Winneconne High School

Student Handbook 2021-22

Educational Philosophy

The Winneconne Community School District assumes educational responsibility for all youth living within its boundaries. It shall strive to provide equal educational opportunities for all pupils. Because each child possesses unique individual capabilities and needs, we believe that educational opportunities should be provided that allow the necessary support and flexibility for each child to develop his/her own potential.

The primary focus of the Winneconne Schools is to educate the total child on both cognitive and affective levels. We believe that the basic skills of reading, writing, speaking, thinking, listening, computing, and evaluating are fundamental to learning in all educational areas and that the development of personality, emotional maturity, physical and mental health, and civic, social, and economic awareness should be interwoven in the fabric of the individual's total education. In addition to basic skills, the district shall also provide experiences which encourage creativity, intellectual curiosity, independent thinking, and healthy lifestyles.

We consider that the purpose of public school education is to develop individuals who, in a world of continual change and progress, can demonstrate academic competence, leadership and responsibility, self-discipline, and respect for other individuals. Although teachers, administrators, and the school board accept primary responsibility for providing educational opportunities, we also believe that obligations must be assumed on the part of the children, their parents, and the entire community.

WEBSITE

The Winneconne School District website is www.winneconne.k12.wi.us.

This agenda belongs to:

NAME: _____ Grade: _____

ADDRESS: _____

CITY/TOWN: _____

PHONE: _____

WINNECONNE COMMUNITY SCHOOL DISTRICT | 2021-2022

	NO SCHOOL
	P/T CONFERENCE

ES Hours: 8:10 AM – 3:10 PM
MS Hours: 7:53 PM – 3:15 PM
HS Hours: 7:53 AM – 3:15 PM

13 1st Semester Ends
14 No School - Staff Develop

JANUARY 2022

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

AUGUST 2021

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

4, 16-17 New Teacher Days
2-20 One "floater" teacher in-service
18-19,24-25 Teacher In-Service
24 (4K-5 Gr. Open House 5-7PM)
24 (7-8 Gr. Open House 5-7PM)

3 HS P/T Conferences 4:00 PM – 7:30 PM
11 No School - Staff Develop

FEBRUARY 2022

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

SEPTEMBER 2021

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

1 First Day K-9 Students
1 4K Student/Family Meetings
1 9th Grade Orientation
2 First Day 4K and 10-12 grade
6 No School – Labor Day
20 6th Gr Orientation 5-7 PM
24 No School-Staff Develop

8 ACT Test – 11th grade (subject to change)
8 Grades 9,10,12 – No School
18 No School - Staff Develop
21-25 No School-Spring Break

MARCH 2022

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

OCTOBER 2021

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

14 HS P/T Conf. 4-7:30 PM
15 No School
All District P/T Conf. 8-Noon
Staff Development PM
19 ES & MS P/T Conf. 4-7:30 PM
21 MS P/T Conf. 4-7:30 PM
22 No School -Staff Develop
26 ES P/T Conf. 4-7:30 PM

1 No School - Staff Develop
15 No School

APRIL 2022

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

NOVEMBER 2021

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

24-26 No School-Thanksgiving

27 No School - Staff Develop
27 Graduation 7:00 PM
30 No School-Memorial Day

MAY 2022

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

DECEMBER 2021

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

10 No School-Staff Develop
23-31 No School - Winter Break

1 Last Day w/Students
*0-2 Snow Days
2 Teacher Data Day

JUNE 2022

M	T	W	Th	F
		1	2	3
6	7	8	9	10

*3-4 Snow Days will be Virtual

BOE APPROVED May 3,2021

WELCOME to Winneconne High School. We are very proud of our school's achievements, offerings, students, community, and staff. In order to keep up with and even surpass these high standards, each of us must do his/her part and contribute to the overall operation of the high school. The student is the integral part of any school. Your high school years can provide some of the most rewarding experiences of your life. We ask that you take advantage of our programs in gaining life experiences. Best wishes for a great year!

Agenda cover art by James Keller

CLASS SCHEDULE

Regular		2 Hour Delay		Early Release	
Zero hr.	7:00 - 7:50	1st hr.	9:53 - 10:32	Zero hr.	7:17 – 7: 49
1st hr.	7:53 - 8:44	2nd hr.	10:36 - 11:15	1st hr.	7:53 – 8:25
2nd hr	8:48 - 9:39	3rd hr.	11:19 - 11:58	2nd hr.	8:29 – 9:01
3rd hr.	9:43 - 10:34	5th hr.	12:02 - 12:41	3rd hr.	9:05 – 9:37
4th hr.	10:38 - 11:29	A lunch	11:58 - 12:23	4th hr.	9:41 – 10:13
A Lunch	11:29 - 11:56	5th hr.	12:27 - 1:06	5th hr.	10:21 – 10:53
5 Class 1	11:33 - 12:24	B lunch	12:41 - 1:06	6th hr.	10:57 – 11:29
B Lunch	12:24 - 12:51	4th hr.	1:10 - 1:49	7th hr.	11:33 – 12:05
5 Class 2	12:00 - 12:51	6th hr.	1:53 - 2:32		
6th hr.	12:55 - 1:46	7th hr.	2:36 - 3:15		
7th hr.	1:50 - 2:41				
Focus Time	2:45 -3:15				

ACTIVITIES

EXTRA-CURRICULAR ACTIVITIES (Covered by Code Handbook)

WIAA SPONSORED SPORTS

Baseball	Golf	Track
Basketball	Hockey	Girls' Volleyball
Cross Country	Soccer	Wrestling
Football	Softball	

ACTIVITIES

Academic Bowl	Drone Club	P.R.O.
Academic Decathlon	Dungeons & Dragons Club	Pep Band
Badger Boys	Equestrian	Photography Club
Badger Girls	F.F.A.	Powerlifting
Book Club	Fishing Club	Spanish Honor Society
Bowling	Forensics	Spirit Squad
Broken Pencils	GSA	Student Council
Class Officers	Jazz Choir	Trap
Court Members	Key Club	WILS Leadership Rep.
Debate	Math Club	Yearbook
Drama	National Honor Society	

Students who participate in other school activities are also expected to follow a code of conduct similar to the eligibility standards of the Extra-Curricular Activities Code Handbook. If a behavioral incident happens, the organization rules will be reviewed and discussed by the activity advisor(s) and high school administration to determine the consequences for a violation of the eligibility standards on an individual activity basis.

ADDING/DROPPING CLASSES

Adds: Courses may be added three (3) days after the semester begins without teacher's approval, provided there is adequate room in the class.

Drops: Courses may be dropped up to 10 days after the first day of the semester, provided the student maintains a minimum number of required credits per year. Students who drop a class after 10 days may receive a "withdraw failure" for that course. Students may be required to pay for all or part of the course cost when dropping an online or Early College Credit Program (ECCP) class.

ADMINISTRATIVE CODE

In response to recent federal and state legislation, the Winneconne Community Schools have adopted an Administrative Code regarding the maintenance and confidentiality of student records. Because this Administrative Code affects all students both presently enrolled and those who will be leaving the Winneconne Community Schools, it is important that students and parents be made aware of the written policy governing the content, maintenance, and confidentiality of student records. The right to privacy and the protection of confidential information is the concern of the Winneconne Community Schools. Anyone wishing more information on the Administrative Code or necessary permission forms should contact the building principal or counselor.

AWARDS

ACADEMIC AWARDS

The purpose of the Winneconne High School Academic Award program is to recognize those students who demonstrate outstanding achievement through their academic success. Eligible students must be enrolled in a minimum of 2.5 credits in a given semester in order to earn points. At the end of each semester, points are awarded based on that semester's grade point average. A grade point average of 3.75 - 4.0 earns 3 pts, 3.25 - 3.749 earns 2 pts, 2.750 - 3.249 earns 1 pt. Award recipients at Level 1 (8 pts) earn a certificate, Level 2 (12 pts) earn a lamp of knowledge pin and a chenille letter, Level 3 (16 pts) earn a medal, and Level 4 (21 pts) earn a plaque.

WISCONSIN ACADEMIC EXCELLENCE AWARD

The Winneconne High School procedure for determining who receives the Academic Excellence Scholarship (for those enrolled in eligible higher education institutions in Wisconsin) when more than one student has the highest overall grade point average after seven semesters (having attended Winneconne High School for at least the last three semesters), carried out to three decimal places, shall be as follows:

1. Composite score on the ACT.
2. Highest sub-score on the ACT test.
3. By coin flip as supervised by the principal.

WISCONSIN TECHNICAL EXCELLENCE AWARD

The Winneconne High School procedure for determining who receives the Technical Excellence Higher Education Scholarship (for those enrolled in eligible technical education institutions in Wisconsin) when there is a tie for points and more than one student has met the requirements of the scholarship shall be as follows:

1. Grade point average in CTE coursework.
2. Composite score on the ACT.
3. Highest sub-scores on the ACT test (in order).
4. By coin flip as supervised by the principal.

BUSING

BUS TRANSPORTATION

Busing is not set up for 11th or 12th graders unless requested by a parent. Forms are available in the office.

Bus passes are required for when a student is using busing other than their scheduled route or stop. To request a bus pass simply write a note the day the other busing is required and have your student present the note to their school office. You may also call their school office. (*NOTE: Students may take only ONE friend home with them using a bus pass.*) Bus passes may be denied if there are not enough seats on the bus. A fee may be charged depending upon address.

BUSING cont.

Students riding school buses are expected to cooperate to the fullest extent with the bus driver. The bus driver has the same authority over students riding the bus as a teacher has over students in the classroom.

BUS DISCIPLINE

Bus drivers have the option to give verbal warnings or choose to file a written report to students on the bus for minor offenses. The bus driver may choose to file a school bus incident report to the school office. If reported, the administrator determines what step placement or action should be taken due to the severity of the incident.

Step 1: The completion of a school bus incident report is filed in the school office. The incident report will be sent to parents.

Step 2: The completion of a school bus incident report is filed in the school office. The student may be suspended from the bus for up to 2 days. The parents may be required to meet with the administrator and the transportation coordinator.

Step 3: The completion of a school bus incident report is filed in the school office. The student may be suspended from riding the bus for up to 3 days. Along with the incident report, a letter from the district administrator indicating that, should there be another incident, the student may be expelled from riding the bus.

Step 4: Should there be an additional incident after the procedures listed above have been followed, the student will be suspended from the bus for up to 15 days, pending a hearing before the Board of Education. The Board will review the incidents and make a determination as to whether the student will be allowed to continue to ride the bus or be denied transportation for a specific period of time.

Appropriate behavior may be rewarded in this progressive step system. If a bus incident report if filed after 45 school days of "incident-free time period" the student may remain at the current step rather than progressing to the next step. For example, depending on the severity of the incident and a 45- day "incident-free" time period, a student at step 2 may remain at step 2.

**The school board or administration reserves the right to suspend and/or terminate a student's bus riding privileges upon the occurrence of any misconduct depending on the severity of the incident.

**When disciplinary actions occur at the end of a school year, and when time does not permit a suspension to be served, the suspension will be held the next school year.

The aforementioned guidelines are aligned with WCSD Board of Education Policies.

CHANGE OF ADDRESS

If there is a change of address or telephone number during the school year, please report it immediately to the school office. Parents should also fill out a request for busing form under the transportation page on the district website if a busing change is needed. Please allow at least one week for any address changes to the student's pick up or drop off bus stop location.

CLOTHING POLICY

Neatness, cleanliness, and appropriate dress are vital to the individual student and to those with whom he/she shares a classroom. Student dress must be appropriate and must not distract or offend students, staff, or others within the school environment. Clothing must not cause a health or safety problem. Clothing, including footwear, must be clean. Objectionable clothing may be kept in the office and returned at the end of the day.

CLOTHING POLICY cont.

The following items are not acceptable:

1. Pants revealing midriff, hips, or undergarments (even when arms are raised)
2. Shirts that are torn or cut up. (Example: Sleeves cut off; sides cut out)
3. Low cut tops revealing cleavage.
4. Tube tops.
5. Shorts and skirts should be long enough to appropriately cover when standing, reaching, sitting, or bending over.
6. Clothing with obscene or sexually suggestive signs or sayings.
7. Clothing displaying drugs, alcoholic beverages, controlled substances, tobacco, or weapons/ammunition of any kind as well as look-alikes of them.
8. Clothing with hate speech/symbols or that suggests or promotes violence.
9. Chains not considered jewelry; wallet chains.
10. In general, clothing that is too revealing, tight, or extremely oversized.
11. Flags should not be worn as clothing.
12. Blankets, throws, snuggies or look alikes should be left at home.

Students may be restricted to the office until they comply with the dress code. Students not complying will be offered the following options with administrative approval:

1. Correct the situation with appropriate clothing.
2. Contact parents or guardians to obtain appropriate clothing or go home to change.

COMMUNITY SERVICE

Students must earn 9 hours of community service per year and a total of 36 hours prior to graduation with a non-profit organization. Unique locations and service work with individuals not associated with any group or organization should be preapproved with the community service advisor. Completed community service hours must be turned in within 60 days of their completion. Community Service must be completed by May 1st of a student's senior year. Personal safety should be followed when students complete their hours by not working with tools and equipment they are unfamiliar with, having proper training, and being supervised by an adult. Students can pick up forms, see a list of established community service organizations, and get ideas for community service ideas by going to Student Services and talking with the Community Service Advisor.

COURT GUIDELINES

All elected court members are considered participants under the Winneconne extra-curricular code handbook. Students elected to a dance court must meet the criteria found in the extra-curricular code and are subject to removal due to code and/or school violations or infractions, at the discretion of administration.

Court members will be selected and consist of a number of students based on the following descriptions:

Homecoming - All students who meet the criteria found in the extra-curricular code are eligible for nomination. The six seniors, one junior, one sophomore, and one freshman who receive the most votes in their respective classes will be elected to court. Each court member will choose an escort from their respective class. These 18 students will represent the Homecoming Court.

Winterfest - All students who meet the criteria found in the extra-curricular code are eligible for nomination. The five seniors, two juniors, two sophomores, and two freshmen who receive the most votes in their respective classes will be elected to court. Each court member will choose an escort from their respective class. These 22 students will represent the Winterfest Court.

COURT GUIDELINES cont.

Prom - All students in the junior class who meet the criteria found in the extra-curricular code are eligible for nomination. The ten juniors who receive the most votes in their class will be elected to court. Each court member will choose an escort from their respective class. These 20 students will represent the Prom Court.

DANCE POLICY

Only Winneconne High School students with a student I.D. will be permitted to attend school dances unless a guest is signed up in the office in advance. Students must arrive to the dance by 10:00 P.M. No one will be admitted after that time unless prior arrangements have been made with the principal. Students leaving the dance will not be permitted to return, unless granted permission by the dance supervisor. Guests must not be more than 1 year past their class's graduation year.

EARLY COLLEGE CREDIT PROGRAM (ECCP)

The Winneconne Community School District participates in ECCP as required by state law. ECCP provides an opportunity for all students who meet certain requirements to take post-secondary courses at an institution of higher learning. To qualify for the program, a student must have an acceptable academic record, including no unexcused absences in the prior semester, no pending discipline referrals, no previous suspensions from school, and no violations of the extra-curricular code. The student must have a minimum cumulative gpa of 3.25 and must comply with compulsory school attendance law and maintain satisfactory school attendance. The post-secondary course will be examined to determine if eighty percent (80%) of the course content is covered by an existing Winneconne course curriculum. If so, it will not be eligible for the ECCP. Parents or students are responsible for transportation between the school and the post-secondary institution. Transportation assistance is available from the DPI for low-income parents. Such application for reimbursement for low income status is the responsibility of the parents under Wisconsin Statutes. If a student receives a failing grade in an ECCP course or fails to complete an ECCP course, the student's parent or guardian or the student will reimburse the School District for the amount paid on the student's behalf.

ELECTRONIC DEVICE, CELL PHONES, & HEADPHONES

Personal electronic devices may be brought to school by students, provided they are used per classroom and high school rules. Cell phones and ear buds/headphones should not be used during class and kept in a backpack or pocket. The use may be limited by classroom teachers, at their discretion, and by school authorities. Violation of those rules may result in the device being taken away from the student for an appropriate amount of time, normally the remainder of the school day. Building administration may involve law enforcement if the device is used for any illegal purpose or for a purpose that causes harm to others. The Winneconne Community School District does not accept responsibility for lost or stolen devices. Investigation of loss, theft, or damage will be minimal unless it can be established that the student adequately secured the device. Due to privacy and data protection issues, camera and video features on any electronic device at school is expressly prohibited. Laser pointers or look-alike items are not permitted on school premises.

FEES

Students participating in extra- and co-curricular activities are required to pay an activity fee. Project fees in specific courses must be paid prior to the student starting the project. Unpaid fees and fines may result in loss of Focus release and/or merit.

FOCUS TIME

Focus Time is a 30-minute period block of time built into the end of each school day. Students can utilize this time to get access to important academic resources (teachers, computers, library, tutors, study groups, guest speakers, etc.) to support their learning. The Focus Time offerings are designed to support instruction in students' current coursework and to extend learning opportunities. Teachers will request or expect that a student schedule for a particular offering based on student need within a specific course. Junior and senior students who meet the requirements and have parental permission may be eligible to leave campus during Focus Time.

HONOR ROLL

Honor Roll achievements at Winneconne High School include: High Honors—A grade point average of 3.5-4.0 and Honors—A grade point average of 3.0-3.49.

INJURY AND ACCIDENTS

All injuries/accidents should be reported to the office and a report filed.

GRADUATION REQUIREMENTS

2020, 2021, and 2022 graduates of Winneconne High School must attain 22.5 credits while the class of 2023 and on require 23 credits. The credits are to be distributed as follows:

	credits required 2021, 2022	credits required 2023 and on
Communication Arts	4.0	4.0
Social Studies	3.0	3.0
Science	3.0	3.0
Mathematics	3.0	3.0
Phy. Ed.	1.5*	1.5*
Health in Middle or High School	0.5	-
Health in High School	-	0.5
Personal Finance	0.5	0.5
Electives	7.0	7.5
Total	22.5	23
Community Service	36 hours**	36 hours**
Civics Assessment	passing score	passing score

*Winneconne Community School District School Board Policy allows students to substitute one-half physical education credit by taking an elective course in communication arts, math, science, and/or social studies AND participate in a varsity level WIAA sanctioned sport or letter in the following extra-curricular activities: spirit squad, powerlifting, trap team, equestrian team provided they compete and finish the season in good standing as determined by the coach, athletic director, and high school principal.

**Thirty-six (36) hours of community service are required to receive a Winneconne High School diploma. It is expected that a student participate in a minimum of nine (9) hours of community service per year. The student is responsible for recording any time over 72 hours.

Students must participate in graduation practice in order to be eligible to participate in the graduation ceremony.

INSURANCE

The School District of Winneconne does not carry or sell insurance covering student accidents which occur during school or in a school sponsored activity. Parents/Guardians who desire such insurance coverage are encouraged to contact a family insurance agent.

LIBRARY

Please see the library website for additional information.

LOCKER REGULATIONS

School lockers are the property of the Board of Education and are provided for the convenience of students. Students are assigned a locker. Students should keep his/her locker combination confidential. Lock your locker at all times. If damage occurs to your locker, report this immediately to the office. If damage is not reported, the student to whom the locker was assigned will be held accountable. School officials retain the right to search lockers at any time and may schedule locker clean outs periodically. Students need to keep lockers sanitary; no old food/drink allowed in lockers.

LOST AND FOUND

Students who find lost articles should take them to the office, where the owner can claim them.

MERIT SYSTEM

The Merit System is a plan whereby good school scholars and citizens are granted the privilege of a choice of approved activity areas during their study hall class period. Merit students must have a grade point average of 3.0 or higher and must have satisfactory citizenship marks in all classes on their quarter and semester grades. Students are not eligible for merit if they: Do not have a signed emergency card on file in the office, are on the no pass list, have committed a computer violation, have any "2"s or "1"s for their PAW conduct grades, have earned an Incomplete or F grade, are delinquent in serving detentions, have more than two detentions per quarter, or if they have any suspensions. Students are expected to check in and must have a pass to move throughout the building. Games (including card playing) are not appropriate activities for study hall.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is a privilege bestowed upon outstanding sophomore, junior, and senior students. To qualify for membership, students must excel in the areas of scholarship, service, leadership, and character. Minimum requirements include:
Scholarship: Students must earn a cumulative grade point average of 3.5 or higher.
Service: Community service hours must be completed prior to the application deadline each year. Sophomores must acquire a minimum of 36 hours; juniors need 54 hours; seniors must acquire 72 hours. Leadership/Character: Members must also comply with deadlines, attend required meetings, and participate in NHS activities and programs. Students must complete an application by deadline set in advance by the advisor(s) which includes documentation of leadership and character as witnessed by teachers, coaches, and other community members. Character: Students must sign and comply with the WHS NHS Oath of Conduct. Qualified applicants shall be reviewed by the Winneconne NHS Advisory Council.

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The Board of Education is committed to providing an equal educational opportunity for all students in the District. The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity), or physical, mental,

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY cont.

emotional, or learning disability ("Protected Classes") in any of its student program and activities. Students, parents and all other members of the School District community are encouraged to promptly report suspected violations of this policy to a teacher or administrator. Any teacher or administrator who receives such a complaint shall file it with the District's Compliance Officer at his/her first opportunity. The District's "Compliance Officer" is Don Smith, Director of Learning – smithd@w-csd.org

NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES

The Board does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits sexual harassment that occurs within its education programs and activities. When the District has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating sexual harassment and will take appropriate action when an individual is determined responsible for violating this policy. Members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. Third parties who engage in sexual harassment are also subject to the disciplinary sanctions listed in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing supportive measures as reasonably necessary to restore or preserve access to the District's education programs and activities.

The District's Title IX Coordinators are:

Don Smith (Director of Learning) and Laurin Dodd (Director of Pupil Services/Special Education
920-582-5803 x3135 and 920-582-5803 x3125
233 S. 3rd Avenue
Winneconne, WI 54986
smithd@w-csd.org and doddl@w-csd.org

For the full policy, please go to the Winneconne Community District's webpage.

PHONE CALLS

Student-related use of office phones will be for EMERGENCIES only. Calls to parents for permission to leave school to get homework, lunch money, athletic uniforms, etc. must be made from the office phones. The parent will then need to call the office to confirm his/her authorization.

PRESCRIPTION/NONPRESCRIPTION MEDICATIONS

According to Wisconsin Statute 118.29, students requiring medication at school shall be identified by parent/guardian to the District Administrator or designee. School Personnel authorized by the District Administrator or designee may administer medications to students under appropriate procedures developed and supervised by the school nurse. Students may not self carry ANY medications (prescription or over the counter) without required documentation and permission by school nurse and administrator.

PROGRESS REPORTS/REPORT CARDS

Progress reports will be posted approximately five to six weeks after the beginning of each quarter. These reports will have the grade and comments from each of the student's teachers. It is STRONGLY recommended that parents seek a conference with the teachers of the courses where unsatisfactory work is being done. First and third quarter report cards are posted approximately two weeks after the end of each quarter. Semester report cards will be sent to parent(s)/guardian(s) approximately two weeks after the end of the semester.

REQUIRED COURSE LOAD

Freshman, sophomore, and junior students are required to register for a minimum of (6) six credits per school year. Senior students are required to register for a minimum of (5.5) five and a half credits per school year.

SACRED MUSIC PERFORMANCE

Prior commitment of the Board to an integrated, inclusive multicultural curriculum shall be maintained when musical selections are chosen.

SCHOOL LUNCH

Regular lunch periods are from 11:29 to 11:56 a.m. (1st lunch) or from 12:24 to 12:51 p.m. (2nd lunch). Winneconne High School is a closed campus. Students are only allowed off campus during lunch to eat when accompanied by their parent or guardian and visitors are not allowed in the lunchroom. Students eligible for free lunch or lunches at reduced prices must have parents complete and submit the appropriate forms to the school office before the price reduction will be put into effect. Forms may be obtained from the school office. Any unsanitary practices, excessive disturbances, or unacceptable behavior will result in disciplinary action. Students who are not respectful during lunch may be required to eat in the office. Students may not have food delivered from a restaurant/business.

SEVERE WEATHER, TORNADO, FIRE AND SAFETY DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution (S.118.07). It is essential that when the first signal is given, everyone clear the building by the prescribed route as quickly as possible. Students will be suspended and/or referred to appropriate authorities for interfering with the school's fire-fighting equipment (S.941.12) and for intentionally setting off a false alarm (S.941.13). Procedures for safety and severe weather drills will be posted. Shelter areas will be designated in case of severe weather. Severe weather drills will occur on timely intervals as required by law.

STUDENT SERVICES

The student service department is available for every student in the high school. Services include academic scheduling and concerns, personal issues, and career planning. With the developmental school counseling program, students are offered individual and group counseling, as well as classroom sessions. A school counselor is available to work with students on school related issues. When a student needs extra support, referral to outside agencies is necessary.

STUDY HALL

Students are expected to be in their seat at the beginning of the study hall period. Students on merit are to report directly to the merit area. Students are expected to come to study hall prepared to work on an activity or assignment. Students needing to work in the library or with a specific teacher must have their passbooks signed by the authorizing teacher, not the study hall/merit supervisor.

SURVEYS

The School Board respects the privacy rights of parents and their children. No student shall be required to participate in any survey associated with a school program or the District's curriculum, or which is administered by a third party in the school without notification of parents/guardians, if the survey includes information that may be considered private.

TEACHER ASSISTANCE PROGRAM

This program is open to 11th and 12th graders who have found a teacher willing to participate in the program. The supervising teacher will grade students on a pass/fail basis. A student may earn one credit total over the 11th and 12th grade years. TA credits do not count toward required course load credits.

TEXTBOOKS/TECHNOLOGY EQUIPMENT

Students are responsible for the care of the textbooks and equipment they use (i.e. Chromebooks). Because books and equipment are expensive items, all students are required to take care of them. Students are to sign their name and the date loaned in ink on the nameplate in the front of their books. At the beginning and end of the school year the librarian/teacher will evaluate the books. Staff will evaluate equipment on a regular basis. If a book or piece of equipment is damaged due to obvious carelessness or deliberate mutilation, a fine will be assessed. If a book is lost, the student will be assessed the replacement cost, which varies depending on the value of the item lost. If a Chromebook is lost, the student will be assessed the replacement cost.

TECHNOLOGY USAGE AGREEMENT-STUDENT

Winneconne Community School District (WCSD) provides students with access to the District's electronic communications system for educational purposes. The electronic communications system is defined as the District's network, servers, computers, mobile devices, peripherals, applications, databases, online resources, Internet access, email, and any other technology designated for use by students. With this educational opportunity comes responsibility.

Though the District uses filtering technology and protection measures to restrict access to inappropriate material, it is not possible to absolutely prevent such access.

It will be each student's responsibility to follow the rules for appropriate and responsible use. Access to the WCSD network is a privilege and administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

All students in WCSD must adhere to the following standards of responsible use:

• The District may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers or authorized storage sites will always be private.

• Students are responsible at all times for their use of the District's electronic communication system and must assume personal responsibility to behave ethically and responsibly, even when technology provides them the freedom to do otherwise.

• Students must log in to use the WCSD filtered wireless network during the school day on personal electronic devices.

• Students must not access, modify, download, or install computer programs, files, or information belonging to others.

• Students must not alter computers, networks, printers, or other equipment, except as directed by a staff member.

• Students must not release personal information on the Internet or electronic communications unless such release has been approved by a staff member.

TECHNOLOGY USAGE AGREEMENT-STUDENT cont.

• Students are not allowed to publish any image (picture, video, recording, or copied text) of other students or staff member in any manner without approval of person whose image is being used. This permission may be granted verbally; however, at any time revocation of use may be granted.
• Personal WCSD network access information should not be conveyed to other students or attempts be made to use anyone else's accounts.
• Students must not create, publish, submit, or display any abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal items, and should report any instances encountered.
• Vandalism, damage, or theft of district equipment will result in disciplinary action. At minimum the student will be responsible for the cost of repair or replacement of the equipment.
• Students shall adhere to all laws and statutes related to issues of copyright and plagiarism.
• Violation of any of these standards may result in suspension of computer use, Internet privileges, and/or other disciplinary action.

The District makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect. The District will not be responsible for any damage the user may suffer, including but not limited to loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising from unauthorized use of the system. Computer network privileges, including Internet access, will be granted only after the online registration signature page acknowledging the WCSD Student Technology Usage Agreement is received. By signing, you and your child agree to comply with the responsible use policy presented here.

TRANSPORTATION OF STUDENTS

The School District exercises control over transporting students to and from school sponsored activities. At all times, students will be required to use school sponsored transportation unless school sponsored transportation is not feasible. In such cases, the parent may request to transport the student to the site or have the student transport himself/herself to the site. Parents choosing either method must sign a parent/student transportation agreement, which outlines the rules and regulations.

VALUABLES - STUDENT

Students, not the school, are responsible for their personal property. Do not leave valuable items and money in your school or physical education locker. When it is necessary to bring large and valuable items to school, students are encouraged to check these items in the office. A list of items left in the office should be attached. Students will be provided locks for both P.E. and athletics. Locks are to be removed at the end of the year. Investigation of loss, theft, or damage of personal items will be minimal unless it can be established that the student adequately secured the property.

VISITORS - STUDENTS WHO BRING VISITORS

All visitors must report to the main office upon entering the building. Visitors wishing to observe the school for purposes of attending are to arrange this with permission at least one week in advance. All visitations are subject to the approval of the Administration.

WEATHER ANNOUNCEMENTS

Keep your contact information in Skyward up to date and accurate in order to receive alerts from the school in the event severe weather conditions require schools to be closed before starting or through early dismissal.

WORK PERMITS

Wisconsin laws require that all persons under 16 years of age must secure a work permit for each new job in which they are engaged after school hours, Saturdays, Sundays, and during vacation. Permits may be obtained in the school office. When applying for a work permit, a student should have a birth or baptismal record for proof of age, Social Security card, and a permit fee. The student also needs a letter from the employer indicating the type of work to be performed and a statement from parents giving permission to work.

WORK EXPERIENCE

The Work Experience Program is designed for students who are involved in work that relates directly to either an occupation or career. Maximum amount of release time from school will be 2 hours. Qualifications include: Senior status for Fall Semester or Junior/Senior status for Spring Semester, passing all classes, no "incomplete" grades, must have satisfactory PAW scores from the previous semester (no more than two PAW scores of 2; no PAW scores of 1), a valid work permit on file in the high school office, obtains written permission from the employer stating times worked and skills addressed, work must be on a regular schedule, complete weekly assignments, maintain satisfactory PAW scores, and approval from Principal and work experience coordinator. Upon successful completion of the Work Experience program, the student may obtain ½ credit. This credit will be graded on a pass/fail basis.

The Work Experience Program is also designed for students identified as "at risk", credit deficient students, and/or students with an Individual Education Plan (IEP). Chapter PI 26 defines school supervised work experiences as "a set of planned educational experiences, monitored by certified school personnel, designed for students to acquire attitudes, skills, and knowledge for work and other life roles." Qualifications include being identified as an "at risk" or credit deficient student (per district approved definition), enrollment, and regular attendance. A student may receive a maximum of 2 credits. No more than ½ credit may be earned per semester or summer. Grades will be given on a pass/fail basis.

E.E.N. WORK EXPERIENCE

Identified in the student's Individual Education Plan (IEP), the EEN Work Experience Program generally has the same criteria as listed in the regular Work Experience Program.

NATIONAL SUICIDE PREVENTION LIFELINE™

1-800-273-TALK

www.suicidepreventionlifeline.org

Are you or someone you know at risk for suicide?

Text "Hopeline" to 741741

WHS Conduct Rubric

"The Winneconne Way"
PAW Descriptors

3 - Consistently **2 - Sometimes** **1 - Rarely**

PRACTICE KINDNESS		
* Be polite * Be positive * Be helpful		
ALWAYS SHOW RESPECT		
* Exhibit behavior that is respectful of all people, all places, and everyone's learning time		
WORK TO DO YOUR BEST		
ACADEMIC HONESTY	**PREPARED TO LEARN** * Alert & engaged * Use time wisely * Come prepared	**STRIVE FOR EXCELLENCE** by demonstrating: * Initiative * Self-advocacy * Open-mindedness * Quality work

ABILITY
is what you're capable of doing.

MOTIVATION
determines what you do.

ATTITUDE
determines how well you do it.

WCSD Target-Based Grading

Academic grades are based on proficiency against academic learning targets. There are three levels of proficiency:

3: Proficient You Got it!	2: Approaching Almost Got It!	1: Needs Support Not Quite Yet...
Student has fully demonstrated content proficiency and skill application of the outcomes for the particular target at this point in the school year.	Student has demonstrated partial proficiency of the expected content/skills in the assessment. Partial development indicates progress with gaps in understanding or perhaps certain misconceptions.	Student has demonstrated little or no evidence of content proficiency or outcomes. The student has large gaps in understanding and/or application and is able to show success only with significant adult assistance.

The most recent proficiency score for each target is used to calculate a scale score average, which is converted to a letter grade in Skyward:

Scale Score Average	Letter Grade	GPA Points Earned
2.8500 - 3.0000	A	4
2.7100 - 2.8497	A/B	3.5
2.5701 - 2.7087	B	3
2.4300 - 2.5698	B/C	2.5
2.2899 - 2.4297	C	2
2.1500 - 2.2896	C/D	1.5
2.0001 - 2.1498	D	1
1.9998 or Below	F	0

"For the strength of the Pack is the Wolf, and the strength of the Wolf is the Pack."

-Rudyard Kipling, The Jungle Book

ATTENDANCE POLICY

Schools are required by State Statute to observe the Compulsory School Attendance Laws, which require all students to attend school regularly until the end of the school term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age. Adult students (18 years of age and older) must follow the same attendance rules as other students and may sign their own notes only after a parental note is received in the office releasing the parent/guardian from his/her responsibility.

ATTENDANCE PROCEDURES

1. Students are expected to attend all of their classes daily and remain in the high school building from 7:53 a.m. until 3:15 p.m. (If taking a Zero Hour class, 7 a.m. - 3:15 pm)
2. Students who are absent or tardy are to have a parent or guardian call the high school office at 582-5810 *before 9:00 a.m.* to inform school officials of the student's absence and reason for it. If a phone call is not received by 9:00 am, the student will be marked unexcused.
3. Students who are tardy to school are to immediately report to the high school office upon arrival. Students will call a parent/guardian to notify the parent/guardian they are late.
4. Any student whose name appears on the "unexcused absence" list is to report to the high school office before first hour the day they return to school for a re-admit pass.
5. Students who must leave the building for medical/dental appointments during the school day must have written or phoned in parental permission to the school office and sign-out before leaving the building. Students attending medical/dental appointments during the school day should request written verification of their attendance at the appointment and bring this documentation to school with them upon return (within 48 hours).
6. Those students who become ill during the day will need parental/guardian permission to leave before being signed out in the office.

TARDINESS

Tardiness means not being in the classroom at the end of the bell tone, and/or not being in school in an assigned class/area or study hall when school begins at 7:53 a.m. (7am for Zero hour classes). Students who are unexcused tardy to school must report to the office for an admit slip. The third (3rd) tardy to school will result in a detention and every occurrence thereafter per semester. The individual teacher will handle classroom tardiness for hours 0, 2-7 and Focus Time.

ANTICIPATED ABSENCES

Anticipated absences require students to bring a note from their parent or guardian to the office at least two (2) days prior to the scheduled absence(s). Students must inform teachers of the anticipated absence. All assignments are the responsibility of the student.

CAREER AND COLLEGE EXPLORING ABSENCES

Students that have scheduled a career or college exploring opportunity either on their own or through Students Services should complete the proper paperwork. Job Shadow and College Visit forms are available in the Career Center and must be completed in advance (at least 24 hours/1 full school day) and signed by teachers and parents for the absence to be excused as a school related activity.

EXCUSED ABSENCES

Absences because of illness, family emergency, and/or approved school activities are excused if the school is notified by the parent/guardian within 48 hours of the absence. Absences because of medical appointments, family trips, etc. must be cleared prior to the absence. Students must bring in notes from their medical provider in order to professionally excuse a medical absence. It is up to the students to arrange make-up of any schoolwork missed.

STUDENT ILLNESS

Students who become sick during the day are to report to the health room in the office. The health room is not intended for extended or regular use, since this may indicate a possible health related issue that could be treated by a physician.

EXCESSIVE EXCUSED ABSENCES

Parent notification will occur when a student accumulates an excessive number of excused absences (ten or more). An "absence" occurs any time a student misses any portion of the school day, regardless of the length of time the student is away from school. A written statement from a doctor is required in situations where a pattern of excessive excused medical absences from school has occurred. Absences not accounted for in this manner will be considered unexcused after the tenth absences. A student may not go over ten excused medical and non-medical days in a school year.

UNEXCUSED ABSENCES/TRUANCY

Truant means any absence of part or all of one or more days from school during which the school has not been notified of the legal cause of such absence by the parent/guardian of such student. Truancy includes: Skipping individual class, leaving the closed campus school at any time during the day (including lunch) without prior office approval, student protests/walk-outs, oversleeping, shopping trips (even though sanctioned by parent), concerts, hair appointments, runaways, car problems, babysitting, or others not approved by the administration. Truancy of any duration is subject to a police/legal referral.

HABITUAL TRUANCY

Habitually truant means a pupil is absent from school, without an acceptable excuse under Wisconsin State Statutes 118.5, for part or all of 5 (five) or more days on which school is held during a semester. The state and local law provides habitual truancy penalties including truancy ordinance citation, orders to attend school, forfeitures, loss of work permit, suspension of operating privileges, counseling, community service, home detention curfews, formal or informal supervision, or parental participation at school with child.

RELEASE TIME

Release time is defined as time during a scheduled school day that a student does not have to attend school due to emergency reasons. To qualify for release time, a student must demonstrate a need by submitting a request form to the building principal for approval.

PHYSICAL EDUCATION MEDICAL POLICY

Physical education is a state-required course, and attendance is mandatory. School policy will allow a student to be excused from physical education for a single day based upon a parent's written request. For students habitually requesting a single-day excuse and for students who need to miss physical education for more than a day, a doctor's written statement is required.

SENIOR SKIP DAY

There is no authorized day as Skip Day. Any students involved in such an unauthorized venture can be prevented from taking part in graduation ceremonies and have their diploma held until all required absent time is made up.

be kind.

BEHAVIOR/DISCIPLINE

Code of Student Conduct

Pursuant to Section 118.164 of the Wisconsin Statutes, the Winneconne School District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe environment, conducive to the teaching and learning processes. Student conduct on or adjacent to school premises, on school vehicles, and at school-related events and activities shall be governed by the rules and provisions of the Student Code of Classroom Conduct. In addition, student conduct on internet-based social media outlets, such as Instagram, Snapchat, Facebook, Twitter, YouTube, etc. when such conduct forms a sufficient connection to school or staff, is governed by the Code of Conduct.

Students are expected to come to school, and to every class, ready and willing to learn as well as conform to school rules and have respect for the law and for those persons in authority. Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained. Parents should be aware of his/her child's activities, performance and behavior in school, and are asked to cooperate and consult with the school to prevent or address problems.

The Winneconne School District has a legal duty to make its schools as free as possible of the dangers of violence, weapons, drugs, and other behavior harmful to the educational environment. This duty is enforced through the District's policy on suspension and expulsion, which provides procedures by which students may be removed from the school community.

But equally important, the District owes its students, as a group, the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption, particularly by those relatively few students who, for whatever reason, are unwilling, unready or unable to avail themselves of the opportunity for an education.

When student behavior runs contrary to Board Policy, Building Policy, Federal, State or Civil Law, appropriate disciplinary action will be taken to safeguard the health and safety of each student and district employees. Appropriate disciplinary action may include detentions, parent notification, police referral, suspension, and/or expulsion. At the discretion of the administration, any level of discipline may be deemed appropriate due to the nature, severity, or frequency of the offense.

ACADEMIC INTEGRITY

Students are expected to demonstrate integrity in all of their work. Students must refrain from cheating, plagiarism, damaging or stealing others' work or work in progress, and other instances of academic dishonesty. Students who do not meet these expectations will be referred to the office for potential code violations and/or disciplinary actions.

SEARCH AND SEIZURE

The school retains the right to conduct searches. Among the reasons are suspicion of concealing alcohol, drugs, tobacco, look-alike items, e-cigarettes, Juuls, disruptive material, dangerous weapons, contraband, or other items which may pose a danger to the health and safety of others. Various searches including the use of canines, breathalyzers, and metal detectors may be conducted on school property and/or at school activities. Discovery of illegal materials will result in police referral, suspension, and/or expulsion procedures. Searches may include: Person, locker, backpack, purse, bags, and vehicle.

COMPLICITY POLICY

Any student judged helping or aiding other students to violate school rules and regulations is subject to disciplinary measures.

BULLYING POLICY

5517.01 The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above. All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or the District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. The staff member who is investigating the report

of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to reprimand, suspension, or possible expulsion. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

"Bullying" is defined on page one. Some examples of bullying are:

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 and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal
polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

The Board recognizes that cyberbullying can be particularly devastating to young people because:

1. cyberbullies more easily hide behind the anonymity that the Internet provides;
2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions;

4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity; and
5. hacking into or otherwise gaining access to another's electronic accounts (e-mail, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

Cyberbullying includes, but is not limited to, the following:

1. posting slurs or rumors or other disparaging remarks about a student 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 camera phone to take and send embarrassing photographs of students;
4. posting misleading or fake photographs of students on web sites.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of sex, (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws.

"Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin, or sexual orientation.

"Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

"Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

A. physically harming a student or damaging a student's property;
B. knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
C. creating a hostile educational environment.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events. For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

Privacy/Confidentiality The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. To the

extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

Notification Notice of this policy will be annually distributed to all students enrolled in the School District, their parents and/or guardians and employees. The policy will also be distributed to organizations in the community having cooperative agreements with the schools. Additionally, the policy will be posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All employees will be required to review and sign off on this policy and the related complaint procedure on an annual basis. The School District will also provide a copy of the policy to any person who requests it.

Records and Reports Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy. An annual summary report shall be prepared and presented to the School Board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

Education and Training In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The District Administrator shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying

administrative guidelines. All training regarding the Board's policy and administrative guidelines on bullying will be age and content appropriate.

The complaint procedure established by the District Administrator as set forth in AG 5517.01 shall be followed.

An online form can be found on the Counseling Center webpage and in-print forms are in Student Services or by using this QR code:

OFFENSES/ACTIONS

The following is a list of offenses with suggested actions to be followed, unless at the discretion of the administration the severity and /or frequency of the offense warrant immediate suspension and/or expulsion.

It is understood that these rules are not all inclusive. Actions may be taken with respect to any offense, which interferes with the orderly operation of the school, including repeated refusal to follow school rules. Consequences for these offenses may include any of the following: Parent notification, warning, detention, in-school suspension, out of school suspension, police referral, and/or expulsion procedures.

A. Battery - A student causing bodily harm to another by an act done with intent to cause bodily harm to that person harmed. Using a closed fist and or drawing blood may be considered to be battery. A police referral will be made.
B. Disorderly Conduct - Students who engage in violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct and tend to cause or provoke a disturbance is guilty of disorderly conduct.
C. Gambling - Whoever makes a bet in which the parties agree that, dependent upon chance even though accompanied by some skill, one stands to win or lose something of value specified in the agreement.
D. Hall Pass – Hall Pass violations may include being in the hall without a pass during a class period, forging a pass, using another student's handbook or pass, allowing another student to use your passbook or using an unreasonable amount of time to move from location to location. Students may be put on the NO PASS list.
E. Insubordination - A student shall not fail to comply with directions of teachers or other authorized school personnel. Repeated violations of rules, directives, or discipline procedures shall also constitute insubordination.
F. Negligent Operation of Vehicle/Parking - Any student who endangers another's safety by creating a situation or unreasonable risk, high probability of death or great bodily harm. Additional Action: police referral.
G. Obscenity - A student who speaks, imports, prints, advertises, sells, has in possession, has for sale, publishes, exhibits, or transfers commercially any lewd, obscene, or indecent written matter, picture, sound recording, or film OR who has in possession with intent to transfer to a person under 18 years of age any of the above materials <u>OR</u> whoever makes any lewd, obscene, or indecent drawings or writings in school.
H. Possession of a Weapon - No person shall possess a weapon or look-alike (e.g. guns, ammunition, knives, and martial arts weapons) or any item intended to be used as a weapon in any school building or on school property. Additional Action: Confiscation of the weapon, police referral.
I. Possession/Discharge of Fireworks - No person shall sell, use, possess, discharge or explode any fireworks in the school building or on school property. Additional Action: Confiscation of the fireworks, matches, and/or lighter.
J. Slander/Libel - No person shall intentionally defame another, whether a student or a staff member. This involves anything which exposes the other to hatred, contempt, ridicule, or disgrace in their line of work.
K. Two-Way Communication Devices – Students violating this policy will be disciplined according to established procedures and may include temporary or permanent confiscation of the device. Building administration may involve law enforcement if the device is used for any illegal purpose or for a purpose that causes harm to others. Additional Action - Confiscation of the device.

OFFENSES/ACTIONS cont.

L. Vandalism - Any student who intentionally causes damage to the school building and/or school property. Additional Action: police referral, restitution.

M. False Fire Alarm - No person shall intentionally pull the fire alarm other than for emergency reasons. Additional Action: police referral.

N. Theft - Additional Action: police referral, Restitution.

O. Possession/Use of Alcohol/Drugs - The use, possession, sale (or intent to sell), or transfer of alcohol, inhalants, other drugs, or counterfeit drugs (including non-alcoholic beverages and drug paraphernalia) is prohibited. This includes look-alike products. Having illegal drugs or chemicals in a student system while at school or at school related activities on or off school property is prohibited. Additional Action: Confiscation of the Alcohol/Drugs/Inhalant, police referral.

P. Possession/Use of Tobacco Products - Vaping and/or the use of tobacco is prohibited on school property and/or school activities on or off school property at all times. This includes look-alike products and all e-cigarettes and Juuls. Additional Action: Confiscation of the tobacco product, look-alike product, e-cigarette, Juuls, matches, and/or lighter, police referral.

Q. Improper Display of Affection - Students must be aware of the perceptions created by inappropriate, distracting or disruptive displays of affection, which are deemed reasonable in a more private environment. Any willful and persistent displays of inappropriate behavior that interferes with the educational environment will result in disciplinary action.

R. Criminal Gang Activity - Section 895.77 (2) of the State Statutes authorizes a school district to bring an action in circuit court for any expenditure of money by the district as the result of criminal gang activity. State law defines "criminal gang activity" as the commission of, attempt to commit, or solicitation to commit a crime for the specific intent to promote or assist in any criminal conduct by gang members.

DETENTION

Students receiving detentions must serve the detention with the issuing teacher. Detention must be served within one week (five school days) or the detention will be forwarded to the office for further consequences. Detentions received from the office are served after school and are 30 minutes long.

SUSPENSION/EXPULSION

Students who are under suspension may not be on any school district property nor attend any school function during the term of their suspension. Should a student be found on school property or attending a school-sponsored activity during a suspension, the student may be subject to further disciplinary action up to and including expulsion as well as civil action under the Winneconne Loitering Ordinance 8-1-15 and 8-1-25.

The School Administration/School Board may expel or remove a pupil from school when the pupil: Has repeatedly refused or neglected to obey school rules; has engaged in conduct while at school or while under the supervision of a school authority which endangers the property, health, or safety of others; has engaged in conduct while not at school or while not under the supervision of a school authority which endangers the property, health, or safety of others at school or under the supervision of a school authority; conveys or causes to be conveyed any threat of false information concerning an attempt being made or to be made to destroy or harm any school property by means of explosives; or property of the pupil, any employee, or School Board member of the School District in which the pupil is enrolled; and the Administration/School Board is satisfied that the interest of the school demands the pupil's removal/expulsion.

A student with information wishing to remain anonymous, can submit tips by using the Winnebago CountyWide Crime Stoppers tip line, P3 APP, or choose to speak confidentially to the school's Police Student Liaison Officer. The Winnebago CountyWide Crime Stoppers tip line is **920-231-TIPS(8477) .**

COMMUNITY SERVICE AGREEMENT REQUIREMENTS

- 36 total hours to graduate (1 hour per month students are in school; 9 months for 4 years)
- can also be earned during the summer, but should be turned in at the beginning of the subsequent school year
- should be with a non-profit organization or be pre-approved with the Community Service Advisor

LOCATIONS

- locations may be chosen by student and parents with the understanding that safety is highly regarded when choosing an activity or location
- listings of established community service organizations are available in Student Services
- unique locations may be approved by the Community Service Advisor

PERSONAL SAFETY

- students should not be working with tools or equipment they are unfamiliar with
- students choosing activities new to them should request proper training
- community service activities must be supervised by an adult

VERIFICATION FORMS

- student must complete a form acknowledging their service hours and must be signed by a supervising adult
- volunteer service acknowledging form must be turned into the Community Service Advisor for proper verification and recording; the Community Service Advisor may verify with supervising adult; hours can be denied if they do not fit the guidelines
- volunteer hours must be turned in within 60 days of completion

Hours may not be earned for service that is paid or normally would be paid for, for a for-profit business, if the service is required for a class, school group/organization, is court ordered, nor if it helps a family member or individual otherwise able to care for themselves. Hours can be granted for working with non-related elderly/disabled.

I understand the requirements related to Community Service requirement hours. If I should have any questions regarding volunteer hours or locations, I can contact the Community Service Advisor at the High School. Additional information and brochures are available in Student Services.

_____ _____

Student name (please print legibly) Grade

_____ _____

Student Signature Date

_____ _____

Parent / Guardian Signature Date

The Winneconne School District is offering the above as guidelines for the safety of students required to do Community Service. Parents and students choosing NOT to follow the suggestions are doing so of their own prerogative.

TWO-SIDED DOCUMENT *PLEASE READ AND SIGN BOTH SIDES*

RECEIPT OF STUDENT AGENDA

I acknowledge receiving my student agenda. I have been instructed to read the agenda for school information. Specifically, a staff member discussed with me the following:

- ✔ Website
- ✔ Attendance Policies and Procedures
- ✔ Absences—Excused, Unexcused, Excessive, Anticipated, Career/College Exploring
- ✔ Tardiness
- ✔ Truancy—Habitual
- ✔ Focus Time
- ✔ Merit System
- ✔ Teacher Assistance Program and Work Experience Programs, ECCP
- ✔ Release Time
- ✔ Co-Curricular/Athletic Activities
- ✔ Fees
- ✔ Graduation requirements
- ✔ Honor Roll
- ✔ Required Course Load
- ✔ Dropping/Adding Classes
- ✔ National Honor Society
- ✔ Student Services
- ✔ Administrative Code/Student Records
- ✔ Insurance
- ✔ Court Guidelines
- ✔ Student Technology Usage Agreement
- ✔ Wireless
- ✔ Library/Textbooks/Equipment
- ✔ Equality of Educational Opportunity
- ✔ Bullying Policy
- ✔ Progress Reports/Report Cards
- ✔ Weather Announcements
- ✔ Severe Weather, Tornado, Fire & Safety Drills
- ✔ Work Permits
- ✔ Behavior/Discipline/Code of Conduct/Offenses and Actions
- ✔ Suspension/Expulsion/ Detention
- ✔ Complicity Policy
- ✔ School Bus Discipline
- ✔ Clothing Policy/Head Coverings
- ✔ Hall Passes
- ✔ Locker regulations/Search and Seizure
- ✔ Student Valuables/Lost and Found
- ✔ Physical Education Medical Policy
- ✔ Student Illness/Medication Policy, Prescriptions
- ✔ Accidents and Injury
- ✔ Visitors
- ✔ Electronic Devices
- ✔ Dance Policy
- ✔ Phone Calls
- ✔ Class & Lunch schedule
- ✔ Student Transportation
- ✔ Senior Skip Day
- ✔ Change of Address
- ✔ Sacred Music Performance
- ✔ Study Hall
- ✔ Surveys
- ✔ Wisconsin Academic Excellence Award and Technical Award

I also acknowledge that I am aware that the complete School Bus Handbook and the complete Computer Acceptable Use Policy are on the district's website.

_____ _____

Student name (please print legibly) Grade

_____ _____

Student Signature Date

_____ _____

Parent / Guardian Signature Date

TWO-SIDED DOCUMENT *PLEASE READ AND SIGN BOTH SIDES*