



Waupaca High School

2020 - 2021

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

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

**ALL SCHOOL BOARD POLICIES FOUND IN THIS HANDBOOK
CAN BE FOUND ON THE HIGH SCHOOL WEBSITE
(<http://waupacasd.cms4schools.net/district/board-policies.cf>)**

WAUPACA WAY MATRICES

THE WAUPACA WAY



RESPONSIBLE

- **BE ACCOUNTABLE**
 - Own your actions
 - Be honest
- **PERSEVERE**
 - Work through confusion and push past failure
 - Advocate for yourself and your needs
- **PRACTICE SELF-DISCIPLINE**
 - Think, then act
 - Use time efficiently

RESPECTFUL

- **COOPERATE AND WORK AS A TEAM**
 - Pull your weight in groups
 - Contribute in a positive way
- **ACTIVELY LISTEN**
 - Make eye contact, listen with a purpose
 - Inquire and reflect
- **FOLLOW DIRECTIONS**
 - Be attentive
 - Respect procedures



SAFE

- **REGULATE EMOTIONS**
 - Be aware of yours and others' emotions
 - Use self-control
- **FOLLOW PROCEDURES**
 - Know where to go in an emergency
 - Know school and classroom policies
- **SEE SOMETHING, SAY SOMETHING**
 - Find an adult and share concern
 - Acknowledge safe actions

PREPARED

- **BRING YOUR BEST EFFORT**
 - Be positive
 - Be open
- **BE THERE, BE READY**
 - Bring all necessary supplies
 - Charge Chromebook daily

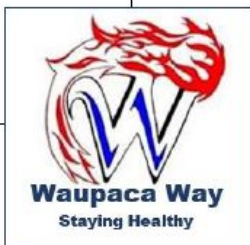
STUDENTS • STAFF • SCHOOL BOARD • COMMUNITY • FAMILY

RESPECTFUL

Maintain a distance of 6 feet
 Be consistent with all guidelines
 Wear a mask when asked
 Be kind to others

RESPONSIBLE

Know who your contacts have been
 Check daily for any symptoms
 Stay home, when possible
 Sanitize common/shared areas after use



Limit travel
 Wash hands and sanitize often
 Cover nose and mouth when you cough or sneeze
 Stay home if you have any symptoms

SAFE

Use caution/know your risk
 Sanitize common areas
 Avoid contact with your face and with other people
 The virus does not travel, people do

PREPARED

Table of Contents

<u>WAUPACA WAY MATRICES</u>	<u>2</u>	<u>HARASSMENT/SEXUAL HARASSMENT</u>	<u>12</u>
<u>ANNOUNCEMENTS</u>	<u>3</u>	<u>HEALTH OFFICE</u>	<u>12-13</u>
<u>ATTENDANCE PROCEDURES</u>	<u>3-4</u>	<u>LEGAL NAME</u>	<u>13</u>
<u>BELL SCHEDULES</u>	<u>5-6</u>	<u>LETTER REQUIREMENTS</u>	<u>13</u>
<u>CAMERA SURVEILLANCE</u>	<u>6</u>	<u>LOCKERS/LOCKER ROOM</u>	<u>13-14</u>
<u>CANINE SEARCHES</u>	<u>6</u>	<u>LOITERING</u>	<u>14</u>
<u>CIVIL LAW AND COOPERATION</u>	<u>6-7</u>	<u>PHYSICAL EDUCATION WAIVER</u>	<u>13</u>
<u>COMET SUCCESS CENTER</u>	<u>7</u>	<u>POLICE SCHOOL LIAISON OFFICER</u>	<u>14</u>
<u>DANCES</u>	<u>7</u>	<u>REMOVAL OF STUDENT-CLASSROOM</u>	<u>15-17</u>
<u>D/F LIST</u>	<u>7</u>	<u>RESIDENCE</u>	<u>17</u>
<u>DIRECTORY DATA</u>	<u>7</u>	<u>SCHOOL SECURITY TIPS</u>	<u>17</u>
<u>EXTRACURRICULAR/ATHLETIC</u>		<u>SNOW-SCHOOL CLOSING</u>	<u>17</u>
<u>ELIGIBILITY</u>	<u>8</u>	<u>STUDENT BEHAVIOR EXPECTATIONS</u>	<u>18-23</u>
<u>EXTRA/CO CURRICULAR ACTIVITIES</u>	<u>8-9</u>	<u>CODE OF CONDUCT/CONDUCT</u>	<u>23-31</u>
<u>FEES:LAB-SHOP-TEXTBOOK</u>	<u>9</u>	<u>GUIDELINES</u>	
<u>FIELD TRIPS</u>	<u>9</u>	<u>STUDENT COUNCIL</u>	<u>31</u>
<u>FIRE AND TORNADO DRILLS</u>	<u>9</u>	<u>STUDENT ID</u>	<u>31</u>
<u>FOOD SERVICE/BREAKFAST/LUNCH</u>	<u>10</u>	<u>STUDENT MESSAGES</u>	<u>31</u>
<u>COMET CENTRAL CAFE</u>	<u>10</u>	<u>STUDENT PARKING</u>	<u>31-32</u>
<u>FUNDRAISING ACTIVITIES</u>	<u>10</u>	<u>STUDENT SERVICES</u>	<u>32</u>
<u>GRADING</u>	<u>10-11</u>	<u>STUDY HALLS</u>	<u>32</u>
<u>GRADUATION EXERCISES</u>	<u>11</u>	<u>TRANSPORTATION</u>	<u>32-34</u>
<u>GRADUATION REQUIREMENTS</u>	<u>12</u>	<u>WEAPONS ON SCHOOL PROPERTY</u>	<u>35</u>
<u>HALL PASS</u>	<u>12</u>	<u>WITHDRAWALS AND TRANSFERS</u>	<u>35</u>
		<u>WORK PERMITS</u>	<u>35</u>
		<u>SCHOOL DIRECTORY</u>	<u>35-38</u>
		<u>APPENDIX A: WAUPACA HIGH SCHOOL</u>	
		<u>ACTIVITY CODE</u>	<u>38-46</u>

ANNOUNCEMENTS

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

ATTENDANCE PROCEDURES

Student Attendance Procedures

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

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

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

- Failing to attend all or a portion of a scheduled class, lunch period, or other activity (e.g., skipping class) without an appropriate excuse or school approval subjects a student to appropriate consequences as both an attendance matter and as a violation of school rules, including in situations in which the student remains on school grounds but is not in a location where he/she is supposed to be.
- Other than at the regular student arrival and departure times for the day in question, students are required to check in and check out at the school building's designated attendance office whenever they arrive at, leave from, or return to school during the scheduled school day for any reason unrelated to their school-scheduled activities.
- Students are expected to make up class work and any examinations missed during an absence to the extent permitted by Board policy and as directed by their classroom teacher(s). Make-up work related to excused absences is handled differently from work related to unexcused absences. hi jen

Students Leaving School: Waupaca High School has a closed campus. All students are required to remain on campus for the entire school day.

NOTE: Parents must ask for the student to be released prior to the time of the appointment in order for them to be excused from class on time.

Those students leaving campus for emergency/non-emergency purposes:

Step 1: Notify the attendance secretary.

Step 2: Obtain permission from one of the administrators.

Step 3: The administrator or designee will contact the parent for permission to leave school grounds.

Step 4: Student will then sign out from the attendance office and inform the attendance secretary as to which administrator gave them permission to leave.

Step 5: Upon returning the student must sign in.

Those students leaving the building and staying on campus:

Step 1: Obtain permission from the attendance secretary; receive a pass, then sign out.

Step 2: Upon returning, bring a pass to the attendance office and sign in.

Failure to follow the appropriate procedure may result in an unexcused absence and suspension and/or citation.

Tardiness

- A student will be considered tardy if he/she is not in the seat to which he/she is regularly assigned when the class bell rings. Detentions may be issued for tardiness. Excessive tardiness may result in suspension and/or citation(s). (Board Policy 431-R1)
- Tardy students who initially arrive at school after the normal arrival time for students on the day in question shall check in at the designated school attendance office before proceeding to their classroom or other assigned location.
- If a student accumulates more than 5 tardy notations in his/her attendance record during a semester, the school attendance officer or designee will attempt to meet with the student and/or the student's parent or guardian to evaluate the reasons for the tardiness, to consider any available strategies the parent/student can use to avoid future tardiness, and to establish progressive consequences.
- Following such a meeting (or attempt to hold a meeting) that involves the student's parent or guardian, tardiness during the remainder of the semester that also involves an unexcused lack of the student's physical presence at school will be considered an instance of truancy under these procedures, but prior to such a meeting (or attempted meeting) such tardiness will not be considered truancy.

Truancy

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

BELL SCHEDULES

Regular Bell Schedule			
Period	Start	End	Time
1	7:47	8:34	47
2	8:39	9:26	47
3	9:31	10:18	47
4*	10:23	11:14	51
<i>Lunch 5A</i>	11:14	11:44	30
Class 5A	11:49	12:36	47
Class 5B	11:19	12:06	47
<i>Lunch 5B</i>	12:06	12:36	30
6	12:41	1:28	47
7	1:33	2:20	47
8**	2:25	3:15	50

CK Wednesday Bell Schedule			
Period	Start	End	Time
CK	7:47	8:02	15
1	8:07	8:42	35
2	8:47	9:22	35
3	9:27	10:02	35
4*	10:07	10:45	38
<i>Lunch 5A</i>	10:45	11:15	30
Class 5A	11:20	11:55	35
Class 5B	10:50	11:35	35

<i>Lunch 5B</i>	11:35	11:55	30
6	12:00	12:35	35
7	12:40	1:15	35
8	1:20	2:00	40

CAMERA SURVEILLANCE

Waupaca High School employs surveillance equipment for security purposes. This equipment may or may not be monitored at any given time.

CANINE SEARCHES

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

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

CIVIL LAW AND COOPERATION

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

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

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

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

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

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

the tip to be legitimate, the reward is paid according to a method determined by the caller.

COMET SUCCESS CENTER (CSC)

The CSC is designed to be a one stop area for students to receive support from WHS staff in a variety of academic disciplines each period of the day. Students can also take advantage of the adjacent testing center, which will help meet the individual needs of our students. Students can access the CSC during their Study Hall or Lunch periods.

DANCES

Before any dance is scheduled, approval must be obtained from the principal or an associate principal, a month in advance by the staff member who is in charge. Checklists and more information may be obtained in the high school office.

Policies

1. Dances will not begin before 7:30 p.m. and not end beyond 11:00 p.m. Any exceptions must be approved by the administration.
2. No students or guests will be admitted 60 minutes after the start time of the dance.
3. Tickets will be sold in advance of the dance.
4. Students who leave the dance early may not return and are prohibited from loitering on school property.
5. All school rules and disciplinary responses apply during dances.
6. Formal or semi-formal attire is required at Homecoming, Prom and winter dance.
7. The group is responsible for complete clean up. Failure to clean up will result in the group paying for custodial clean up.
8. Students must remain in the dance area. No one may go in other parts of the building.
9. Parent spectators will be allowed at Homecoming, Prom and winter dance. Parent spectators must check in with supervisors upon arrival.
10. Guests must be age 19 or under, with permission secured 48 hours prior to the dance.
11. Guests may not be middle school students.

D/F LIST

In order to facilitate optimal student performance, students are encouraged to maintain Cs or better in their classes. Students who earn a D or F on a mid-term or quarterly report card will be placed into a guided study hall and will have limited mobility during their study hall time throughout a 4 week duration, until they demonstrate satisfactory performance (C or better) on the next grading period. Departure from guided study hall will be limited to passes provided by a classroom teacher for academic purposes.

DIRECTORY DATA

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

EXTRACURRICULAR/ATHLETIC ELIGIBILITY

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

EXTRACURRICULAR / CO-CURRICULAR ACTIVITIES

Each student, in order to become better acquainted with his/her peers and to develop new and varied interests, is urged to participate in extracurricular/co-curricular activities. Activity fees will be charged to students participating in extra-curricular activities meeting the following conditions on a per year basis: school transportation is offered; entry and/or official fees are paid by the district; competition with other schools is offered; coaches are paid by the District. All fees must be paid prior to practice or participation in the activity. The high school fees are \$20.00 per activity with a \$40.00 maximum per student.

<u>High School Activities (Non - WIAA)</u>	<u>High School WIAA Athletics **</u>
Student Council	Volleyball **
SADD	Football **
NHS	Cross Country **
Badger Boys and Girls	Boys Soccer **
Dance **	Girls Golf **
Equestrian	Wrestling **
Robotics **	Boys Basketball **
Link Crew	Girls Basketball **
Trap and Skeet	Boys Hockey **
All-School Play	Girls Hockey (Co-op) **
Debate **	Boys Track and Field **
Forensics **	Girls Track and Field **
FFA	Baseball **
FBLA	Softball **
LIVE	Girls Soccer **
Youth On Board	Boys Golf **
Interact	
Photo Club	
Art Club	
Spanish Club	

Spanish Honor Society	
Math Team	
Gamerz Guild	
Chess **	
Bowling	
Curling	
Intramural Basketball	
Yearbook	
Pep Club	
Battle of the Books	
Jazz Ensemble	
Dixie Band	
Men's Choir	
Pacappellas	
State Solo Ensemble **	

FEES: LAB - SHOP - TEXTBOOKS

The fee system for Waupaca High School students is: “Pay for the materials you use.” There are fees established for some art, culinary arts and technical education classes. The courses require a deposit at the start of the school year and may be subject to additional fees at the end of the school year. This fee will cover the cost of materials for course work. All students are required to pay \$15.00 school fee and \$25.00 tech fee. Fines may be assessed for damaged lockers or lost texts based on replacement costs. Please note all fees need to be paid in full prior to a student graduating.

FIELD TRIPS

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

FIRE AND TORNADO DRILLS

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

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

FOOD SERVICE / BREAKFAST / LUNCH

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

COMET CENTRAL CAFE

- Students may purchase breakfast from 7am to 11am, lunch from 11am to 3:30pm, or an array of other items at their leisure when the Cafe is opened. The Cafe hours are 7:00am to 3:30 pm. Access to the cafe is before or after school, during passing time or during study hall (with teacher permission).
- Students will be responsible role models and adhere to the overall high school student rules and the Waupaca Way. Access to the cafe is a privilege and students may be denied entry due to inappropriate behavior. The food service cafe employee in the cafe reserves the right to dismiss any student whose behavior they conclude is appropriate.
- If any destruction or vandalism occurs by a student, discipline procedures, including restitution for damages will be applied.

FUNDRAISING ACTIVITIES

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

GRADING

Progress Reports: At the middle of each grading quarter, student progress is evaluated, documented on the progress report form and processed for mailing. These reports serve as a

communication of your student’s academic progress. Parents are encouraged to contact the teacher(s) sending out the report, if needed.

Report Cards: Each student’s academic status and attendance will be posted at mid-term, quarterly, and at the end of each semester. Semester grades will be sent home. Duplicate reports for second parent households will be sent if indicated through Infinite Campus. Parents/guardians are encouraged to utilize the parent portal in Infinite Campus to monitor student achievement, daily attendance, and announcements. The grades for the permanent transcript are the semester grades (S1 and S2).

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

WAUPACA HIGH SCHOOL GRADING POLICY

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

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

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

GRADUATION EXERCISES

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

GRADUATION REQUIREMENTS

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

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

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

A total of 24 credits (for 2017 and after) will be required for graduation, unless otherwise determined by the Board of Education. This total may be a combination of any credit courses offered as long as all required courses are included in this total. All full time students must carry a load of at least seven credits. Any deviation from this requirement will be evaluated and the final decision made by the administration. (Reference School Board Policy 345.6).

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

1. Four (4) credits in English
2. Three (3) credits in mathematics
3. Three (3) credits in science
4. One (1) credit in U.S. history
5. Two (2) credits in social studies
6. Two (2) credits in physical education (1.5)
7. One-half (0.5) credit in health, waived if passed 7th/8th grade health
8. One-half (0.5) credit in computer studies

HALL PASS

Students requesting access to the hallways during class time will need:

1. Written pass
2. Staff signature
3. Class period requested
4. Destination to and from, written in the designated area

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

HARASSMENT & SEXUAL HARASSMENT

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

HEALTH OFFICE

Nursing services and health facilities are provided in case of emergency. It is important for parents/guardians to complete and return the emergency cards at the start of the school year in order for students to leave for an illness or injury. Students shall report to the health office if experiencing illness or injury. The registered nurse or health aide will perform a quick health assessment and contact parent/guardian or emergency contacts listed on the emergency card. Students need to sign out in the health office prior to leaving campus for a health related absence.

Students needing medication throughout the day must report to the health office for administration. Students are not allowed to possess medication on school grounds or at a school event. Exception-students may possess (carry) and use an inhaler or epinephrine auto-injector (e.g., Epipen®) with the written approval of the student’s healthcare provider and parent or guardian (school board policy 453.4).

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

All nonprescription medication must be delivered to the health office by an adult. The medication must be in a current container and a *Medication Administration Request Form* must be completed, signed, and on file including a parent/guardian’s signature. See School Board Policy 453.4 - 050995.

LEGAL NAME

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

LETTER REQUIREMENTS

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

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

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

Art Club	Band	Baseball	Basketball
Bowling	Cheerleading	Chess	Choir
Cross Country	Curling	Dance Team	Debate
Drama	Football	Forensics	Golf
Hockey	Soccer	Softball	Track
Volleyball	Wrestling	Yearbook	

LOCKERS/LOCKER ROOM

Student lockers are provided by the school for the convenience of the student to be used exclusively for the storage of the student apparel, books and school-related materials during the time the student is attending school. No student shall use the locker for any other purpose. Keep locker combinations private! **Student lockers are for individual use only, no sharing lockers.** NO STUDENT MAY CHANGE LOCKS or LOCKERS WITHOUT PERMISSION FROM THE

MAIN/ATHLETIC OFFICE! There will be no tampering of any locker. Doing so may result in disciplinary action.

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

All WHS lockers are the property of the School District of Waupaca. School administrators and/or their designees, reserve the right to open and inspect lockers at any time. See School Board Policy 445; State Statute 118.325.

LOITERING

Students are not to be in the halls except before or after school and during the passing periods. Students are not to loiter in the halls, stairwells, the Student Services Office, the Attendance Office or the Main Office. Failure to report to the appropriately assigned room may result in a truancy recommendation.

Loitering may result in a city citation. The definition for “Loitering” means remaining idle in essentially one location and shall include the concept of spending time idly, to be dilatory, to linger aimlessly, to stay, to use a colloquial expression, “hanging around.” Upon arrival or departure from school, plan to continue to move along and not congregate in any one area. Students waiting after school in the stairwell exits shall be considered loitering. See City/Township Ordinance 9.11(6)(7)(1)(b)(8); CR Ord. #7-95.

PHYSICAL EDUCATION WAIVER

Waiver is under review.

Will update upon approval.

POLICE SCHOOL LIAISON OFFICER

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

The goals of the program are: to decrease the number of crimes committed in schools and near school property, to serve as a helping agency with a responsibility to protect and serve all citizens, and to increase the reporting of physical and sexual child abuse or neglect and crimes against youth and their property.

REMOVAL OF STUDENT FROM THE CLASSROOM

What are the non-disciplinary reasons for removal of a student from class?

In some cases a teacher may believe that a student should be removed from class for the good of the student and in the best interests of the class as a whole. Such reasons may, but need not, be disciplinary in nature, and include for the purposes of illustration and without limitation, irreconcilable personality differences or issues between the student and other students, or in rare circumstances, between the student and the teacher.

Who may remove a student from class? A teacher may temporarily remove any student from class under this code. For the purposes of this code, “student” means any student enrolled in the district, exchange student, or student visitor to the district schools.

Any student may be removed on a long-term basis from a class, based upon the request of a teacher, as upheld and implemented at the discretion of the building principals.

For the purposes of this code, “class” is any class, study hall, meeting, or activity, which students attend, or in which they participate while in or out of school under the direction of the School District of Waupaca.

What procedures must be followed in temporarily removing a student from class?

Except where behavior is extreme, a teacher should generally warn a student that the continued misbehavior might lead to removal from class. When a teacher determines that the removal is appropriate, the teacher should take one of the following courses of action:

- Instruct the student to go to the office for the remainder of the class hour. In such a case, the teacher should provide the student a pass, stating his/her destination and time he/she left the classroom or notify the office by telephone.
- Obtain coverage for the class and escort the student to the office.
- Seek assistance from the office or other available staff. When the assistance arrives, the teacher or other adult should accompany the student to the office.

When the student arrives in the office, the building principals should give the student an opportunity to briefly explain the situation. If the principal(s) or designee is not available immediately upon the student’s arrival, the student should remain in the office, and the principal(s) or the designee will speak to the student as soon as practicable thereafter. The administrator may refer the student to a student services counselor or resource teacher such as At-Risk or an EEN teacher to assist with the mediation of the concern or incident.

What are the placement procedures?

Short Term Removal: Removal is a serious matter and should not be taken lightly by either the teacher or the student. In most cases, a student will remain in the short term removal area for at least the duration of the class or activity from which he/she was removed. Prior to allowing the student to resume his/her normal schedule, WHS administration will speak to the student to determine whether the student is, or appears to be ready and able to return to class without a recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to the regular class, WHS administration will either retain the student in the main office, Comet Success Center, or when necessary, appropriate, and practicable, will take steps to have the student sent home.

Long Term Removal: Long term removal from class is an extremely serious step, which should not be undertaken hastily. Such a step could have profound consequences for the affected student. For these reasons, long-term removal should not ordinarily be considered or implemented except after STAR (Student at Risk) referral and consultation, including a thorough consideration of alternatives between the teacher(s) and WHS administration. For the same reasons, long-term removal should not ordinarily be considered on the basis of a single incident. Unlike short term removal, the ultimate decision regarding long-term removal rests with WHS administration.

When a teacher believes that the best interests of the student and/or class require long-term removal, the teacher should notify the building principals in writing. Such statements should set forth as clearly and completely as possible (a) the basis for the removal request; (b) the alternatives, approaches and other steps considered or taken to avoid the need for the removal; (c) the impact, positive and negative, on the removed student; and (d) the impact, positive and negative, on the rest of the class.

Upon receipt of such a statement, the building principals may, at his/her discretion, consult with the teacher and affected student. In most cases, it is appropriate to inform and consult with the parent/guardian of the student, and the student involved in the request for long-term removal.

Following a consultation with the student's teachers, the building principal will place a student who has been removed from class by a teacher in one of the following alternative education settings:

- an alternative education program approved by the Waupaca Board of Education.
- another class in the school.
- another instructional setting.
- a supervised room separate from the classroom
- the class from which the student was removed.

Long-term removal is an administrative decision not subject to formal right of appeal. However, the parent/guardian of the student, and/or the student, will have the right to meet with the building principals and/or teacher(s) who made the request for removal. Where possible, such a meeting will take place within three (3) school days of removal. At the meeting, the building principals will inform the parent/guardian and/or student as fully as possible regarding the basis for removal, the alternatives available, and the basis for any decision. However, nothing in this code will prevent the building principals from implementing a removal to another class, placement in an alternative setting prior to any meeting, and notwithstanding the objection of the parent/guardian or student.

How will the parent be notified of their student’s removal from the

classroom? The teacher of a student, who is removed from class, will call the parents and send a follow up email to the parent. The teacher will provide the details regarding the incident that lead to the student’s removal from class, within twenty-four (24) hours after the student’s removal from class. The telephone discussion and follow up email will include the reasons for the student’s removal from the class and the subsequent placement decision. The building principals will also be informed of the incident within twenty-four (24) hours.

To what extent is removal applicable to students identified as disabled under

IDEA or section 504? Some different rules and considerations apply for students identified as requiring special education services under the Individuals with Disabilities Education Act or Section 504. In particular, placement for such students is a decision of the student’s Individual Education Plan team, subject to stringent procedural safeguards and cannot be made unilaterally by teachers or administration. In addition, most students covered by the IDEA should have a behavior plan, which will address (a) whether and to what extent the student should be expected to conform to the behavioral requirements applicable to non-disabled student; and (b) alternative consequences or procedures for addressing behavioral issues. It is highly advisable that all IEP teams address these issues, and this Code, at least annually, setting forth the consensus of the IEP team regarding behavioral expectations and consequences. Notwithstanding these issues, students identified as requiring special education services under the IDEA or Section 504 may, in general, be temporarily removed from class under the same terms and conditions as non-disabled.

RESIDENCE

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

SCHOOL SECURITY TIPS

- Don’t bring valuable items to school.
- **Always lock your locker and don’t give the combination to anyone.** Also, don’t dial the first two numbers of the combination and then leave. While it may make it easier to open between classes, anyone walking by can open the lock with just one turn!
- If you are a member of a sports team or participate in other after-school activities, don’t leave your purse or wallet laying around. **Also, during physical education classes, use and lock your locker.**
- As you walk to school, if you notice suspicious people or cars, report it to school authorities or the police.

SNOW-CLOSING SCHOOL

The District Administrator, Bus Supervisor, and/or city and county police will determine when school shall be closed due to inclement weather. The district will notify a closing via emails, text messages (families need to select to receive text messages in IC) and post on the district website. Tune to WDUX 800 AM or 92.7 FM, and/or TV Stations 2,5,7,9,11 and 26 to find out if the school has been closed. The media is notified as soon as a decision is made during the school day, regarding the closing of school, late start, or early dismissal. An announcement will be made by the media immediately after being notified by the school and at intervals. In the event weather changes during the course of the school day and warrants early dismissal; again, the media will be notified

immediately to broadcast the information.

STUDENT BEHAVIOR EXPECTATIONS

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

Pupil Nondiscrimination: The Waupaca School District does not discriminate on the basis of sex, race, national ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap. Discrimination is also prohibited under related federal statutes, including Title VI, Title IX, and section 504, as well as State Statute 118.13. The Waupaca Board of Education has established a procedure for receiving and resolving discrimination grievances. (School Board Policy Code 411-R2). An earnest effort shall be made to settle any dispute between the grievant and the appropriate administrator prior to the initiation of a formal grievance. Formal grievance procedures are available in the school office and shall be distributed and discussed at the informal level.

Academic Honesty: WHS regards academic honesty as a cornerstone of its educational mission. It is expected that all schoolwork submitted for the purpose of meeting course requirements represents the original efforts of the student. This includes, but is not limited to: test taking, homework, class assignments, and the original creation of essays, compositions, term papers and scientific research. If such is not the case, then the student has demonstrated unacceptable academic behavior and is subject to disciplinary action. Administrators, teachers, students and families are all important contributors to the upholding of academic integrity in our school.

Plagiarism is defined as copying/stealing and passing off as one's own ideas or words of another, using someone else's created production without crediting the source, or committing literary theft. Examples include (but not limited to) the following...

- Turning in a paper retrieved from an Internet source as one's own.
- Using another student's work in whole or part and handing it in as one's own.
- Using information from an encyclopedia, book, textbook, website, database, etc., without citing the source.
- Using another person's idea, opinion, or theory without citing the source.
- Using any facts, statistics, graphs, drawings, pictures, sounds or other piece of information which a student found from any source that is not common knowledge, without citing the source.
- Using quotations of another person's actual spoken or written word without citing the source.
- Paraphrasing (putting into your own words) another person's unique ideas, spoken or written, without citing the source.
- Using online translators for assignments and assessments.

Teachers will provide written documentation of the plagiarism and will use the following procedure:

- Discussion with the student
- Referral to a school administrator
- Call to parents by the teacher
- School administrators referral to co-curricular coaches/advisors and National Honor Society as applicable

Alcohol & Other Drug Regulations: Students of the Waupaca School District are hereby notified of the following: the unlawful manufacture, distribution, dispensing, possession, or use of a mood-altering substance, look-alike substance, controlled substance, drug paraphernalia, and/or alcohol on school district property, including all district-owned vehicles, is prohibited at all times. Being under the influence of a controlled substance and/or alcohol on school district property, including all district-owned vehicles, is prohibited at all times. These same provisions shall be in effect at all school-sponsored events including extracurricular activities while off school premises. Failure to abide by this policy will result in disciplinary action up to and including suspension and/or expulsion from school. Such disciplinary action shall be done in accordance with State law and established procedures. (City/Township Ordinance 9.161.573 - 9.161.575 (6/94), State Statute 161 and 161.49 and School Board Policy 443.4 - 041696, 443.4R1 - 041696 (Drug-Free School Zone Penalty Enhancer) Violations of this policy may also result in referral to law enforcement officials for prosecution under specific state or local laws. Code 443.4; 443; 441 - R1; State Statutes 961.571; 961.572; 961.573

Tobacco and Vape Policy: Wisconsin has enacted Act 120.12(19) of the State Statutes, relating to prohibiting the use of tobacco products on school district premises. Act 120.12(19) prohibits the use of all tobacco products on the premises owned or rented by, or under the control of, the School Board. This prohibition includes electronic vaping devices, whether or not they contain nicotine (per Board Policy 831). Possession or open display of smoking materials including lighters and vaping devices, or those found in lockers, vehicles, etc. will be confiscated. The City of Waupaca has also passed a City/Township Ordinance 9.06(4) Ord. #14-90; AM Ord. #17-97. This ordinance makes it unlawful to smoke or place in one's mouth any tobacco products while on school grounds. Ordinance 9.22 (2) (c) CR Ord. #3-92 states that it is unlawful for anyone UNDER THE AGE OF 18 to possess, smoke, and/or place tobacco in one's mouth.
THEREFORE:

- It is unlawful for any person to smoke or chew any tobacco products on school grounds. Violators will be subject to municipal citations by the Waupaca Police.
- It is unlawful for any student under the age of 18 to possess or use tobacco products in any way on or off of school grounds. Violators will be subject to a municipal citation through the Waupaca Police Department.
- No student "no matter what the age," may be in possession of tobacco products on school grounds.

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

- It is the responsibility of the school to prohibit students from attending school when their personal appearance or attire is of a nature that interferes with the instructional purpose of the school or attracts undue attention that is detrimental to the normal operation of the school. See School Board Policy 443.1 - 011293, City/Township Ordinance. 9.06 #14-90; AM Ord. #17-97; 9.07 #12-96. The final decision as to proper attire rests with the principal or designee.
- Students may not wear any clothing that depicts, promotes or advertises alcohol, illegal drugs, tobacco or nicotine products, criminal activity that would threaten any person's health, safety or property (including the unlawful possession or use of any weapon), criminal gang affiliation/activity, profanity, pornography, or violence that would constitute a violation of law or school rules including the displaying of the confederate flag(to include all areas on campus). Likewise, students are not allowed to wear hats, caps, headgear, and/or decorative head wear anywhere on their bodies, as well as bulky

- outerwear in the school during regular class hours.
- Students are not allowed to bring backpacks into the classroom.

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

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

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

- General school rules for behavior and communications apply to the use of technology, including those regarding sexual harassment. Technology should not be used to transmit jokes or other comments that may be discriminatory, harassing, or offensive to others or material that defames an individual.
- The use of technology to perform acts of bullying or cyberbullying are strictly prohibited.
- The use of technology to record, upload, or broadcast images or video without proper authorization is prohibited.
- Students shall not disclose the personal information of students, staff or others without authorization
- The use of technology to access and/or distribute objectionable material is prohibited. Prohibited material includes, but is not limited to that which is pornographic, material harmful to minors, and/or obscene.
- The use of technology for illegal activity is prohibited.
- Students shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent themselves on the networks without authorization.
- Technology shall not be used in any manner that disrupts the use of systems by others. Hardware or software shall not be destroyed, modified, or abused in any way without authorization.
- Students shall not use technology to gain or attempt to gain unauthorized access to internal or external systems.

- Students shall maintain the privacy of their account information and shall not allow others to access their accounts unless otherwise required for educational purposes or otherwise required by law.
- Students shall comply with all copyright laws and guidelines with respect to copying material in digital format and intellectual property.
- Social media venues are very public. What you contribute leaves a digital footprint forever, usually even after it is deleted. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity. Do not post anything that you would not want friends, enemies, parents, teachers, prospective colleges and universities, or future employers to see. Make sure what you post promotes a positive image to the world. Cyberbullying is not tolerated.
- It is illegal to video record and/or take pictures in bathrooms or locker rooms.

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

These devices must be kept out of sight and turned off during the instructional day. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Repeated unauthorized use of such may lead to disciplinary action.

.Outcomes for unauthorized cell phone/device use:

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

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

3rd Incident: Teacher confiscates device turns into administration. Administration explains all facets of the third consequence to the student and parent/guardian. Student must turn in his/her phone or explain to an attendance staff why the phone cannot be turned in each morning before 7:47am. Device can be picked up afterschool each day by the student.

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

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

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

School Bus: Students shall conduct themselves while on the school bus in a manner consistent with established student behavior standards. When a student fails to conduct him/herself properly on the school bus, such misconduct shall be brought to the attention of the building principal. Where continuing or serious problems exist, the student's bus riding privileges may be suspended in accordance with established procedures. (Board Policy 443.21) (See Transportation Section)

Sporting Events and Other School District Activities: Good sportsmanship on the part of the fans, participants, advisors and coaches is essential if school activities are to retain their major role in the education of young people. A school and community are judged whenever they field a team or sponsor an activity. When that judgment is made, let it be said that Waupaca fields

only the best in fans, participants, coaches, and students. The following rules will govern student behavior at all sporting events (home and away):

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

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

Classroom Conduct: The School District of Waupaca is committed to providing a healthy and safe environment where all students can learn and grow. Students are expected to come to class ready to learn and are expected to display behavior that is responsible, respectful, safe, and prepared. Students of Waupaca High School have the right to an environment that is free of violence, where each student can reach his/her potential. Student behavior that is dangerous, disruptive, unruly, or interferes with the teacher’s ability to teach effectively will not be tolerated. A teacher may remove a student from the classroom for any behavior that violates the district’s policies regarding suspension or expulsion, or violates the behavior rules and expectations set forth in the student handbook. Some examples of inappropriate behaviors include:

- Possession or use of a weapon, or other item, that might cause harm to persons in the classroom. See City/Township Ordinance 941.229.
- Being under the influence of alcohol or other controlled substances, or otherwise in violation of the district drug and alcohol policies.
- Dangerous, disruptive or unruly behavior or behavior that interferes with the ability of the teacher to teach effectively will not be tolerated.
- Wearing clothing, jewelry, and/or adornments that could cause injury or disruption, or that promotes or advertises cigarettes, alcohol, drugs, weapons, or inappropriate sexual acronyms, symbols, messages, and/or innuendo.
- Fighting.
- Intimidating, hostile, or offensive behavior is not acceptable.
- Inappropriate physical contact intended or likely to hurt, distract, or annoy others such as, but not limited to, hitting, biting, pushing, shoving, poking, pinching, or grabbing.
- Disruption caused by gang or group symbols, gestures, or posturing is not allowed.
- Inappropriate verbal comments intended or likely to upset, distract, or annoy others, such as name-calling, teasing or baiting.
- Repeated classroom interruptions or refusing to follow directions.
- Throwing objects in the classroom.
- Excessive or disruptive talking.
- Behavior that causes students or staff to fear physical harm.
- Physical confrontations or verbal/physical threats.
- Inciting other students to act inappropriately or to disobey the teacher or school or class rules, including inciting others to walk out.
- Behavior that may constitute sexual or other harassment.
- Willful damage or destruction of another student’s or school property including, but not limited

- to vandalism and graffiti.
- Defiance of authority.
- Repeatedly reporting to class without bringing necessary materials to participate in class activities.
- Repeated use of profanity.
- Any other behavior that interferes with another student’s work or ability to learn.

Consequences of Student Conduct Violations: Violation(s) of the above regulations shall be subject to disciplinary procedures commensurate with the violation. These procedures may involve revocation of access privileges, suspension or expulsion, or referrals to the appropriate authorities. Violations of these policies will constitute a violation of the school’s activity code. Student disciplinary actions are under the authority of the building principal or his/her designee(s). More detailed information can be found in the district’s Acceptable Use Policy, 367.1, and the Social Media Guidelines, 367.1.R1, on the district website.

CODE OF CONDUCT AND CONDUCT GUIDELINES

STUDENT CODE OF CONDUCT AND CONDUCT GUIDELINES

*In accordance with state statutes, all school districts must provide a written code of conduct based on guidelines provided by the state of Wisconsin (1998). The Code of Conduct, Board of Education Policy 443, developed by the School District of Waupaca is as follows:

CODE OF CONDUCT

School District of Waupaca Policy 443

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

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

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

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

The District shall not discriminate in standards and rules of behavior, including student harassment, or disciplinary actions on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability, or handicap. Discrimination complaints shall be processed in accordance with established procedures.

The School District of Waupaca recognizes and accepts its responsibility to create, foster, and maintain a safe and positive class environment, conducive to teaching and to the learning processes. Every member of the school community is expected to cooperate in this central mission. Staff, including administrators and teachers, must use their training, experience, and authority to create schools and classes where effective learning is possible. Students are expected to come to school, and to every class, ready and willing to learn. Parents should be aware of their children's activities, performance, and behavior in school, and are encouraged to cooperate with the school in supporting educational environments that optimize learning and teaching.

The 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 either temporarily, or in the case of expulsions, permanently.

The district also 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 reasons, are unwilling, unready, or unable to avail themselves of the opportunity for an education. Such behavior, while not necessarily so serious or pervasive to warrant suspension or expulsion, can be nearly as destructive to the educational environment. Such behavior warrants, at a minimum, that the student be removed temporarily from the class or activity (short term removal). Such removal serves multiple purposes of eliminating, or minimizing the disruption, or reinforcing the district's commitment to an appropriate educational environment, and of allowing a respite period, for disciplinary or other reasons, short of suspension or expulsion.

In other circumstances, the student's conduct, or the best interests of the student and the other members of the class, may warrant longer term removal from the class (long term removal). Long term removal may, but need not always be, for disciplinary purposes.

A staff member employed by the district may temporarily remove a pupil from the staff member's class if the pupil violates the terms of this Code of Classroom Conduct. In addition, long term removal of a student will be possible if the principal or designee upholds a staff member's recommendation that a student be removed from the class for a longer period. Removal from class under this Code does not prohibit the district from pursuing or implementing other disciplinary measures, including, but not limited to detentions, suspensions, and expulsions, for the conduct for which the student was removed.

For the purpose of this Code, a "class" is any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the district. This may include, but not be limited to regular classes, special classes, testing sessions, field trips, resource room sessions, counseling groups, recess, lunch, study halls, media center, school assemblies, and labs, and school sanctioned programs off school property. Class may also include district sponsored extracurricular activities, either inside or outside of school hours. "Staff member" is defined as a person holding a license or permit issued by the state superintendent whose employment by the school district requires that he/she hold that license or permit. Additionally, a staff member may also include substitute teacher, proctor, monitor, group leader, and for purposes of this code, educational assistant functioning in supervision of students or adults employed by the district in coaching or advisory positions. "Student" is defined as any student enrolled in the district, exchange student, or student visitor to the district's schools.

Reasons for Removal of a Student from Class

A student may be removed from class for conduct or behavior which (a) violates the district's policies regarding suspension or expulsion (b) violates the behavioral rules and expectations set forth in the Student Handbook; (c) is disruptive, dangerous, or unruly; (d) which otherwise interferes with the ability of the staff member to teach effectively; or (e) which is incompatible with effective teaching and learning in the class.

Removal is a serious measure, and should not be imposed in an arbitrary, casual, or inconsistent manner. Behavioral expectations are always more constructive, and more likely to be followed, where their terms are communicated as clearly as possible to students and staff. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every inappropriate circumstance, that would justify removal under this Code. A staff member's primary responsibility is to maintain an appropriate educational environment for the class as a whole. Therefore, notwithstanding the provisions of this Code, in every circumstance the staff member should exercise his or her best judgment in deciding whether it is appropriate to remove a student temporarily from class.

Except as otherwise provided, a staff member may remove a student from class for the following conduct or behavior:

1. Conduct covered by the district's policies regarding suspension and expulsion (e.g., conduct rule violations, possessing a weapon, knowingly conveying a threat to destroy any school property by means of explosives). It should be noted that building administrators make decisions regarding suspension, and the district administrator makes recommendations to the Board of Education for expulsion. Thus, a staff member's decision to remove a student from class for behavior covered by district policies regarding suspension and expulsion may, but does not necessarily, mean that the student will also be suspended or expelled.

2. Disruptive, dangerous or unruly behavior. The following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous or unruly:

- a. Inappropriate physical contact intended or likely to hurt, distract or annoy others such as hitting, biting, pushing, shoving, poking, pinching or grabbing.
- b. Inappropriate verbal conduct intended or likely to upset, distract or annoy others such as name calling, teasing or baiting.
- c. Behavior that may constitute sexual or other harassment.
- d. Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g., lecture by teacher, response by other student, presentation by visitor) or during quiet study time.
- e. Throwing any object, particularly one likely to cause harm or damage such as books, pencils, scissors, etc.
- f. Inciting other students to act inappropriately or to disobey the teacher or school or class rules.
- g. Destroying the property of the school or another student.
- h. Loud, obnoxious or outrageous behavior.

3. Conduct which otherwise interferes with the ability of the staff member to teach effectively. Students are required to cooperate with the staff member by listening attentively, obeying all instructions promptly and responding appropriately when called upon. A student's non-compliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. By way of example and without limitation this behavior includes:

- a. Open defiance of the staff member, manifest in words, gestures or other overt behavior
- b. Open disrespect of the staff member, manifest in words, gestures or other overt behavior.
- c. Other behavior likely or intended to sabotage or undermine classroom instruction.

4. Conduct which is incompatible with effective teaching and learning in the class. In some cases, a staff member may believe that a student should be removed from the class for the good of the student and in the best interests of the class as a whole. Such reasons may, but need not be disciplinary in nature, and include for purposes of illustration and without limitation irreconcilable personality differences or issues between students in the class.

Procedures to be Followed for Removing a Student from Class

Except where the behavior is extreme, a staff member should generally warn a student that continued misbehavior may lead to removal from class. When the staff member determines that removal is appropriate, the staff member should take one of the following courses of action:

1. Instruct the student to go to the office. In such a case, the staff member should complete a disciplinary referral for the student, as soon as possible, stating the reason for the student's removal and call the office.

2. Seek assistance from the office or other available staff if necessary. When assistance arrives, the teacher or the other staff member should accompany the student to the office. The principal or designee shall be informed of the reason for the student's removal and complete a discipline referral as soon as possible.

When the student arrives at the office, the building principal or designee shall give the student an opportunity to briefly explain the situation. If the building principal or designee is not available immediately upon the student's arrival, the student should be taken to the designated short-term removal area and the principal or designee should speak to the student as soon as practicable.

3. By the end of that particular school day, the teacher shall notify the student's parent/guardian of the removal from class via telephone or email.

As soon as practicable, the building principal or designee shall notify the student's parent/guardian, in writing, that the student was removed from class. The written notice shall specify the class from which the student was removed and the basis for the removal as stated by the staff member. If the student's removal from class is also subject to disciplinary action for the particular classroom conduct (i.e. suspension or expulsion), the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

Placement Procedures

1. Short-Term Placement

Following referral to the office, a student who had been removed from class may be placed in a designated short-term removal area or be returned to class. At the discretion of the principal or designee, the student may be placed in another appropriate class, program or educational setting, provided the students are supervised in such alternative setting.

Students placed in the short-term removal area shall be supervised. During their time of placement, students may be required to complete a short form explaining from their standpoint what took place, why it took place, and what in the future he/she can do to prevent this consequence from happening again. This form will be used with the administration during the investigation of the incident. Students may be required to do work of an academic nature. Such work will ordinarily be related to the work in the class from which the student was removed or may be related to the student's misconduct. In no event will a student's time in the short-term removal area be recreation or other free time.

In most cases, a student shall remain in the short-term removal area for at least the duration of the class from which he/she was removed. Prior to allowing the student to resume his/her normal schedule, the principal or designee may speak to the student to determine whether the student is, or appears to be, ready and able to return to class without recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to regular classes, the principal or designee may consider a different placement option as outlined below.

2. Long-Term Placement

Long-term placement in an alternative setting is an extremely serious step that should not be undertaken hastily or for less than compelling reasons. Such a step could have profound disciplinary responses for the student and his/her class, as well as any new class or staff member to which the student may then be assigned. For these reasons, long-term placement should not ordinarily be considered or implemented except after a thorough consideration of alternatives by the principal or designee. The principal or designee shall make all long term placement decisions under this code.

If a classroom teacher believes that the best interests of the student and/or the class require the student's long-term placement in an alternative setting, the teacher should notify the building

principal or designee in writing. Such statement should set forth as clearly and completely as possible:

- a. the basis for the removal request,
- b. the alternatives, approaches and other steps considered or taken to avoid the need for the student's removal from class,
- c. the impact, positive and negative, on the removed student, and
- d. the impact, positive or negative, on the rest of the class.

Upon receipt of such a statement, the building principal or designee may at his/her discretion consult with the teacher and/or other district staff. It is also appropriate to inform and consult with the student's parent/guardian and the student involved in the request for a long-term placement in an alternative setting.

Following consideration of the staff member's statement and any other information, the building principal or designee shall, at his/her discretion, take one of the following steps:

1. Place the student in an alternative education program as defined in number 1.
2. Place the student in another area in the school or in another appropriate place in the school.
3. Place the student in another instructional setting.
4. Return the student to the class from which the student was removed if the principal or designee determines that readmission to the class is the best or only alternative.

Long-term placement in an alternative setting is an administrative decision. However, upon request the student and/or the student's parent/guardian may meet with the building principal or designee and/or the staff member(s) who made the request for the student's long-term placement in an alternative setting. Where possible, this meeting shall take place within five days of the request for a meeting. The building principal or designee has the authority to make a determination regarding the student's placement and implement the placement plan.

Removal and Placement Procedures for Students with Impairments

A student with an impairment may be removed from a class by a staff member and placed in an alternative educational setting only to the extent authorized by state law, the federal Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and related regulations.

Code Dissemination

Students, parents/guardians and staff members shall be informed of this code of classroom conduct annually.

CONDUCT GUIDELINES

Philosophy

It is the goal of the administration, staff and parents to encourage students to exercise self-discipline. Students share the responsibility for creating an atmosphere that is conducive to a safe and positive learning environment.

Student Responsibility

It is the responsibility of the student to attend school regularly, to show conscientious effort in classroom work, and to conform to school rules and regulations; most of all, the student shares with the administration and staff the responsibility to develop a climate within the school that is conducive to effective learning. No student has the right to interfere with the education of fellow students. Our conduct guidelines are based on the principles of respect, responsibility, honesty and cooperation. The following guidelines shall apply to the conduct of students while on district premises or while engaged in school-related activities.

To fulfill this responsibility the student should:

1. Respect and protect the rights of teachers, students, administrators, and everyone else involved in the educational process.
2. Practice academic honesty.

3. Express ideas and opinions in a respectful manner, which does not offend or slander others.
4. Be aware of all rules and regulations for student behavior and abide by them.
5. Be willing to assist in investigations of disciplinary offenses.
6. Dress and groom so as to meet fair standards of safety, health, and not cause disruption to the educational process.
7. Assist the school staff in running a safe school for all students.
8. Assume that until a rule is waived or altered it is in full effect.
9. Be aware of state and local laws and comply with them.
10. Protect and take care of school property.
11. Attend school daily and be on time to all classes and other school functions.
12. Make up work when absent or suspended from school following established guidelines.
13. Pursue and attempt to complete satisfactorily the courses of study prescribed by the Department of Public Instruction.
14. Report accurately and do not use indecent or obscene language in student newspapers or publications.

School and Staff Responsibility

It is the goal of Waupaca High School's staff to maximize teaching and learning opportunities. The school and staff will communicate any concerns to parents that result in disciplinary responses as listed below.

Level A Offenses

1. Failure to bring all necessary materials to class.
2. Inappropriate hallway or common area behavior including running and shouting.
3. Causing a disturbance in a classroom (behavior that interferes with teaching and learning).
4. Failure to follow the guidelines given by a teacher or other authorized staff member (i.e. leaving a class without permission, safety guidelines for class, etc.).
5. Two to three tardies to class or study hall (less than ten minutes).
6. Wearing chains or other items that could cause injury.
7. Wearing clothing that has references to alcohol, tobacco, and/or drug/substance messages either directly or through innuendo.
8. Wearing clothing with sexually suggestive phrases or of a suggestive nature.
9. Wearing clothing that supports or glorifies violence and dangerous behavior.
10. Wearing hats, bandanas, large head coverings, coats or capes within the school building, except while arriving or leaving school.

Level A Disciplinary Responses

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

Level B Offenses

1. Repeated non-compliance of level A offense(s).
2. Profanity or other abusive language not directed at an administrator, teacher, or other staff member.
3. Fourth unexcused tardy to a class or study hall within a semester.
4. Causing a disturbance in a hallway, lobby, bathroom, or other common area, including lawns, sidewalks, athletic fields, and parking lots.
5. Loitering in bathrooms, hallways, lobbies or other common areas.
6. Failure to serve a teacher detention within two days.

7. Misbehavior on a bus, including rough or boisterous behavior, causing a disturbance, or violating bus rules. (Discipline may include loss of riding privilege.)
8. Unauthorized riding on an elevator.
9. Intimate contact with another student, including kissing and embracing.

Level B Disciplinary Responses

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

Level C Offenses

1. Repeated non-compliance of level B offenses.
2. Failure to serve a restricted lunch.
3. Possession or use of any tobacco product including a vape device. Discipline may also include the issuance of a citation per State Law 120.12 (19).
4. Reckless conduct without injury including but not limited to physical contact such as pushing, shoving or tripping a student.
5. Vandalism that can be cleaned by student under supervision.
6. Leaving the school building or campus without permission.
7. Unauthorized access to personal property of others.
8. Forging notes, excuses, early dismissal slips, or attendance phone calls.
9. Disrespect of an administrator, teacher or other staff member.
10. Plagiarism/cheating. (Student receives a 0 for the assignment and must repeat the assignment for a credit).

Level C Disciplinary Responses

A student who commits a level C offense could receive 1 to 5 restricted lunches. Discipline may include restitution, loss of parking privileges, open campus and/or any of the above mentioned disciplinary responses.

Level D Offenses

1. Repeated non-compliance of level C offenses.
2. Vandalism causing damage that can be repaired for \$100.00 or less. (Discipline will also include student's payment of repair or replacement expenses.)
3. Making obscene gestures to a staff member.
4. Damaging a person's property.
5. Failure to serve level C restricted lunches.
6. Verbal and written harassment (including electronic devices), not including physical contact, or threats of harm or sexual harassment.
7. Violating a person's right of privacy.
8. Exchanging tobacco products on school grounds.

Level D Disciplinary Responses

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

Level E Offenses

1. Repeated non-compliance of level D offenses.
2. Fighting, including but not limited to, wrestling and open or closed fist hitting. All parties involved will be subject to disciplinary responses.
3. Engaging in bullying behavior as defined in Wisconsin State Statutes.
4. Possession, distribution, or exhibition of sexually provocative materials.
5. Harassment involving physical contact or threats of harm or sexual harassment on or off school grounds that impacts the learning environment.

6. Extortion (obtaining or attempting to obtain something of value from another by force or intimidation or forcing or attempting to force another to take action or not take action).
7. Profanity or other abusive language directed at administrators, teachers or other staff members.
8. Theft or possession of stolen property based on administrative or Police School Liaison Officer investigation.
9. Possession, use, or distribution of any tobacco product - second offense within a school year. Discipline may also include the issuance of a citation per State Law 120.12 (19).
10. Being under the influence of alcohol or illegal drugs.

Level E Disciplinary Responses

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

Level F Offenses

1. Repeated non-compliance of level E Offenses.
2. Possession or use of a weapon.
3. Setting off a false fire alarm, making a false 911 call, making a bomb threat, or a similar terrorist threat.
4. Possession or use of any tobacco product - third offense within a school year. Discipline may also include the issuance of a citation per State Law 120.12 (19).
5. Striking or assaulting a student, an administrator, teacher, or other staff member.
6. Vandalism causing damage in excess of \$100.00. (Discipline will also include student's payment of repair or replacement expenses.)
7. Possession or detonation of fireworks, smoke bombs, stink bombs, and similar devices.
8. Arson or attempted arson.
9. Theft - second offense.
10. Possession or distribution of alcohol, mood altering drugs not prescribed by a physician, or related drug paraphernalia.
11. Criminal behavior (conduct that, if committed by an adult, would constitute a felony or misdemeanor under the prevailing laws of the State of Wisconsin).

Level F Disciplinary Responses

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

STUDENT DISCIPLINE

Detentions

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

Restricted Lunch

Restricted Lunch is an administrator assigned detention to be served during a lunch period.

Suspensions Policy

School District of Waupaca Policy 446.2

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

- (1) noncompliance with school or Board rules;

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

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

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

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

Expulsion Policy

School District of Waupaca Policy 446.2

Expulsion The Board may expel a student from school for the following types of conduct if it is satisfied that the interests of the school demands it:

(1) repeated refusal or neglect to obey school or Board rules;

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

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

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

(5) repeatedly engaging 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 such conduct does not constitute grounds for expulsion under (1) through (4) above. (This reason for expulsion only applies to students 16 years of age or older.)

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

STUDENT COUNCIL

The Waupaca High School Student Council has been established to serve the students and promote scholastic achievement, cooperation and good fellowship throughout the school, and community, and act as a means through which the student body may express its views to the faculty and

administration. The voting membership of the council will be determined each spring by an at-large election. Each class shall have its representative for proper action.

STUDENT ID

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

STUDENT MESSAGES

Students receiving messages from outside the school will be paged for the message once in the morning (at the beginning of 4th hour). If you need to get a message to your student, the best way is sending an email to your student's email address or texting them on their personal cell phone. The school reserves the right to screen messages and is not responsible if the student does not pick the message up. Students are discouraged from receiving personal messages at school.

STUDENT PARKING

- Students may not park vehicles other than cars, trucks, scooters, motorcycles without consent of WHS administration. (i.e.; tractors, trailers, boats, 4-wheelers)
- The student parking area is furnished by the School District of Waupaca as a courtesy to those students who elect to drive to school and pay a \$20.00 fee for a permit (per semester). The student parking area is the only area in which students may park. Parking in the staff parking lot, or other non-designated areas may result in a loss of parking privileges, and/or having the vehicle towed.
- All students using the student parking lot are required to have a registered permit that may be obtained from the Main Office. Replacement of a lost permit will cost the student \$5.00.
- Use of the designated student parking area is a privilege and any abuses such as: being truant from school, allowing another student to be truant from school by having access to your vehicle, driving too fast, endangering activities with a motor vehicle, incorrectly parking, or not purchasing a permit may result in a loss of parking privileges, citation, and/or parking suspension. Drivers are to use extreme caution when entering and leaving school grounds.

STUDENT SERVICES

(School Counselors-School Psychologist-School Social Worker-Gifted & Talented Coordinator)

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

STUDY HALLS

Guidelines and expectations for study halls are to be followed by all students at WHS:

Guided Study Halls: Guided Study Halls (GSH) are designed for students who have a D/F in a core area class. This replaces the regular study hall. Students can earn their way out of a Guided

Study Hall by bringing their grades in core area classes to a “C”. When the grades are at a “C” level, the student will have the option of returning to a regular study hall. This will be reviewed every 4.5 weeks during the grading period. Teachers are expected to monitor student progress and assist them with homework to the best of their ability. Students can sign out to go to the Comet Success Center.

- Guided Study Hall teachers spend this time actively working with students on their academic needs, goal setting, or other activities that help create a mentoring environment.
- Students are expected to come to the Guided Study Hall prepared to do school work, or work with another teacher in a Resource Center.
- At least once a week, the GSH teacher will review each student’s academic progress and assist students who need additional support or help them find assistance through utilizing the Comet Success Center.
- Students may occasionally work together quietly if needed to complete an assignment as long as this does not occur on a regular basis.
- At the discretion of the GSH teacher, students may sign out to the library if they need something specific as a resource for school related assignments.

TRANSPORTATION

Bus Behavior: The School District of Waupaca approves the use of video cameras on the school buses for the primary purpose of reducing disciplinary problems and vandalism on the bus, thereby allowing the driver to focus on driving the bus, providing for safer transportation for our students.

School Bus Rules & Regulations

CODE: 443.21 - STUDENT CONDUCT RULES

- Be on time at the designated school bus stop, help keep the bus on schedule, and sit in assigned seat when designated by the driver.
- Stay off the road at all times while waiting for the bus.
- Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
- Do not leave your seat while the bus is in motion or while discharging or boarding riders along the bus routes.
- Be alert to a danger signal from the driver.
- Remain in the bus in the event of a road emergency until instructions are given by the driver.
- Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out of the bus windows.
- Remember that loud talking and laughing or unnecessary confusion diverts the driver’s attention and could result in a serious accident.
- Be absolutely quiet when approaching a railroad crossing stop.
- Treat bus equipment as you would be expected to treat valuable furniture in your own home. Never tamper with the bus or any of its equipment.
- Assist in keeping the bus safe and sanitary at all times. No eating is allowed on the bus unless approved by the bus driver.
- Carry no animals on the bus or large instruments or objects which take up a passenger seat.
- Keep books, packages, coats and all other objects out of the aisles.
- Leave no books, lunches or other articles on the bus.
- Be courteous to fellow pupils and the bus driver.
- Help look after the safety and comfort of smaller children.
- Do not ask the driver to stop at places other than the regular bus stop; (s)he is not permitted to do this except by proper authorization from a school official.

- Observe safety precautions at drop-off point. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.
- Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.
- The teacher, in the case of field trips or in cases where transportation is used for other than the regular bus routes, shall assume the responsibility for student behavior and control in order that the driver may give full attention to driving.

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

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

It is the responsibility of administrators, staff members and all students to ensure that these prohibited activities do not occur. CODE: 443.8

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

Parent/Guardian Responsibilities: Parents must accept joint responsibility with school authorities for the proper conduct of their children. Parents must make a reasonable effort to understand and cooperate with those responsible for pupil transportation. Feel free to stop by the Bus Garage or your child's school office for a complete copy of the "Bus Rider Handbook." Please do not call the Bus Garage regarding closings. Notification of school closing(s) is broadcast on WDUX Radio Station (92.7 FM and 800 AM) and television channels 2, 5, 7, 9, 11 and 26.

Students being transported in district-owned or contracted school buses or other vehicles shall conduct themselves in a lawful and orderly manner at all times. Students who do not follow bus riding rules and who become disciplinary problems may have their **riding privileges suspended**. In such cases, the parents of students involved are responsible for seeing that their children get to and from school. The Director of Transportation has authority over students' conduct while students are being transported by the school district. The bus driver has full authority to make whatever seating assignments are deemed appropriate.

Bus Transportation: To obtain a bus pass, students who will be riding a bus other than their assigned bus, must present a note from their parent/guardian to Main Office personnel. The note must specify the date, the bus number the student is regularly assigned to, the number of the bus (or drop-off address) the student will be riding for the transfer and the parent/guardian's signature. The student will then be issued a bus transfer pass. See School Board Policies 443.2, 443.21, 443.22

WEAPONS AND/OR LOOK-ALIKE WEAPONS ON SCHOOL PROPERTY

It is district policy that no person is allowed to have dangerous weapons or look-alike weapons on school property, on school buses or at any school-related event. A look-alike weapon is defined as a toy gun, water gun, a non-working replica of a weapon, cap gun, popper, war souvenir, or any other object which could reasonably be mistaken for an actual weapon regardless of whether it is manufactured for that purpose. Violation of this policy could result in suspension and/or expulsion. See School Board Policy 443.7, 443.9 050995; City/Township Ordinance 9.01, see above; State Statutes 939.22, 941.295 (4), 948.60, 948.605, and 948.61.

WITHDRAWALS AND TRANSFERS

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

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

WORK PERMITS

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

SCHOOL DIRECTORY

School Board:

Mr. Stephen Johnson (President), Mrs. Betty Manion, Mrs. Sandra Robinson, Mr. Pat Phair,
Mr. Mark Polebitski, Mr. Steven Hackett, and Mr. Dale Feldt

District Administration/Supervisors:

Mr. Ron Saari: District Administrator

Mr. Mark Flaten: Director of Teaching and Learning

Mr. Carl Hayek: Business Manager

Mrs. Laurie Schmidt: Director of Exceptional Education

Mr. Steve Thomaschefsky: Career and Technology Education/Waupaca Works Coordinator

Matt Vassar: Maintenance Supervisor

High School Administration & Support Staff:

Main Office:

Mr. Mike Werbowski: Principal

Ms. Jenifer Erb: Assistant Principal

Mrs. Joy Griffin: Lead Administrative Assistant

Mrs. Julie Kosobucki: Administrative Assistant/Career Specialist

Mrs. Michelle Widolff: Bookkeeper

Mrs. Amy TeBeest: Administrative Assistant

Student Services Office:

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

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

Mrs. Denise Seefeldt: Psychologist

Mrs. Anne Collins-Reed: Social Worker

Mrs. Leah Zeamer: Social Worker

Ms. Jacci Barnhart: Administrative Assistant

Activities Office:

Mr. Joe Sbertoli: Athletic/Activities Director

Mrs. Cindy Ikert: Administrative Assistant/Distance Learning Lab Aide

Health Office:

Ms. Hannah Rowe: School Nurse

: Health Aide

Information Technology Staff:

Mr. Steven Thomaschefskey

Mr. Steven Baumann

Mr. Matt Warner

Mrs. Stephanie Knuth

Police School Liaison Officer:

Officer Wesley Zube

Comet Success Center:

Mr. Ben Haddix: CSC Aide

Teachers:

Mrs. Lisa Abrahamson: Spanish

Mrs. Tricia Price: Art

Mrs. Jessica Bank: English

Mr. Jon Bartel: Math/Science

Mrs. Kathy Batten: Spanish

Mrs. Jill Beilfuss: Math

Mrs. Emily Bina: English

Mr. Jacob Cogger: Technical Education

Mr. Eric Conner: Vocal/PAC Director

Ms. Courtney Cowan: Social Studies

Mrs. Nancy Cummings: English
Mrs. Teresa Duda: Business
Mrs. Mary Dykstra: Math
Mr. Paul Frank: Math
Mrs. Aimee Gille: Exceptional Educational Needs
Ms. Andrea Hamann: German
Ms. Christi Jahnke: Math
Mr. Alan Konda: Health/Physical Education
Mr. Michael Kositzke: Social Studies
Mrs. Heather Kratochwill: Computer Science
Mr. Bill Kroseberg: Technical Education
Mr. Mark Kryshak: Music
Mr. Brian Kurszewski: Technical Education
Ms. Anna Lussier: Music
Mrs. Danielle McHugh: At-Risk
Mrs. Amy Mead: English
Mr. Cory Nagel: Social Studies
Mrs. Amanda Nelson: Health Occupations/Family and Consumer Education
Mr. Tom Noltner: Physical Education
Mrs. Karen Nowak: Physical Education
Mrs. Heidi Nowicki: Library Media Specialist
Mr. Mark Otte: English
Mr. Chuck Peters: Alternative Education Instructor
Mrs. Laurie Reetz: Exceptional Educational Needs
Mrs. Monica Reeves: Drama/English
Mr. Brian Ruplinger: Science
Mr. John Ryder: Exceptional Educational Needs
Mrs. Kristy Schmidt: Math
Mrs. Ann Schwalenberg: Family and Consumer Education
Ms. Emma Sievers: Science
Mrs. Lisa Simonson: Social Studies
Ms. Hayley Trzinski: Science
Ms. Dana Widdel: Exceptional Educational Needs/LIVE Program
Mrs. Cathy Wilhite: Exceptional Education Needs/Science

Support Staff:

LMC Aide - Mrs. Amy Flunker

Alt. Ed. Aide: Mrs. Nancy Bloomberg

Exceptional Educational Aides: Mrs. Brandy Abhold, Ms. Whitney Barbeau, Mrs. Debbie Derks, Ms. Chelsea Galinsky, Mrs. Jackie Handrich, Ms. Heather Melinski, Mrs. Nicki Novak, Mrs. Penny Revolinski, Ms. Abbey Rutzinski, Mrs. Sheryl Siemers, Ms. Molly Tembelis

Kitchen Staff: Mrs. Nancy Tice, Mrs. Dorothy Servey, Mrs. Peggy Baxter, Mrs. Wendy DeGodt, Mrs. Becky Graham, Ms. Theresa Herreid, Ms. Linda Jolly, Mrs. Angela Nelson, Ms.

Leanne Schultz.

Custodians: Mr. Dave Huycke

APPENDIX A: WAUPACA HIGH SCHOOL ACTIVITY CODE

NON-DISCRIMINATION POLICY

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

ACTIVITIES DEPARTMENT MISSION

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

ACTIVITIES DEPARTMENT VISION

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

CORE VALUES

- Team
- Effort
- Accountability
- Perseverance
- Discipline

PARTICIPANT RESPONSIBILITIES

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

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

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

DEFINITIONS

ATODA

Alcohol, Tobacco and Other Drug Abuse

Attendance/Knowing Presence of Violation

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

Exit Interview

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

Grading Period

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

Co-Curricular Activities

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

Plagiarism

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

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

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

Honesty Policy (Self-Referral)

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

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

TYPE I Violations

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

TYPE II Violations

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

TYPE III Violations

Offenses that include but are not limited to criminal behaviors.

Voluntary

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

GENERAL RULES FOR PARTICIPATION

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

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

ELIGIBILITY RULES FOR REGISTRATION FOR SEASONAL SPORTS OR CLUB/ACTIVITY

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

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

1. WIAA Physical Card or Alternate Year Card.
2. An athlete will have had a physical examination performed by a licensed physician every other year and on alternative years; an Alternate Year Card will be completed and turned in to the Athletic Secretary.
3. Signed Co-Curricular Policy Agreement by student and Parent/Guardian.

4. Signed concussion information acknowledgement form per Wisconsin Law 172.
5. Pay an athletic participation fee.

OBLIGATIONS

1. Detentions - Students placed on this obligation list (as distributed by the office) for not making up detention time shall be suspended from all outside school activities until the detention time is made up.
2. Fines - Students placed on the obligation list (as distributed by the office) for failure to pay fines (typically library fines, book damages, and or equipment damages) shall be suspended from all outside school activities until the fine(s) are paid.
3. Fees - Student placed on the obligation list (as distributed by the office) for failure to pay fees (typically book fees) shall be suspended from all outside school activities until the fees are paid or until a schedule is arranged with the student or parent to pay the fees over a period of time.

ACADEMIC ELIGIBILITY

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

First year	6
Second year	12
Third year	18

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

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

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

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

GRADING PERIODS

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

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

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

ATTENDANCE

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

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

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

CO-CURRICULAR CODE MEETING

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

DRESS

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

CODE OF CONDUCT RULES

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

VIOLATION TYPES

Type I Violations

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

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

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

a. The student will be suspended for 10% of the current (or next sport if out of season) sports/club season competition dates, or to be extended into the successive season if the entire

suspension is not served within the season during which the offense occurs. During this suspension period a student will be expected to practice with the team/club.

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

Type II Violations

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

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

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

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

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

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

First TYPE II Violation:

The student will be suspended for **25%** of the current (or next sport if out of season) sports/club season competition dates, or to be extended into the successive season if the entire suspension is not served within the season during which the offense occurs. The student will be expected to practice with the team during this suspension. Meeting with Student Services Personnel may be required.

Second TYPE II Violation:

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

Third TYPE II Violation:

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

Fourth TYPE II Violations:

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

Type III Violations

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

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

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

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

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

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

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

DISCLAIMER

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

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

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

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

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

HONESTY POLICY (Self-Reporting a Violation)

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

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

LIMITED SCHEDULE

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

Special circumstances that may affect penalties for violations:

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

immediate disqualification of the student for the remainder of the total WIAA tournament series in that sport.

REPORTING PROCEDURE

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

APPEAL PROCEDURE

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

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

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

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

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

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