing that show cleavage are not acceptable.
4. Undergarments should not be visible and should be appropriate to the clothing being worn.
5. Chains and spiked belts, jewelry or accessories are not acceptable.
6. Writing or pictures on clothing that display or promote themes that violate school policy.
  - A. Drugs, alcohol and symbols of hate
7. Students will be required to wear safety clothing or special equipment in specific classes at the teacher's discretion. The instructor can prohibit clothing, footwear or jewelry that could be a safety hazard in specific classes.
8. A student's dress should not cause classroom or school disruption or create a danger to the health or safety of the students.

Students who are representing our school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

### **CARE OF PROPERTY**

Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

If a student damages or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct.

### **STUDENT CODE OF CONDUCT**

The Board of Education has adopted the following Student Code of Conduct. The Code includes the types of behavior that will subject a student to disciplinary action. It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation.

It is the school staff's responsibility to provide a safe and orderly learning environment. Discipline is within the discretion of the school's staff and administration. Disciplinary action will be decided on a case by case basis and imposed only after review of the facts and/or special circumstances of the situation.

Each of the behaviors described below may subject the student to disciplinary action including, but not limited to, suspension and/or expulsion from school.

1. Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons;
2. Being under the influence or in possession 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, bullying, cyber-bullying, 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;
16. Failure to report knowledge of a weapon, bullying or threat of violence;
17. Gambling;
18. Plagiarism and falsification of identification or school documents;
19. Issuing a false alarm or false report;
20. Trespassing;
21. Persistent absence or tardiness;
22. Unauthorized use of School or personal property;
23. Assisting another person to violate a School rule;
24. Inappropriate public displays of affection;
25. Violation of specific classroom or activity rules;
26. Violation of bus rules;
27. Insubordination

28. Criminal conduct.
29. Using or in the possession of nicotine or vapes;
30. Purposely setting a fire;

### **DRUG ABUSE PREVENTION**

The administration and staff recognize that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, the school should strive to prevent drug abuse and help drug abusers by educational, rather than punitive means.

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

- A. All dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- B. All chemicals which release toxic vapors;
- C. All alcoholic beverages;
- D. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. "Look-alikes";
- F. Anabolic steroids;
- G. Any other illegal substances so designated and prohibited by law.

Being under the influence, the use, possession, concealment, or distribution, or conspiracy to sell, purchase or receive any drug, drug look-alike and any drug-paraphernalia at any time on school property or at any school-related event is prohibited. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines.

### **USE OF NICOTINE IS PROHIBITED**

The Board prohibits students from using or possessing nicotine in any form including, but not limited to cigarettes, cigarette look-alikes (i.e. vapes and electronic cigarettes), cigars, snuff, and chewing tobacco/nicotine on school premises, in school vehicles, within any indoor facility owned or leased by the School District.

### **GROUND S FOR REMOVAL OF A STUDENT FROM CLASS**

Disturbances that interrupt the learning process cannot be permitted by any teacher. 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 Principal or designee. A student removed from class may also be placed in an alternative education setting.

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

The following is a list of example behaviors for which a student may be removed from class. Student conduct that:

- A. Would result in suspension or expulsion under the Board's policies and procedures;
- B. Violates the behavioral rules and expectations of the school;
- 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 or in possession 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. Pushing, striking, or other inappropriate physical contact with a student or staff member;
  - 6. 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;
  - 7. Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions;
  - 8. Throwing objects in the classroom;
  - 9. Repeated disruptions or violations of classroom rules, or excessive or disruptive talking;
  - 10. Behavior that causes the teacher or other students fear of physical or psychological harm willful damage to or theft of school property or the property of others;
  - 11. Repeated use of profanity;
  - 12. Interferes with the ability of the teacher to teach effectively

### **PROCEDURE FOR STUDENT REMOVAL FROM CLASS**

When a student is removed from class, the teacher shall send the student to the High School Office and inform the office of the reason for the student's removal from class. The teacher shall provide the Principal or designee with a written explanation of the reasons for the removal of the student.

The Principal or designee shall then determine the appropriate course of action.

## **STUDENT PLACEMENT**

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

- A. An alternative education program approved by the Board under State law;
- B. Another instructional setting and in-school suspension or out-of-school suspension;
- 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 or designee determines that readmission to the class is the best or only alternative.

## **PARENT/GUARDIAN NOTIFICATION PROCEDURES**

The Principal or designee shall provide the parent or guardian of a student removed from class-with written notice or verbal communication 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 or designee. 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. Stat. may be removed from class and placed in an alternative educational setting only to the extent authorized under the laws.

## **FORMS OF DISCIPLINE**

It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the Principal or designee's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

## **INFORMAL DISCIPLINE**

Informal discipline takes place within the school. It includes:

- A. change of seating or location;
- B. lunch-time detention;
- C. after-school detention;
- D. STEP (Student Temporary Educational Placement) Room.

## **DETENTIONS**

A student may be assigned before or after school or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

A student missing any portion of his/her assigned detention may be given additional consequences should the situation warrant.

## **SUSPENSION**

### **DURATION AND GROUNDS FOR SUSPENSION**

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

- A. Noncompliance with school or School Board rules;
- B. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- C. Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others;
- D. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority;
- E. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of any employee or School Board member of the school district in which the student is enrolled;
- F. Under paragraphs C, D, and E above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property;
- G. The District Administrator, Principal or designee, or teacher designated by the District Administrator shall suspend a student if the student possessed a firearm while at school or while under the supervision of a school authority.

The suspension period applies to "school days." Thus, a suspension period does not include weekend days, weather related closings or vacation days.

### **SUSPENSION PROCEDURE**

Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student will be advised orally or in writing of the reason for the proposed suspension and given an opportunity to explain his or her conduct.

The Principal or designee, within his or her discretion, may also inform the student's parents or guardian of the reason for the proposed suspension prior to suspending the student.

### **NOTICE OF SUSPENSION**

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

### **SENDING A STUDENT HOME ON THE DAY OF THE SUSPENSION**

The Principal or designee shall attempt to contact the student's parent or guardian to request that the student be picked up. If the parent/guardian is unable to pick up the student, the student should remain under the school's supervision until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision.

### **OPPORTUNITY TO COMPLETE SCHOOL WORK**

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

### **REFERENCE TO THE SUSPENSION IN THE STUDENT'S RECORD**

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

The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator or his or her designee, who shall be someone other than a high school administrator, to discuss removing reference to the suspension from the student's records.

Reference to the suspension in the student's school record shall be removed if the District Administrator or designee finds that:

- A. The student was suspended unfairly or unjustly;
- B. The suspension was inappropriate, given the nature of the alleged offense;
- C. The student suffered undue consequences or penalties as a result of the suspension.

The District Administrator, or the administrator's designee, shall make his or her finding within fifteen (15) days of the conference.

## **EXPULSION**

### **GROUNDS FOR EXPULSION**

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

- A. Repeatedly refused or neglected to obey the rules established by the School District;
- B. Knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- C. Engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health or safety of others;
- D. Engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the

property, health or safety of any employee or School Board member of the School District in which the student is enrolled; or

- E. 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.

### **EXPULSION FOR BRINGING A FIREARM TO SCHOOL**

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

### **EXPULSION HEARING**

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

The student, or the student's parent if the student is a minor, has the right to request a closed hearing or the Board may choose to close the hearing. The student and, if the student is a minor, the student's parent or guardian may be represented at the hearing by counsel.

### **EXPULSION ORDER**

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

### **STUDENT RECORDS**

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

### **DISCIPLINE OF DISABLED STUDENTS**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA).

## **SEARCH AND SEIZURE and K9 SEARCHES**

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

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

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

No strip searches will be conducted by any employee of the District, but may be conducted by law enforcement officials, if deemed necessary.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

The Principal or designee may arrange for a breath test for blood-alcohol to be conducted on a student whenever there is individualized reasonable suspicion to believe the student has consumed an alcoholic beverage.

The Principal or designee shall attempt to contact the Sheriff's Department or local law enforcement authority and arrange for it to conduct the test. The following procedure should be used:

- A. Take the student(s) to a private administrative or instructional area on school property and have at least one other member of the teaching or administrative staff present as a witness to the test.;
- B. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention;
- C. Make a written record of the instrument's serial number or identifier as well as the following information:
  1. The test result;
  2. The date;
  3. The time;
  4. The place of the test;
  5. The students' names; and
  6. The names of all witnesses.
- D. If the instrument provides printed evidence, attach a print-out to the written record.
- E. If the result indicates a violation of school rules as described in the student handbook, follow the disciplinary procedure described in the handbook.
- F. If the student refuses to take the test, inform the student that refusal to participate implies admission of guilt leading to disciplinary action. Allow the student a second opportunity to be tested, and if s/he refuses again, ask the student to sign a refusal statement. Regardless of whether or not s/he signs, prepare a written report of the incident.

- G. If a staff member accompanying students on a school-related activity off school grounds has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage and no test instrument is available, s/he should make a written record of all facts upon which an opinion that the student has consumed an alcoholic beverage is based. Since the staff member is responsible, for the welfare of a student who may be intoxicated, s/he should supervise the student until s/he is returned to the custody of his/her parents or a law enforcement official.

### **STUDENT'S RIGHTS OF EXPRESSION**

Any student wishing to distribute or display non-school material must first submit for approval a copy of the material to the Principal or designee twenty-four (24) hours in advance of desired distribution/display time, together with the following information:

1. Name of the student or organization;
2. Date(s) and time(s) of day of intended display or distribution;
3. Location where material will be displayed or distributed;
4. The grade(s) of students to whom the display or distribution is intended.
5. Must secure written permission from school administration.

### **STUDENT SUGGESTIONS AND COMPLAINTS**

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

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal or designee or to the Student Government.

## **SECTION IV - TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

Bus transportation is provided for all eligible students. The bus schedule and route is available by contacting Dousman Transportation at (262) 862-6086.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal or designee.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the Principal or designee stating the reason for the request and the duration of the change and the Principal or designee approves.

## **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students, each student shall:

1. Be on time at the designated loading zone;
2. Stay off the road at all times while walking to and waiting for the bus;
3. Line up single file off the roadway to enter;
4. Wait until the bus is completely stopped before moving forward to enter;
5. Refrain from crossing a highway until the bus driver signals it is safe;
6. Go immediately to a seat and be seated.
7. All student code of conduct rules apply.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

During the trip each student shall:

1. Remain seated while the bus is in motion;
2. Keep head, hands, arms, and legs inside the bus at all times;
3. Not litter in the bus or throw anything from the bus;
4. Keep books, packages, coats, and all other objects out of the aisle;
5. Be courteous to the driver and to other bus riders;
6. Not tamper with the bus or any of its equipment.

Leaving the bus each student shall:

1. Remain seated until the bus has stopped;
2. Cross the road, when necessary, at least ten (10) feet in front of the bus, only after the driver signals that it is safe;
3. Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

## **SCHOOL BUS VIDEO SURVEILLANCE**

The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on a video, the video will be submitted to the Principal or designee and may be used as evidence of the misbehavior. Since these videos are considered part of a student's record, they can be viewed only in accordance with State and Federal law.

### **PENALTIES FOR INFRACTIONS**

A student who engages in misconduct on a bus shall be subject to discipline and may be deprived of the privilege of riding on the bus.

### **SELF-TRANSPORTATION TO SCHOOL**

Driving to school is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from Wilmot Union High School not officially provided by the school. The Board of Education regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students - a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration toward others. The Board will permit the use of motor vehicles by students, in accordance with the rules of this District, provided that such students are licensed drivers and have been granted permission by the school administration to drive a motor vehicle on school grounds. The Board will not be responsible for motor vehicles which are lost, stolen, or damaged.

The following rules shall apply:

1. Students shall complete the [Student Vehicle Form 5515 F1](#) which is available in the School office and provide driver's license and insurance certificate;
2. The student must obtain a permit from the School Resource Officer and pay a fee of \$75.00 for the entire school year;
3. If a student's permit is suspended, no fees will be refunded. Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student;
4. When the school provides transportation, students shall not drive to school-sponsored activities unless written permission is granted by their parents and approved by the Principal or designee;
5. No other students are allowed to be driven to a school-sponsored activity by the approved student driver without parental permission from all parties involved and approval by the Principal or designee.

Permission for a student to bring a vehicle on school property shall be conditioned upon written consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of a particular law, a school rule, or a condition that endangers the safety or health of the student driver or others.

The Board of Education regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students - a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration toward others.

The Board will permit the use of motor vehicles by students, in accordance with the rules of this District, provided that such students are licensed drivers and have been granted permission by the school administration to drive a motor vehicle on school grounds.

The Board will not be responsible for motor vehicles which are lost, stolen, or damaged.



# **Wilmot Union High School**



## **CO-CURRICULAR CODE OF CONDUCT**

***2018-2019***

Board Approval: June 13, 2018

Students have the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter. The school has many student groups that are approved by the Board of Education. Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

### **CLUBS & ACTIVITIES**

AcaDec	
Art Club	HOSA
Bowling	Forensics
Culinary Club	Intramural Sports
DECA / FBLA / MBA	Key Club
Duelers Club	Link Crew
Drama Club	National Honor Society
FCCLA Club	Student Government
Future Educators of America	Skills USA
Gamers Club	Spirit Club
German Club (GAPP)	Trapshooting
AniMe Club	Green Club
Yearbook	Chess Club
Equestrian	Mountain Biking
Be The Change	

### **NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Non-school Sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal or designee. The application must verify the following:

1. Activity is being initiated by students;
2. Attendance is voluntary;
3. No school staff person is actively involved in the event;
4. The event will not interfere with school activities;
5. Non-school persons do not play a regular role in the event.

School rules will still apply regarding behavior and equal opportunity to participate. Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate. No non-district sponsored organizations may use the name of the school or the school mascot.

### **SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS**

The Board of Education sponsors student publications and productions as a means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society.

## ATHLETICS

A variety of athletic activities are available in which students may participate providing they meet eligibility requirements that may apply. The following is a list of athletics currently being offered. For further information, contact the Athletic Director, at (262) 862-2351.

Boys Baseball	Football	Boys Soccer	Boys Tennis
Boys Basketball	Boys Golf	Girls Soccer	Girls Tennis
Girls Basketball	Girls Golf	Girls Softball	Track and Field
Cheer	Gymnastics	Boys Swimming	Boys Volleyball
Cross Country	Hockey	Girls Swimming	Girls Volleyball
			Wrestling

## CO-CURRICULAR CODE OF CONDUCT

Co-curricular activities at Wilmot Union High School are viewed as an addition to regular curriculum and as such, they play an important role in the total development of an individual. **Participation in Co-curricular Activities is a privilege.** Participants are expected and required to represent the ideals and principles of the Wilmot Union High School District and/or the Wisconsin Interscholastic Athletic Association, 12 months per year.

### CO-CURRICULAR ACTIVITY DEFINITION

1. An co-curricular activity at Wilmot Union High School is any school-sponsored activity that meets outside of the regular school day and has an identified advisor or coach. These include, but are not limited to:  
***All Athletic Teams, Performance Groups, Skills USA, National Honor Society, Academic Competition Teams, Forensics, DECA, HOSA, Bowling, FBLA, GAPP, Trap Shooting, Prom Court and Homecoming Court.***
2. The Athletic Director shall address all co-curricular activity violations.
3. Coaches and advisors may establish additional rules and regulations dealing with transportation, lodging and acceptable behavior of participants in their activity and will provide participants, parents, and the Athletic Director with such rules and regulations prior to the respective event. All coaches' and advisors' rules, regulations and consequences must be consistent with the policies and procedures outlined in the co-curricular code of conduct and the Coaches Manual.

### ACADEMIC ELIGIBILITY

1. All co-curricular participants must be considered full-time students. The Wilmot Union High School Board Policy requires students to be enrolled in six credited classes per semester. Students enrolled in college courses through the Early College Credit Program will be required to maintain the equivalent of full-time enrollment and have full-time enrollment status approved by the Athletic Director.
2. To be eligible for co-curricular activities students must carry a G.P.A. of 1.667 or higher with no failing grades or a G.P.A. of 2.0 or higher and only one failing grade at the end of the predetermined eligibility grading period.
3. Wilmot High School will use the WIAA recommendations when dealing with students who are ineligible at the end of Semester 1 and Semester 2. Co-curricular participants who fail to meet the eligibility requirements are ruled ineligible for 15 consecutive scheduled school day (fall athletes see WIAA rules for dates). It is the participant's responsibility to initiate a grade check through the Athletic Director after the 15 days to determine eligibility status.
4. The Semester 2 grade of the previous school year will be used for the upcoming fall season. Eligibility may be regained for the fall season by successfully completing summer school courses. However, if an academic core course is failed (English, Social Studies, Math and Science) the student must earn the academic credit during summer school in the same academic core area to regain eligibility.
5. Students who fail to meet eligibility requirements when Progress Reports are issued after PR1, PR2, PR4, PR5 will be placed on academic probation for 5 school days and will not be allowed to participate in games, contests or competitions. After the 5 days have elapsed, the student will initiate a grade check to regain eligibility. If after those 5 days they are still unable to meet eligibility requirements they will be suspended for all games, contests and competitions for 10 more school days. The cycle will continue with grade checks every 10 days until the student is able to regain their eligibility.
6. Co-curricular participants who are ineligible shall continue to practice, but will not participate in the scheduled events for the first 15 days of ineligibility. After 15 school days if the participant remains academically ineligible, the participant will not be allowed to practice again until the next predetermined eligibility grading period.

### ATTENDANCE/PARTICIPATION ELIGIBILITY

extra co-curricular participant must be at school by 8:30 a.m. and attend all remaining classes to participate in practice or a scheduled contest or activity that day, except if the absence was preapproved. The Athletic Director, as well as the participant's coach/advisor shall, on a daily basis, determine whether any of their extra-curricular participants have absences during any period of the day. A participant who is absent on Friday, without preapproval, may not participate in a Saturday event. Excused preapproved absences are absences that are arranged by the parents/guardians beforehand for all or part of the day, and are absences which include the

following; medical, dental, and legal appointments and proceedings, funerals, college visits, job fairs, and field trips. If an extra-curricular participant has an unapproved absence and he/she proceeds to take part in the event, the Athletic Director will automatically suspend the participant for the number of scheduled contests as outlined below: If the participant knowingly participates illegally more than once he/she shall be referred to the Penalty Calculation Table.

## ATTENDANCE PROVISIONS

1. A student who is unexcused from class after 8:30 will be ineligible to participate in a co-curricular that day.
2. On a student's 3<sup>rd</sup> in season truancy, the student will be referred to the penalty calculation table.
3. Students who are tardy to school(after 7:35 am) for any reason other than prearranged absences more than 4 times during a season will be suspended for the next co-curricular competition and for every additional tardy after the 4<sup>th</sup>.

## THE FOLLOWING PROVISIONS COVER EVERY SECTION OF THE CO-CURRICULAR CODE OF CONDUCT:

4. In accordance with WIAA regulations, the code of conduct shall be enforced uniformly, year around. Participants are expected to abide by provisions of the code of conduct out-of-season as well as in-season.
5. Any event outside the performance requirements within the course curriculum follows the procedures governed by the extra-curricular code of conduct.
6. When a participant admits to violating the school's co-curricular code of conduct, the penalty will immediately be applied. If the student denies violating the code, the school must provide an opportunity for the participant to be heard prior to any penalty being enforced. When a student appeals a suspension, in accordance with the school's appeal procedure, the student is ineligible during the appeal process.
7. The date of the infraction is considered the date the school's administrator of the co-curricular code of conduct becomes aware of and is able to enforce the rule violation.
8. Regardless of the findings of the civil authorities, it is understood that co-curricular participants' conduct is governed by school board policy. School Officials will determine violations and implement consequences.
9. Consequences for inappropriate behavior(s) and rule violation(s) should reflect the seriousness of the behavior(s). The Principal may use his/her discretion to assign any consequence.
10. Participants who are required to serve consequences for rule violation(s) must complete the season or activity in which they serve the consequences in good standing in order to clear their violation(s).
11. Violations occurring when a participant is between seasons shall be enforced at the beginning of his/her next sport season or activity.
12. In the event that an athlete, who has an unfulfilled, partial or full season suspension pending, chooses to go out for a sport, the athlete must meet with the athletic director and coach to review the rules for the program. In order to satisfy the remaining suspension period, the athlete must practice with the team, attend and sit out the events or contests to finish the penalty. The athlete must contribute positively to the team and complete the season in good standing in order to clear all violations.
13. Being in violation of the extra-curricular code of conduct prohibits athletes from dressing for an event, to include jerseys or any portion of the uniform while sitting on the bench.
14. All participants involved in co-curricular activities are subject to random drug testing at any time during the course of the year.
15. Upon request of the principal/designee, any participant involved in extra-curricular activities may be required to submit to a drug screening within the time period indicated by the principal/designee. This may include, but is not limited to, those co-curricular participants with previous drug and or alcohol related violations.
16. In accordance with WIAA policy, any code of conduct violation which occurs or is first known to have occurred after a school begins a WIAA tournament series competition is immediately disqualified from competition for the remainder of the tournament series.

## ARTICLE 1 VIOLATIONS

**(All Article 1 violations are cumulative during a student's high school career.)**

Co-curricular participants will be suspended from participation for engaging in or being an accomplice to any illegal or criminal act. Examples include, but are not limited to:

1. The use or possession of alcohol or tobacco products / paraphernalia
2. The use, possession or selling of illegal drugs and/or prescription drugs / paraphernalia (including performance enhancing substances)
3. Disorderly conduct, vandalism, breaking and entering, stealing (including school uniforms and equipment), possession of a weapon, etc.
4. Fighting, assault, harassment, hazing, bullying, cyber-bullying, intimidation, extortion, threats, etc.
5. Offenses at school that result in an out-of-school suspension

## ARTICLE 1 CONSEQUENCES

**First Offense** - Penalty Calculation Table

**Second Offense** - Loss of competition or participation for one calendar year.

**Third Offense** - Referral to the Extra-curricular Activity Board who will determine consequence

## ARTICLE 2 VIOLATIONS

**(All Article 2 violations accumulate until the participant completes one calendar year without an Article 2 violation.)**

Co-curricular participants will be suspended from participation for conduct contrary to the ideals, principles and standards of Wilmot High School and/or the

WIAA. Examples include, but are not limited to:

1. Insubordination to his/her teachers, coaches or advisors.
2. Unexcused absences from practices, games or activities.
3. Excessive tardiness per student handbook rules
4. Truancy or unverified absences.
5. Cheating on an academic assessment

## ARTICLE 2 CONSEQUENCES

### In-Season

**First and Second Offense** - one game or event suspension

**Third Offense** – Penalty Calculation Table

**Fourth Offense** - 100% suspension of games or events for the season

**Fifth Offense** - loss of competition or participation for one calendar year

### Out-of-Season

**First Offense** - warning

**Second and Third Offense** – one game/event suspension

**Fourth Offense** – 2 games/events suspension

**Fifth Offense** - referral to Penalty Calculation Table

## Penalty Calculation Table

Number of scheduled contests	Penalty
4 or less	1
5, 6 or 7	2
8, 9, or 10	3
11,12 or 13	4
14, 15, or 16	5
17,18, or 19	6
20, 21 or 22	7
23, 24 or 25	8
26, 27 or 28	9
29, 30 or 31	10
More than 32	11

## APPEAL PROCESS

The purpose of the appeal process is to determine whether or not a violation was committed and if the code was correctly applied. If the suspension is upheld, there will be no reduction in penalty.

1. Reports of violations will be accepted from the school administration, and an investigation will be conducted prior to enforcement of the code of conduct.
2. The co-curricular participant may formally appeal the decision in writing to the Athletic Director or Principal/Designee, provided an appeal is received within 7 days after receiving written notice of the suspension.
3. The participant is suspended from all contests or events throughout the duration of the appeal process.
4. A date for a hearing will be established by the Co-curricular Activity Board no later than seven days after receipt of the written appeal. The Co-curricular Activity Board will serve as the governing body of the appeal process. The Activity Board would consist of the Athletic Director, another member of the leadership team, two coaches or advisors who do not supervise in the sport or activity when the violation occurred, and a senior student in a leadership role.
5. The co-curricular participant will be provided with an opportunity to testify and present other evidence on his/her behalf at the hearing.
6. Proceedings of the hearing, including the decision, will be put in writing and a copy of these proceedings will be mailed to the extra-curricular participant and his/her parents.
7. If the co-curricular participant and his/her parents are not satisfied with the findings of the hearing, a final hearing may be requested before the Principal. The Principal must receive, in writing, a request for a final hearing before the Principal within 7 days of the mailing of the outcome of the original hearing. A member of the Co-curricular Activity Board must be present at this hearing.

\*The school will attempt to provide results of all hearings within 2 days after the hearing.

## ATHLETE AWARDS

Wilmot Union High School athletic award system is designed to recognize outstanding service and accomplishments in the interscholastic athletic program. An athlete must finish the season in his/her sport in good standing. Awards are earned in sports or activities which are of a competitive nature and there is a competition to earn a varsity spot (Academic Decathlon, Trap Shooting, Cheerleading).

Awards will be earned according to the following sequence:

**JV2 Level e)-Participation Certificate**

**JV1 e Level Numerals & Participation Certificate**

**Varsity Level -Varsity Letter, Varsity Certificate, Bar & Sport Insignia**

**1<sup>st</sup> Varsity Award** Varsity Letter, Varsity Certificate, Bar and Sport Insignia

**2<sup>nd</sup> Varsity Award** Varsity Certificate, and 1 Bar

**3<sup>rd</sup> Varsity Award** Special award and 1 Bar

**4<sup>th</sup> Varsity Award** 4<sup>th</sup> Year Varsity Plaque and 1 Bar

**White Letters** \_ State Qualifiers in WIAA sanctioned events and to state champions in non-WIAA recognized events.

The following athletes would receive Special Recognition Award for:

**Captain** - in each sport - Plaque

**Most Valuable Player** – in each sport - Plaque

**3 Sport Award** – earned 3 Varsity Letters during a school year - Plaque

**Scholar Athlete Award** - (3.5 GPA and above), patch the 1<sup>st</sup> year & chevrons for each year thereafter.

3 Sport Patch – participated in three sports during one academic year.

**Training Code Violation**

**A student who receives an Article 1 violation during their athletic season would not be eligible for either a nomination or be a recipient for any award, at the conclusion of the season. In addition, a student who violates a training rule may not continue to serve as a captain during the season of suspension. If the violation occurs after the season was concluded and the award not made, it shall be forfeited. The Athletic Director and Principal must approve any departure from this policy.**

**Via an electronic signature online or my written signature below, I acknowledge that I have received and read the Wilmot Union High School Student Handbook and the Extra-Curricular Code of Conduct and understand the provisions contained herein.**

## WILMOT UNION HIGH SCHOOL

### PARENT AND PARTICIPANT CO-CURRICULAR CODE AGREEMENT FORM

School activities play an important part in the life of Wilmot Union High School. The major objectives of the activities programs are to provide wholesome opportunities for participants to develop favorable habits and attitudes. Through participation in activities, co-curricular participants should develop a healthy self-concept as well as a healthy body. An Co-curricular Code assists in meeting these objectives. The information on the preceding pages of this document is designed to provide you with a code that clearly states the expectations that are held for co-curricular participants and their parent(s)/guardian.

Your signature also confirms your awareness of the inherent risk of injury present through participation in activities. In particular, when involved in interscholastic athletic practice and contest activities, the risk may be severe, including serious physical injury and even death. In some cases, injury may occur during transportation to and from contests, practices and/or events. You further acknowledge that even with qualified coaching/advising, the use of adequate protective equipment, and strict observance of rules, injuries are still a possibility.

Wilmot Union High School expects participants involved in any of the activities or programs to represent their school, their community, their parents, and themselves in a positive fashion at all times. The expectations are year round whether or not they are currently involved in an activity. As parents your influence is essential to the understanding and adherence to these expectations by your child.

**WE, AS PARENTS/GUARDIANS, HAVE READ ALL THE INFORMATION CONTAINED IN THIS ACTIVITIES CODE HANDBOOK. WE GRANT PERMISSION FOR OUR CHILD TO PARTICIPATE IN THE WILMOT UNION HIGH SCHOOL EXTRA-CURRICULAR PROGRAM. WE FURTHER SUPPORT OUR SON/DAUGHTER'S ADHERENCE TO THE EXPECTATIONS CONTAINED IN THE CODE.**

WE AGREE TO INFORM AN APPROPRIATE OFFICIAL WHEN BEHAVIOR OF OUR CHILD OR OTHER PARTICIPANTS IS IN VIOLATION OF THIS CODE.

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Signature of Parent/Legal Guardian

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Date

AS A STUDENT AND A PARTICIPANT IN THE WILMOT UNION HIGH SCHOOL EXTRA-CURRICULAR PROGRAM, I HAVE READ AND AGREE TO FOLLOW THE EXPECTATIONS OF THIS CODE, INCLUDING REPORTING ANY VIOLATIONS I MAY COMMIT OR OTHER PARTICIPANTS TO AN APPROPRIATE SCHOOL OFFICIAL. I UNDERSTAND THAT MY PARTICIPATION IN CO-CURRICULAR PROGRAMS IS A PRIVILEGE, WHICH MAY BE REVOKED IF I VIOLATE SCHOOL POLICIES, WIAA RULES, OR THIS EXTRA-CURRICULAR HANDBOOK. I ALSO UNDERSTAND THAT AS PART OF THIS PRIVILEGE, I MAY BE REQUIRED TO PARTICIPATE IN A RANDOM DRUG TEST AT THE SCHOOL'S REQUEST.

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Signature of Co-Curricular Participant

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Date