

# **WILMOT UNION HIGH SCHOOL**

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



## **STUDENT / PARENT HANDBOOK**

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# **WILMOT UNION HIGH SCHOOL**

## **STUDENT/PARENT HANDBOOK**

### **MISSION OF THE SCHOOL**

***Preparing college, career, and civic ready graduates***

### **OUR VISION**

***Becoming a destination district***

### **FOREWORD**

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

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

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

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

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. If any of the policies or administrative guidelines referenced herein is revised after June 24, 2024 the language in the most current policy or administrative guideline prevails. The current policies and guidelines are available on the District's website.

## ADMINISTRATION

<b>NAME</b>	<b>EXT.</b>	<b>E-MAIL</b>
Dr. Michael Plourde, District Administrator	300	plourdem@wilmoths.k12.wi.us
David Betz, Director of Business Services	302	betzd@wilmoths.k12.wi.us
Rob Kreil, Principal	330	kreilr@wilmoths.k12.wi.us
Herm Christiansen, Athletic/Activities Director	312	christiansenj@wilmoths.k12.wi.us
Dan Bender, Associate Principal	320	benderd@wilmoths.k12.wi.us
Cortney Youngblood, Associate Principal	370	youngbloodc@wilmoths.k12.wi.us
Don Norwick, Associate Principal	348	norwickd@wilmoths.k12.wi.us
Dan Nelson, Coordinator of Building & Grounds	372	nelsond@wilmoths.k12.wi.us
Elizabeth Rebollar, RN, School Nurse	315	rebollare@wilmoths.k12.wi.us
Nick Kysely, Director of Information Technology	340	kyselyn@wilmoths.k12.wi.us
Cindy Duecker, District Registrar	334	dueckerc@wilmoths.k12.wi.us

## **SCHOOL CLOSINGS AND DELAYS**

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

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

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

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

## **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

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

## **VISITORS**

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

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

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

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

## VIDEO SURVEILLANCE

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

## NOTICE AND STATEMENT OF NONDISCRIMINATION

### Notice of Nondiscrimination:

The District's notice of nondiscrimination shall read as follows:

The Board of the Wilmot Union High School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights ("OCR"), or both.

The District's Title IX Coordinators are:

Rob Kreil – Wilmot Union High School  
Principal  
11112 308th Ave, Wilmot, WI 53192  
kreilr@wilmoths.k12.wi.us  
262-862-2351

Danielle Fiveland-Scott – Wilmot Union High School  
Executive Administrative Assistant  
11112 308th Ave, Wilmot, WI 53192  
fivelandd@wilmoths.k12.wi.us  
262-862-9005

The Board designates Rob Kreil as the coordinator who is ultimately responsible for oversight over the Board's compliance with its responsibilities under Title IX.

The Board's nondiscrimination policy and grievance procedures can be located at <https://www.wilmothighschool.com/>.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to <https://www.wilmothighschool.com/>.

OCR's regional office in Cleveland can be reached at:

Chicago Office  
Office for Civil Rights  
U.S. Department of Education

John C. Kluczynski Federal Building  
230 S. Dearborn Street, 37th Floor  
Chicago, IL 60604  
Telephone: 312-730-1560  
FAX: 312-730-1576; TDD: 800-877-8339  
Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

**Statement of Nondiscrimination:**

If necessary, due to the format or size of any publication, the District may use the following statement of nondiscrimination:

The Board of the Wilmot Union High School District prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The full notice of nondiscrimination is located at [https://www.wilmothighschool.com/about/annual\\_notices.cfm](https://www.wilmothighschool.com/about/annual_notices.cfm).

**EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT**

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

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

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

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

The complaint procedure is described in Board Policy 2260 and on Form 2260F8. The policy and form is available in the High School Office on <https://go.boarddocs.com/wi/wilmot/Board.nsf/Public>

The complaint will be investigated and a written acknowledgement given to the complainant within forty-five (45) days of receipt of a written complaint and a determination of the complaint within ninety (90) days, unless the parties agree to an extension, or unless the complaint is within the procedures of Chapter 115 of the Wisconsin Statutes governing



exceptional educational needs. Education Department General Administrative Regulations, commonly called EDGAR complaints, shall be referred directly to the State Superintendent. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

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

### **SEXUAL HARASSMENT**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature

### **BULLYING**

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. A copy of school's Student Anti-Harassment Board Policy 5517, including the definition, reporting, investigation, and resolution procedures, is available in the High School Office or <https://go.boarddocs.com/wi/wilmot/Board.nsf/Public>

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

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

District's Civil Rights Coordinator  
Wilmot Union High School  
11112 308th Avenue  
P.O. Box 8

Wilmot, Wisconsin 53192  
Telephone: 262-862-2351

The complaint procedure is described in Administrative Guideline 2260.01B and is available in the High School Office or <https://go.boarddocs.com/wi/wilmot/Board.nsf/Public>

### **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of Wilmot Union High School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom

of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures will comply with the requirements of State and Federal law.

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

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

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

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

The rights held by a parent regarding his or her minor child transfer to the child when the child reaches the age of 18 years, 34 CFR 99.5. However, the parents of an adult student who continues to be financially dependent upon the parents may continue to have access to their child's pupil records, unless the adult student notifies the school in writing this information may not be shared with the parents without the student's permission, Wis. Stat. sec. 118.125(2)(k). (Page 14)

[https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/srconfid\\_11-16-18.pdf](https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/srconfid_11-16-18.pdf)

## **STUDENT WELL-BEING**

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

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

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

## **SECTION I - GENERAL INFORMATION**

### **SCHEDULING AND ASSIGNMENT**

Full-time students are required to be enrolled in classes a minimum of six (6) periods per day. Students who wish to be enrolled in eight classes will be evaluated by the Student Services Office.

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

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

### **INJURY AND ILLNESS**

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

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

### **USE OF PRESCRIBED MEDICATIONS**

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

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

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

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

Medication should be conveyed to school directly by the parent.

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

1. Student's name;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **DIRECT CONTACT COMMUNICABLE DISEASES**

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

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

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

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

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

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

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

## **STUDENT RECORDS**

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

Directory information can be given to any person or organization for non-commercial or non-business purposes when requested, unless the parents of the student object in writing to the disclosure as required under school policy and State and Federal law. Directory information generally includes those student records which identify a student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation, photographs, name of school most recently previously attended and degrees and awards received. Directory information also includes a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a district's electronic systems, if, standing alone, it cannot be used to access student education records, (i.e. a pin number, password, or other factor is also needed).

The Board designates as student "directory information":

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

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless there is a minor student's parent's consent in writing. Adult students hold responsibility for release of their information. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent's written consent. If you have questions about the confidentiality of student

records and/or the release of student records to third-parties, please contact the District Registrar

Parents and students are reminded of:

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

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

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

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

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

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

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

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

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

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

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



## STUDENT FEES, FINES, AND CHARGES

The fees listed below will apply for the 2023-24 academic year. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

▪ Student Fee*	\$100.00
▪ Physical Education Uniform	\$15.00
▪ Athletic Participation Fee \$180 per family per year)	\$60.00/ sport (max. fee of
▪ Activity Pass Fee	\$25.00/student \$75.00/family
▪ Parking Fee	\$100.00
▪ Parking Fine	\$10.00 1 <sup>st</sup> occurrence, \$20.00 2 <sup>nd</sup> & \$40 each subsequent offense
▪ Heart Rate Monitor Strap	\$20.00
▪ Chromebook Insurance*	\$20.00
▪ Chromebook Replacement Battery	\$50.00
▪ Replacement Chromebook Charger	\$20.00
▪ Art Class Fee	\$20.00/semester
▪ Foods, Baking & Culinary Class fee	\$20.00/class
▪ Activity Participation Fee	\$30.00/year**

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

\*\*Activities with fees include: DECA, Spring Musical, Fall Play, AcaDec, SkillsUSA, HOSA, eSports and Forensics.

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

**Account balance must be at zero to purchase a Prom ticket.**

**Account balance must be at zero to receive diploma.**

## VEHICLES PARKED ON SCHOOL GROUNDS

All vehicles parked on school grounds must comply with the language of this section. Failure to comply with this section may result in the operator or registered owner of a vehicle receiving a parking citation and/or removal of the vehicle at the owner's expense. Permission for a student to bring a vehicle on school property shall be conditioned upon written consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of a particular law, a school rule, or a condition that endangers the safety or health of the student driver or

others. If a student's permit is suspended, no fees will be refunded. Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.

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

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

## **STUDENT VALUABLES**

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

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

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

## **STUDENT SALES**

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

## **CELL PHONES AND OTHER ELECTRONIC COMMUNICATION DEVICES (ECDs)**

The expectation is that students are prohibited from using cell phones or other electronic communication devices such as Apple watches, earbuds, etc. unless approved by the teacher for educational purposes.

Possession of these devices are a privilege. This privilege may be taken away if a student does not meet this expectation. This could include disciplinary action for repeated infractions.

Students cannot record/transmit/distribute images of anyone without their permission.

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

Using an ECD in an unauthorized manner or in violation of Wireless Communication Devices Policy 5136 or this guideline may result in loss of this privilege, additional disciplinary action (e.g. warnings, parental notification and conferences, suspension, expulsion), confiscation of the ECD, and/or referral to law enforcement if the violation involves an illegal activity (e.g. child pornography).

The Directing Principal and/or designee may search the contents of audio, video and photographic recording devices belonging to or in the possession of a student when the audio, video or photographic device is on school property or at a school sponsored event and when there are reasonable grounds to suspect that a search will lead to evidence that a student has violated or is violating either the law or school rules or policies.

Audio, video and photographic devices include but are not limited to audio recorders, cameras, video cameras, laptop computers, tablets, and cell phones.

Devices may be held by the school for return to the parent(s)/guardian(s) of the student or retained for disciplinary proceedings, or turned over to law enforcement officials. The adult student or parent/guardian of a minor student shall be notified of devices turned over to law enforcement officials. If multiple offenses occur, a student may lose his/her privilege to bring a ECD to school for a designated length of time or on a permanent basis.

"Cyberbullying" is strictly prohibited. "Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, other electronic messaging, defamatory personal web sites or social media accounts, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

Cyberbullying includes, but is not limited to the following:

1. Posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog

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

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

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

## **SECTION II – ACADEMICS**

### **Course Guide**

The Wilmot Course Guide can be located at [www.wilmothighschool.com](http://www.wilmothighschool.com) under The Student section. The course guide includes information such as graduation requirements, grading, honors level course information, work-based learning, and much more.

### **STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

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

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

### **STUDENT ASSESSMENT**

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

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

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

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

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

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

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

## **ACADEMIC AND CAREER PLANNING (ACP), GRADING INFORMATION, LAUDE SYSTEM, AND COURSE GUIDE**

Academic and Career Planning, or ACP, is a student-driven, adult-supported process designed to help students create their own unique vision for post-secondary success. Students engage in the Academic and Career Planning process to set goals and action plans to achieve those goals. Visit <https://www.wilmothighschool.com/acp/> to view the ACP module, course offerings, pathways, and work and community-based learning. Additionally, families can find information about grading and the laude system.

## **HONOR ROLL**

At the end of each semester, Wilmot Union High School announces its Honor Roll.

### **HIGH HONORS**

Students are listed for high honors if they have an unweighted grade point average at or above 3.60.

### **HONORS**

Students are listed for honors if they have an unweighted grade point average of 3.25 to 3.59.

## **SECTION III - STUDENT CONDUCT**

### **ATTENDANCE**

The school requires all students to attend school regularly in accordance with the laws of Wisconsin. The school's educational program is predicated upon the presence of the student

and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose.

## **COMPULSORY STUDENT ATTENDANCE**

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

## **EXCUSE FOR ABSENCE**

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

State Statute 118.15(3)(C):

"A child may not be excused for more than 10 days in a school year...."

Parental excused absence letters/notifications will be sent out after the 5th and 10th parental excused absence.

Parental excused absences will be medically excused with proper documentation and will not count against the 10 days allowed by the state.

## **EXCUSED ABSENCES**

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

### **1. Physical or Mental Condition**

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

### **2. Obtaining Religious Instruction**

Students may wish to obtain religious instruction outside the school during the required school period. The time period or periods of absence shall be determined by the Principal or designee. Such absences must be at least 60 minutes but not more than 180 minutes per week. Requests for absence under this paragraph shall be denied if the student fails to attend religious

instruction after requesting to be absent from his or her regular school. The supervisor of such religious instruction shall report monthly, to the Principal or designee, the names of the students who attended such weekly religious instruction. See Absences for Religious Instruction, Policy 5223 for further details.

### **3. Permission of Parent or Guardian**

The student may be excused by his or her parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days/eighty (80) hours and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to the following:

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

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

### **4. Religious Holiday**

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

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

#### **1. Quarantine**

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

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

The illness of an immediate family member.

#### **3. Emergency**

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

## **UNVERIFIED ABSENCES**

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

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

Administrative action to address unexcused absences shall be in accord with due process as defined in Policy 5611, the Student Code of Conduct, and other applicable Board Policies( <https://go.boarddocs.com/wi/wilmot/Board.nsf/Public> ).

### **TRUANCY**

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

When a student is truant, the Principal/designee ensures that all applicable provisions of the District's Truancy Plan are carried out.

### **HABITUAL TRUANCY**

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

When a student initially becomes a habitual truant, the District Leader/designee shall ensure that all applicable provisions of the District's Truancy Plan are carried out.

### **Truancy Policy**

Incidents of Truancy	Actions Taken
3-4	Office referral to administration. Administration will meet with the student and contact home.



5-10	Office referral to administration. Administration will notify the school social worker to set up a meeting with the family to discuss the attendance plan. School resource officer may be involved.
11+	Office referral to administration. Juvenile Intake affidavit will be filed or student will be referred to the School Resource Officer.

### **DRESS CODE**

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

Hats and hoods shall not be worn during the school day.

A student's dress should not cause classroom or school disruption or create a danger to the health or safety of the students. Some examples are provided below.

- A. Extremely short skirts or shorts are not acceptable.
- B. Halter tops, tube tops, see-through or mesh tops, bare midriffs or clothing that disrupts the educational process.
- C. Undergarments should not be visible.
- D. Accessories that can be used as a weapon are not acceptable.
- E. Writing or pictures on clothing that display or promote themes that violate school policy. (Drugs, alcohol, and symbols of hate)
- F. Students will be required to wear safety clothing or special equipment in specific classes at the teacher's discretion. The instructor can prohibit clothing, footwear or jewelry that could be a safety hazard in specific classes.

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

### **CARE OF PROPERTY**

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

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

## STUDENT CODE OF CONDUCT

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

*Note: Depending on the offense, the student could be referred to the School Resource Officer.*

The Code of Conduct outlines five response levels to student behavior. If the behavior is assigned to two or more response levels, the lowest response level should be used first.

### **Surrender for Safety**

**Inappropriate Items/Materials** A student who is in possession of any weapon, other than a firearm, or an object that can be used as a weapon, or any other inappropriate item such as, alcohol, drugs or materials (fireworks, etc.) and voluntarily surrenders the weapon or items to a school staff member prior to being found in possession or engaging in harmful behavior, that student will not be assigned a Response Level Discipline. Surrender for safety recognizes that students may make mistakes and may unintentionally bring an inappropriate item to school. Students will receive interventions around this experience in order to learn from these types of mistakes. A student will not be granted this exception more than one time during a school year.

### **Administrative Review Contract**

When a student commits an offense that is a level 4 response or higher, the student and family is required to attend an Administrative Review meeting.

The meeting includes Administration, school counselor, and others that are necessary. The objective of this meeting is to reestablish attendance and discipline expectations.

If the student violates any part of this contract, the student can be recommended for expulsion for repeatedly refusing to follow school rules or any other reason that is appropriate.

### **Code of School/Classroom Conduct and Discipline Chart**

<b>Response Level 1</b>	<ul style="list-style-type: none"><li>• Classroom Intervention and/or Discipline</li><li>• Short Term Removal or Assigned Detentions</li><li>• Support Staff Interventions</li></ul>
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	<ul style="list-style-type: none"> <li>• Contact with parent/guardian</li> </ul>
<b>Response Level 2</b>	<ul style="list-style-type: none"> <li>• Support Staff Interventions and Administrative Intervention/Discipline</li> <li>• No more than 2 days of In-School Suspension or Out of School Suspension</li> <li>• Contact with parent/guardian</li> </ul>
<b>Response Level 3</b>	<ul style="list-style-type: none"> <li>• Intensive Intervention and Administrative Discipline up to 5 days In-School or Out of School Suspension</li> </ul>
<b>Response Level 4</b>	<ul style="list-style-type: none"> <li>• Intensive Intervention and Administrative Discipline</li> <li>• Possible long-term removal from school and re-engagement strategies</li> </ul>
<b>Response Level 5</b>	<ul style="list-style-type: none"> <li>• Suspension and recommendation for expulsion</li> </ul>

## Behavior Response Chart

Behavior Response Chart		
<b>Response Level 1</b>	<p><b>Classroom Intervention</b></p> <ul style="list-style-type: none"> <li>● Teach replacement behavior or coping strategy</li> <li>● Reinforcement of classroom expectations</li> <li>● Contact parent or guardian via phone, email or note</li> <li>● Conduct an individual conference with student, may include parent/guardian, support staff or administration</li> <li>● Provide sensory or movement such as getting a drink of water, etc...</li> <li>● Assign alternative projects for reflection of behavior. This shall not be a class assignment that would be an academic punishment.</li> </ul>	<p><b>Administrative Discipline</b></p> <ul style="list-style-type: none"> <li>● Verbal warning</li> <li>● Redirect by teacher</li> <li>● Loss of classroom privileges or activities</li> <li>● Provide alternative activity</li> <li>● Detention (lunch, study hall, or afterschool)</li> <li>● Warning and discussion of next steps</li> <li>● Temporary removal from classroom and may be placed in an alternative setting</li> </ul>
	<p><b>Partner with Staff Such as Counselors, Social Worker, School Psychologist, Paraprofessionals, etc...To</b></p>	<p><b>Partner with Staff Such as Counselors, Social Worker, School Psychologist, Paraprofessionals, etc...To</b></p>
	<ul style="list-style-type: none"> <li>● Support restorative approach to making amends to those harmed by student's actions (apology, conference, written agreements based on classroom expectations)</li> <li>● Develop a behavior contract</li> <li>● Engage student in positive mentoring or club sponsored activities</li> </ul>	<ul style="list-style-type: none"> <li>● Mediation</li> </ul> <p style="text-align: center;"><i>**Any discipline procedure must be paired with an intervention</i></p>

## Behavior Response Chart

Behavior Response Chart		
	<b>Staff Such as Counselors, Social Worker, School Psychologist, Paraprofessionals, etc...To</b>	<b>Administrative Discipline</b>
<b>Response Level 2</b>	<ul style="list-style-type: none"> <li>● Previously identified interventions increase in intensity or frequency</li> <li>● Create home to school communication system</li> <li>● Schedule a problem-solving conference with parent, student and other appropriate support staff</li> <li>● Review class schedule/environment if appropriate to the needs of the student and/or classmates</li> <li>● Conduct a Brief Functional Behavior Assessment (BIP/FBA) to determine root cause and create a plan of action</li> <li>● Refer to Student support team or IEP team</li> <li>● Identify a safe space or safe person for the student</li> <li>● Identify positive environments or activities to engage the student</li> </ul>	<ul style="list-style-type: none"> <li>● Meeting with administrator, verbal conference/warning</li> <li>● Daily or weekly check-ins with administrator or support staff member</li> <li>● Limited transitions within the building</li> <li>● Supervised lunch hour</li> <li>● Removal from designated activities</li> <li>● Mediation</li> <li>● No more than 2 days of In-School Suspension or Out of School Suspension</li> </ul> <p style="text-align: center;"><i>**Any discipline procedure must be paired with an intervention</i></p>

Behavior Response Chart		
	<b>Intensive Intervention</b>	<b>Administrative Discipline</b>
<b>Response Level 3</b>	<ul style="list-style-type: none"> <li>● Previously identified interventions increase in intensity or frequency</li> <li>● Referral to community resources for mental health, substance abuse or other identified need</li> <li>● Support staff intervention for anger management</li> <li>● Develop Behavior Intervention Plan or discuss possible IEP Review</li> </ul>	<ul style="list-style-type: none"> <li>● Previous identified disciplinary actions increase in intensity or frequency</li> <li>● In School or Out of School suspension for <b>up to 3 days</b></li> </ul>

<b>Behavior Response Chart</b>		
	<b>Intensive Intervention</b>	<b>Administrative Discipline</b>
<b>Response Level 4</b>	<ul style="list-style-type: none"> <li>• Continue interventions with increased frequency and intensity</li> </ul>	<ul style="list-style-type: none"> <li>• In School or Out of School suspension for <b>up to 5 days</b></li> </ul> <p><i>*Level 4 Out of School Suspensions MUST be followed by a formal reinstatement hearing that includes parent/guardian, during the period of suspension, prior to returning to school, in order to create an engagement plan with the student. Any discipline procedure must be paired with an intervention.</i></p>

<b>Behavior Response Chart</b>		
	<b>Re-Engagement Strategies</b>	<b>Long Term Removal from School</b>
<b>Response Level 5</b>	<ul style="list-style-type: none"> <li>• Re-engagement conference with parent and student to plan for positive transition back to school following an expulsion if applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Out of School Suspension and recommendation for expulsion</li> </ul>

Examples of Conduct that Violate Expectations or Code of Conduct		Definition of the violation	Response Level	
			Minimum minor	Maximum serious/repeated
Attendance/ Punctuality	Tardiness	Failure to be in place of instruction at the assigned time without a valid excuse	1	1
	Truancy	Failure to report to school or class without prior permission, knowledge, or excuse by school/parent	1	1
Learning Environment	Inappropriate Dress	Dressing or grooming in a manner that disrupts the teaching and learning of others	1	1
	Chronic lack of supplies	Repeatedly reporting to class lacking necessary materials such as books, physical education attire, industrial education class supplies, etc.	1	1
	Inappropriate personal property	Possession and/or use of personal property prohibited by school rules and/or otherwise disruptive to the teaching and learning of others such as food, beverages, laser pointers, fidget toys, electronics, lighters and cellphones and other communication devices	1	3
	Leaving the classroom or school building without permission	Leaving the classroom or school building without permission from staff members in charge	1	2
	Insubordination	Failing to comply with proper and authorized directions or instructions of a staff member	1	2

Examples of Conduct that Violate Expectations or Code of Conduct		Definition of the violation	Response Level	
			Minimum minor	Maximum serious/repeated
Learning Environment (continued)	Academic Dishonesty, Individual	Any type of cheating that occurs in relation to a formal academic exercise, limited to the individual	1	2
	Academic Dishonesty, Group	Any type of cheating that occurs in relation to a formal academic exercise that involves two or more people, including distribution and/or intent to distribute	2	4
	Network Violation	Any violation of the Network Use Agreement <a href="https://www.wilmothighschool.com/students/fm7540_03F1.pdf">https://www.wilmothighschool.com/students/fm7540_03F1.pdf</a>	1	5
	Disruption	Behavior that disrupts the educational process of others by involvement in misconduct that recurs on a regular basis over a period of time	2	4
	Gang Activity	Disruption and intimidation caused by gang symbols on materials, jewelry, or clothing, gang posturing and language which provokes an altercation, involvement in a gang fight - exchange of blows and gang initiation or recruitment	2	5
	Other Similar Offenses	Engaging in other similar conduct that disrupts the educational process or interferes with teaching and learning	1	5



Examples of Conduct that Violate Expectations or Code of Conduct		Definition of the violation	Response Level	
			Minimum minor	Maximum serious/repeated
<b>Physical Safety/Mental Well Being</b>	Verbal abuse, profanity	Use of language (electronic, written, or spoken) or conduct/gestures which are obscene, lewd, profane, vulgar, or sexually suggestive.	1	4
	Verbal abuse, harassment	Disturbing other(s) by use of electronic, written or spoken word; pestering, tormenting, or threatening that is deliberate, repetitive, and/or malicious, which may include language that targets a person's protected class status	2	5
	Sexual Harassment	Unwelcome sexual advances, request for sexual favors, sexually motivated physical contact, gestures or other verbal conduct or communication of a sexual nature	3	5
	Personal threat	Direct or indirect (through another party), electronic, spoken, or written statement of intent to do bodily harm directed towards others or put others in fear of immediate bodily injury	2	5
	Bullying	Repetitive, deliberate, unfair, one-sided behavior that involves unequal power, done with the intention of harming others	2	5
	Recording/Images of another person	Making, transmitting or distributing any recording that has not been approved by or authorized by the school of the voice or image of any other student, staff member or other person in any non-emergency situation, and without the consent of the person(s) so recorded	1	4

Examples of Conduct that Violate Expectations or Code of Conduct		Definition of the violation	Response Level	
			Minimum minor	Maximum serious/repeated
<b>Physical Safety/Mental Well Being (continued)</b>	Fighting	Pushing and shoving and/or exchange of physical blows	2	5
	Inappropriate Physical Contact	Contact made with another person or people that is inappropriate or unwarranted, but does not rise to the level of physical assault, sexual harassment or assault, or fighting	1	3
	Inappropriate Sexual Behavior	Deliberate and inappropriate touching or grabbing of another person's breasts, buttocks, or genitalia that does not rise to the level of Sexual Assault	2	5
	Sexting	Distribution, production, possession of sexually explicit materials, including but not limited to suggestive messages or nude or semi-nude photographs or via digital or non-digital media	3	5
	Loitering	Remaining around or lingering about a school building without an educational or lawful purpose for being there	1	2
	Trespassing	Entering any school property or into any school facilities without proper authority. Includes any school entry during a period of suspension or expulsion	1	3
	Gambling	Playing any game of skill or chance for money or anything of value	1	3

Examples of Conduct that Violate Expectations or Code of Conduct		Definition of the violation	Response Level	
			Minimum minor	Maximum serious/repeated
<b>Physical Safety/Mental Well Being (continued)</b>	Possession or use of pyrotechnic devices	Possession or using any explosive pyrotechnic device, including lighters, matches or other ignition materials.	1	5
	Physical Assault/Battery	Aggressive behavior exhibited in an attempt to do, or which does, immediate bodily harm	4	5
	Hazing	Intentional or reckless acts which endanger the physical and/or emotional health or safety of others for the purposes of initiation/admission/affiliation with an organization	2	5
	Reckless vehicle use	Using any motorized or self-propelled vehicle on school grounds in a reckless manner, or as a threat to health and safety, or as a disruption to the educational process.	1	5
	Extortion	Forcing other persons to act against their will, under threat of physical, emotional harm or financial gain	2	5
	Robbery	Taking property from a person by force or threat of aggression	3	5
	Sexual Assault	Intentional bodily contact for sexual gratification or degradation of the victim	4	5
	False fire alarms	Reporting a fire to school or fire officials, or setting of a fire alarm without a reasonable belief that a fire exists	3	5

Examples of Conduct that Violate Expectations or Code of Conduct		Definition of the violation	Response Level	
			Minimum minor	Maximum serious/repeated
Physical Safety/Mental Well Being (continued)	Possession/ownership use of a weapon including a gun	Possessing, having under one's control, using or threatening with a knife, razor, karate stick, metal knuckle, box cutter, laser pointers used to do bodily harm, pepper spray, a gun (pistol, BB, pellet, rifle, starter, replica, or toy gun), ammunition, or any other object that by the way it is used or intended to be used is capable of inflicting bodily harm	4	5
	Bomb threats	Reporting to school, police, or fire officials the presence of a bomb on or near school property without a reasonable belief that a bomb is present on school property	4	5
	Other similar offenses	Engaging in other similar acts that endanger the physical safety or mental well-being of others	1	5
Property	Vandalism	Maliciously and intentionally causing damage to school property or the property of others. Includes situations in which minor damage can be repaired or replaced at no cost to the district	1	5
	Possession of stolen property	Having in one's possession property obtained without permission of the owner	1	4
	Theft	Taking property belonging to the school or to any individual or group without prior permission with specific intent to permanently deprive	1	5
Property	Burglary	Unauthorized entry into a school district building for the purpose of committing a crime when the building is closed to the students and public	3	5
	Arson	Intentionally starting any fire or combustion on school property	4	5

<b>Controlled Substances</b>	Possession/ownership and use of alcohol	Possessing, having under one's control, or under the influence of any alcoholic beverages	4	5
	Possession/ownership and use of illegal drugs	Possessing, having under one's control, or using any controlled substances that were not prescribed to that person - See THC and Controlled Substances Plan	4	5
	Use or possession of nicotine, including tobacco or electronic vaping devices	Using or possessing any tobacco product (including electronic vaping devices/paraphernalia) by student	2	4
	Possession with intent to distribute illegal drugs/alcohol/prescribed medications	Selling, giving away, or otherwise transferring to another person any controlled substance or alcohol, including any transfer of a prescription drug or any substance alleged to be a drug regardless of its actual content	5	5
	Other substances/materials	Possessing, using, or having under one's control any substances, materials, or related paraphernalia that are dangerous to health or safety, or that disrupt the educational process.	3	4

## **THC and Controlled Substance Plan**

First Offense	3-day OSS and 2-day ISS SBIRT Sessions Parent Reinstatement Meeting Referral to SRO
Second Offense	5-Day OSS Guided Lunch No Pass List Possible Alt Ed Plan Referral to PSG Admin Review Contract Referral to SRO
Third Offense	Expulsion Referral

### **SBIRT**

After students are caught vaping - whether it is THC or Nicotine – or they are caught with any other illegal substances - they are referred to me for SBIRT (Screening, Brief Intervention, Referral to Treatment) for about 6 to 8 sessions. The first session is about getting to know the student and informing them of the process. Then there is a screening to determine their usage and what they think of their usage. Then we work together towards their goals pertaining to their usage. If they report their usage as dependent or a problem they feel they need more intensive treatment for, then I would refer them to treatment.

### **SUSPENSION**

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

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

- A. Noncompliance with school or School Board rules;
- B. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- C. Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others;

- D. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority;
- E. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of any employee or School Board member of the school district in which the student is enrolled;
- F. Under paragraphs C, D, and E above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property;
- G. The District Administrator, Principal or designee, or teacher designated by the District Administrator shall suspend a student if the student possessed a firearm while at school or while under the supervision of a school authority.

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

### **SUSPENSION PROCEDURE**

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

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

### **NOTICE OF SUSPENSION**

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

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

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

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

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

Policy 5200 <https://go.boarddocs.com/wi/wilmot/Board.nsf/Public#>

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

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

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

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

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

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

## **EXPULSION**

### **GROUND'S FOR EXPULSION**

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

- A. Repeatedly refused or neglected to obey the rules established by the School District;
- B. Knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- C. Engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health or safety of others;
- D. Engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or School Board member of the School District in which the student is enrolled; or
- E. Was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the



ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion.

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

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

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

### **EXPULSION HEARING**

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

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

### **EXPULSION ORDER**

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

### **STUDENT RECORDS**

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

### **DISCIPLINE OF DISABLED STUDENTS**

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

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

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that

the student is in violation of law or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

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

The District authorizes the use of canines trained for the detection of drugs and/or explosive devices, which are accompanied by law enforcement officials, in order to protect the safety and welfare of students/staff and to mitigate drug issues at its schools. On occasion, students may be asked to leave their backpacks, bags, or other personal belongings in a classroom or other area, if dogs are being used in that area.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be taken and properly cataloged for use as evidence if appropriate. The school reserves the right not to return items which have been confiscated.

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

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

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

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

- A. Take the student(s) to a private administrative or instructional area on school property and have at least one other member of the teaching or administrative staff present as a witness to the test.;
- B. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention;
- C. Make a written record of the instrument's serial number or identifier as well as the following information:

1. The test result;
2. The date;

3. The time;
  4. The place of the test;
  5. The students' names; and
  6. The names of all witnesses.
- D. If the instrument provides printed evidence, attach a print-out to the written record.
- E. If the result indicates a violation of school rules as described in the student handbook, follow the disciplinary procedure described in the handbook.
- F. If the student refuses to take the test, inform the student that refusal to participate implies admission of guilt leading to disciplinary action. Allow the student a second opportunity to be tested, and if s/he refuses again, ask the student to sign a refusal statement. Regardless of whether or not s/he signs, prepare a written report of the incident.
- G. If a staff member accompanying students on a school-related activity off school grounds has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage and no test instrument is available, s/he should make a written record of all facts upon which an opinion that the student has consumed an alcoholic beverage is based. Since the staff member is responsible for the welfare of a student who may be intoxicated, s/he should supervise the student until s/he is returned to the custody of his/her parents or a law enforcement official.

### **STUDENT RIGHTS OF EXPRESSION**

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

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

## **DANCE POLICY**

It is understood that student dances are a privilege and not a right. To that end, these policies have been put into effect for the appropriate enjoyment for all attendees. Violation of rules requiring student removal from the dance will be done without a refund. Any behavior demonstrated at a dance that leads to a school suspension will result in being banned from further participation from dances for the school year. Any student who is ineligible to participate in dances, due to a behavioral violation or if a student does not meet the criteria outlined below for being considered in Good Standing, may utilize a school-based appeal process. Contact your principal to find out how to file an appeal.

### **All School Dances**

1. Middle school students and guests over the age of 20 are not permitted to attend dances.
2. Inappropriate and/or sexually explicit dancing is not permitted and could result in dismissal from the dance. Whatever an administrator and/or chaperone deems inappropriate and/or indecent will not be permitted.
3. All attendees must present a valid ID upon request.
4. Appropriate dress is required. Appropriate dress is defined by this handbook in the section titled Dress Code.
5. Guest attendance is up to the discretion of the school administration. The appropriate approval form must be completed and on file in order for a guest to attend.
6. All fines and fees must be paid.

### **Student Eligibility Requirements**

A student must be in good standing in order to be eligible to attend any school dance. Good standing may be identified by the following criteria, each semester:

Academic: No more than one (1) failing grade. It will be at the Principal's discretion to allow students who are not in good standing to attend.

Attendance: Students must maintain at least 90% attendance for the time period leading up to the dance.

Behavior: Students must maintain consistent appropriate conduct. Appropriate conduct is identified by having no Out of School suspensions at a Level 3 or higher.

### **Additional Policies for Prom**

#### **Senior**

1. As expected for all dances, a student must be in good standing, as identified above.
2. Must have at least 21 credits by the start of fourth quarter or administrator confirmation that they are on track to graduate with their cohort.

#### **Guests**

1. All guest attendees are required to follow the same rules for student attendees as listed above.
2. No student who has dropped out of school may attend.
3. Credit requirement upon acquisition of the dance permit:
  - a. Juniors must have a minimum of 15 credits.
  - b. Sophomores must have a minimum of 9 credits
  - c. Freshman must have a minimum of 3 credits

## **SECTION IV - TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

Bus transportation is provided for all eligible students. The bus schedule is available in Skyward Family Access.

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

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

### **BUS CONDUCT**

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

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

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

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

7. All student code of conduct rules apply.

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

During the trip each student shall:

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

Leaving the bus each student shall:

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

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

### **PENALTIES FOR INFRACTIONS**

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