



# West De Pere High School

## 2018-2019



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De Pere, Wisconsin 54115  
Telephone: (920) 338-5200  
FAX: (920) 338-5310

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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No need to update this page, we will do it for you!  
When you're finished with your handbook updates,  
we'll make sure your Table of Contents matches.

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## SCHOOL DISTRICT STAFF

### ADMINISTRATIVE STAFF

Superintendent	Mr. John Zegers
Business Manager	Mr. Kevin Hanson
W.W. Elementary Principal	Dr. Jason Lau
W.W. Elem Assoc. Principal	Mr. Scott Marsden
H.C. Elementary Principal	Ms. Kathleen Held
H.C. Elementary Assoc.Principal	Mr. Mike Kowalczyk
Middle School Principal	Mr. James Finley
Middle School Assoc. Principal	Mr. Jason Zielinski
Director of Instruction	Dr. Amy LaPierre
Director of Student Services	Ms.Amy Schuh

### HIGH SCHOOL ADMINISTRATION/ STUDENT SERVICES

Principal	Dr. Russ Gerke
Associate Principal	Mr. James Heinke
Director of Student Activities/AP	Mr. Scott Eggart
Guidance Counselor	Ms. Lisa Boyd
Guidance Counselor	Ms. Rebecca Brecklin
Guidance Counselor	Mr. Reiny Klingeisen
Librarian/Media/Audio Visual	Ms. Nicole Verbeten
Police Liaison Officer	Mr. Joe Johnson
School Psychologist	Ms. Jenna Semling
School Social Worker	Ms. Maureen Mommaerts

### HIGH SCHOOL CLERICAL & SUPPORT STAFF

Principal's Secretary	
Attendance Secretary	Ms. Kim Janssen
Office Aide	Ms. Meghan Leimkuehler
Registrar	Ms. Leslie Baeten
Guidance Aides	Ms. Sue Sanders Ms. Amy Vandenberg
A/D Secretary	Ms. Sandy Pantzloff
Audio Visual Res.Secretary	Ms. Pam Bissing
Library Aide	Ms. Kathy Nick
Special Ed. Aide	Ms. Kelly Bauer Ms. Carol Boyea Ms. Katrina Frank Ms. Noelle Grimes Ms. Lisa Puishis Ms. Lisa Schumacher
Study Hall Aide	Ms. Cindy Lopez
Native American Advocate	Ms. Cari Clayton
Maintenance	Mr. Tim DeRuyter Mr. Paul Lamers Mr. Terry VandeHey

## INSTRUCTIONAL STAFF

Art	Ms. Stacey Bloomer Mr. Shaun Dolan
Business	Ms. Jennifer Hana Mr. Dan Luneau
English	Ms. Natalie Buhl Ms. Megan Dörner Ms. Kylie Enright Mr. Matt Ganzen Mr. Matthew Hansen Ms. Ashley Knapp Ms. Erin Piaskowski Ms. Kelly Schroeder Ms. Kelly Suda
Family & Consumer Education (F.A.C.E.)	Ms. Janine Balistrieri Ms. Kari Besel
Foreign Language	Ms. Angie Davidson Ms. Becky Deeg Ms. Julie Flynn Ms. Erin Gutschow Ms. Jodi Nickels
Mathematics	Ms. Elizabeth Buboltz Ms. Melanie Clarke Mr. Sean Gibbons Mr. Mitchell Hahn Mr. Paul Kraft Ms. Kristin Krahn Mr. James Zillmer Mr. Dean Zimmerman
Music	Mr. Daniel Gilanyi Ms. Kathryn Kamin Ms. Laura Rollin Mr. Charles Brehm Ms. Natasha Kempen Mr. Steve Kestly Ms. Jenna Tollefson Mr. Andrew Werner Mr. Justin Heraly Ms. Ashley Anthon Mr. Jack Batten Ms. Rochelle Coopman Ms. Dana Lex Mr. Kevin Olm Mr. Joe Rukamp
Physical Education/ Health	Ms. Samantha Van Deurzen Mr. Kegan Wirtz Mr. Craig Zellner Mr. Todd Deschane Mr. Chris Hamp Mr. Matt Lambrecht Mr. Alex Mattke Mr. Brian Schumacher Mr. Nick Winch Ms. Jolene Bratz Mr. Mark Challe Mr. Chad Federman Ms. Krista Herman Mr. Jeff Hockers Ms. Laura Lenss
At Risk Teacher	Ms. Carissa Nusbaum
Science	Ms. Alyssa Racine Mr. Michael Besel Mr. Chris Glinski Mr. Brad Karban
Social Studies	
Special Education	
Technology Education	

# SCHOOL DIRECTORY

West De Pere Public Schools

District Office

400 Reid St. Suite W

De Pere, WI 54115-1097

Phone: 337-1393

Fax: 337-1398

West De Pere Middle School	West De Pere High School
1177 South 9th St.	665 Grant St.

De Pere, WI 54115-1340

Phone: 337-1099

Fax: 337-1380

De Pere, WI 54115-1497

Phone: 338-5200

Fax: 338-5310

Westwood Elementary School	Hemlock Creek Elementary School
1155 Westwood St.	1900 Williams Grant Dr.

De Pere, WI 54115-1098

Phone: 337-1087

Fax: 337-1091

De Pere, WI 54115

Phone: 425-1900

Phantom Knight School of Opportunity

400 Reid St. Suite W

De Pere, WI 54115

Phone: 425-1915

Fax: 425-1919

**\*\*Due to the volume of District policies, all policies cannot be printed in their entirety in the Student Agenda Book. District policies can be found on the District website at [www.wdpsd.com](http://www.wdpsd.com).**

## DISTRICT PHILOSOPHY STATEMENT

The school is one of the most important forces devoted to the total development of children. An efficient and effective learning program involving the transmission and utilization of knowledge, skills and attitudes will enable students to develop their potential as individuals and to make useful contributions as members of society.

To accept a realistic evaluation of themselves, their ambitions, and their environment, our students are encouraged and directed to study and research independently, to think logically, and to communicate ideas meaningfully. Students are guided in their interpretation of the modern world by an appreciation of their democratic heritage so they may be discerning in their choice of competent leadership and become intelligent participants in their communities and vocations. Moral, ethical, and aesthetic values are exemplified as indispensable guides to richer and more rewarding living. Fundamental to this process is the conviction that every student must be regarded as an individual worthy of each educator's sincere interest, respect, and best efforts.

Since the school reflects the needs, values, strengths, and aspirations of the community, it follows that both the school and the home should work together to further develop those personal characteristics, which will lead to a better individual and community life. A continuing dialogue among community, home, and school should be maintained to the end that all of the children of all of the people will be given the opportunity to develop, thoughtfully assess, and appropriately adjust to the needs of a changing society.

# INTRODUCTION/PREAMBLE

All the members of a school community i.e. parents, students, and staff, are members of a team working together to create an optimal learning environment. To achieve this goal, the extremes of regimentation and authoritarianism on one hand, and anarchy and irresponsibility on the other, must be avoided.

No right is absolute. Every right has its limitations. The freedom as an individual or group to exercise rights ceases when that exercise unduly infringes upon the rights of others. Since the legitimate rights of individuals may be incompatible, it is necessary to recognize that rights must be balanced to protect as many persons as possible.

Each student has a right to an education. Discipline, as administered at West De Pere High School in conjunction with the home, is designed to produce behavioral changes that will enable students to develop the self-discipline that is necessary to function successfully in their education and social environment. The major objectives of discipline in the schools are to teach the following concepts for living: 1) respect for the rights, dignity, and safety of all individuals within the school and community; 2) respect for law and observance of school district policies, procedures and local regulations; 3) respect for public and private property rights. Student behavior that unduly disrupts class work, involves substantial disorder, or invades the rights of others will not be tolerated.

Every individual in the school community should be treated with dignity and respect.

## It is the right of a student to:

- a. Expect quality education.
- b. Be treated with dignity and respect.
- c. Expect consistent and fair treatment in relationship to policies and expectations.
- d. Attend a school which has a safe and healthy environment.
- e. Have due process when school policies are enforced.
- f. Find freedom from racial, religious, handicapped and sex discrimination.
- g. Not be subjected to unsafe practices while at school or on the school bus.

# SCHOOL DISTRICT OF WEST DE PERE

## PUBLIC NOTICE OF NONDISCRIMINATION 1113(E)

The Board of Education supports an educational environment that is free of discrimination of any form. It is the policy of the district that neither students nor employees will be allowed to engage in any form of discrimination (including harassment and intimidation) toward other students or school employees.

It is the policy of the West De Pere School District that no person may be denied admission to any public school in this district, be denied participation in, or be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, religion, sexual orientation, or physical, mental, emotional, or learning disability, as required by Sec. 118.13, Wis. Stat.

For the purpose of addressing disability nondiscrimination, the district also has the following handbooks in place: School District of West De Pere Procedural Guidelines For Implementing Section 504 of the Rehabilitation Act of 1973, and School District of West De Pere Parent Guide To Section 504 of the Rehabilitation Act of 1973. These are available from each school counselor.

The district encourages informal resolution of complaints. A formal complaint resolution procedure is available, however, to address allegations of discrimination in the West De Pere School District; and can be obtained from any school facility office.

Complaints of discrimination against a person of student-age see Policy 5117: Student Nondiscrimination

Complaints of discrimination against a person beyond student-age see Policy 4117: Staff Nondiscrimination

Any questions concerning discrimination on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or disability should be directed to:

Ms. Amy Schuh  
Director of Student Services  
Section 504 Coordinator  
West De Pere School District  
400 Reid St. Suite W  
(920) 337-1393

# SCHOOL DISTRICT OF WEST DE PERE

## STUDENT NONDISCRIMINATION 5117

[To be published annually in student and staff handbooks]

### I. POLICY

It is the policy of the School District of West De Pere that no person may be denied admission to any public school or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

### II. DESCRIPTION

The School District of West De Pere shall strive to remove any vestige of discrimination in: admission to any school, class, program, or activity; standards and rules of behavior, including student harassment; disciplinary actions, including suspensions and expulsions; acceptance and administration of gifts, bequests, scholarships and other aids, benefits, or services to pupils from private agencies, organizations, or persons; selection of instructional and library media materials; methods, practices, and materials used for testing, evaluating, and counseling pupils; facilities; opportunity for participation in athletic programs or activities; and school sponsored food service programs.

The School District of West De Pere acknowledges gender identity of a student that has held the belief deeply, followed the belief consistently over a period of time, is supported by the student's parents or guardian, and for which the student has sought guidance or counseling in coming to the decision will be permitted to access the segregated restrooms that correspond to the gender identity that the student consistently asserts at school and elsewhere. A student who does not wish to use the segregated restrooms may be given access to unisex restrooms if such a facility is reasonably available. When an issue or concerns arises, the Administration will work to address the needs and concerns of each student with consultation from parents/guardians where appropriate.

Individuals who upon investigation are determined to have engaged in discriminatory behavior shall be subjected to disciplinary action. In the case of students, discipline may include, but is not limited to reprimand, suspension or expulsion. In the case of others engaged in such conduct while participating in district programs and activities, discipline may include removal and prohibition from participation in such activities or programs.

### III. HARASSMENT

Harassment is considered a form of discrimination.

Student harassment is:

*Any behavior directed toward a student*

Can include: name-calling, making threats, spreading rumors, telling jokes, making fun of someone, gestures, physical intimidation, hitting, touching, pranks or hazing, vandalism or destruction of property.

*Based in whole or part on membership in a protected class*

Sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, *which substantially interferes with a student's school performance or creates an intimidating, hostile, or offensive environment.*

The behavior is so severe (can be one incident of a more serious nature) or pervasive (occurs frequently, is a part of a pattern of behaviors, permeates the atmosphere) that it has a strong negative effect.

Sexual harassment is often rationalized as a part of normal adolescent development, and so socially prevalent that it is acceptable. The School District of West De Pere does not tolerate sexual harassment or any other form of discrimination. The law protects both male and female students from sexual harassment, regardless of who the harasser is (another student, staff person, visitor) or their gender. Sexual harassment can be student-to-student, staff-to-student, or student-to-staff; and can be inter- or intra-gender.

Examples of inappropriate conduct that would be considered sexual harassment are:

- A. Unwelcome or unwanted sexual advances. This means patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact which is considered unacceptable by another individual.
- B. Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment (e.g. better grade) or negative consequence concerning one's organizational, academic, or educational status.
- C. Verbal abuse or joking that is sexually oriented and considered unacceptable by another individual. This includes commenting about an individual's body or appearance where such comments go beyond mere courtesy; telling "dirty jokes" that are clearly unwanted and considered offensive by others; or any other tasteless, sexually oriented comments, innuendoes or actions that offend others.
- D. Engaging in any type of sexually oriented conduct that would unreasonably interfere with a student's learning environment. This includes extending unwanted sexual attentions to someone such that the student's participation in any program or activity is negatively affected.
- E. Creating an environment that is intimidating, hostile or offensive because of unwelcome or unwanted sexually oriented conversations, suggestions, requests, demands, physical contacts or attentions.
- F. Creating an environment that is intimidating, hostile or offensive because of the existence on school premises or during school activities of sexually oriented materials including, but not limited to, photographs, or other offensive sexually graphic materials.

When similar behaviors to those above are based upon any of the other protected classes (e.g. race, religion, etc.), this would constitute discriminatory behavior in violation of this policy.

- G. All forms of harassment in cyberspace commonly referred to as cyber bullying are unacceptable and viewed as a violation of this policy. Cyber bullying includes but is not limited to the following misuses of technology: harassment, teasing, intimidating, threatening, or terrorizing another person or group of people by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs or any other messages via cyberspace. For purposes of this policy, "cyberspace" is defined as a global domain within the information environment consisting of the interdependent network of information technology infrastructures, including the Internet, telecommunications networks, computer systems, and embedded processors and controllers.

#### IV. COMPLAINT PROCEDURES

Any person who believes he or she has been discriminated against (including harassment) in violation of the terms of this policy, or is witness to discriminatory actions against another shall report it and is encouraged to follow the complaint procedures below.

##### A. INFORMAL COMPLAINT PROCEDURES

1. The person who believes they are being subjected to discrimination is encouraged, but not required, to advise the person who is engaging in such conduct of their objection to the physical or verbal acts of discrimination.
2. If the person being discriminated against is unable or unwilling to discuss the matter of their objections with the person committing the discrimination, or the discrimination continues after completion of step 1, the person shall advise their principal or counselor of the allegations. A parent or legal guardian is able to register a complaint on a student's behalf. If the person is not comfortable with making a complaint to the principal or counselor, the complaint may be made to any staff person. That staff person must then report the complaint to the building principal. The principal or counselor shall conduct an initial investigation, and discuss the allegations with the complainant and accused to attempt to affect relief. This initial investigation and follow-up will occur within ten (10) days of the complaint.

If a staff person observes behavior that believed to meet the policy definition of student discrimination (including harassment), that person is obligated to report it to the building principal, even if no student complaint is brought forth.

3. If, in the judgment of the complainant, step 2 would be ineffective or the complainant does not wish to discuss the matter with the principal or counselor, or the results of step 2 are unsuccessful, a complaint shall be filed according to the formal complaint procedures within fifteen (15) days of the original complaint.

## B. FORMAL COMPLAINT PROCEDURES

The District Administrator or designee shall be responsible for processing formal discrimination complaints and shall be further responsible for coordinating state and federal regulations concerning discrimination.

1. The person who believes they are being subjected to discrimination is encouraged, but not required, to advise the person who is engaging in such conduct of their objection to the acts of discrimination.

If the person being discriminated against is unable or unwilling to discuss the matter of their objections with the person committing the discrimination, or the discrimination continues after completion of this step, the person shall submit a formal complaint.

2. The formal complaint shall be submitted in writing to the District Administrator or their designee in such matters. The complaint report shall include the name, address, and phone number of the complainant, the name of the victim (if different), the name(s) of the person(s) who engaged in the alleged discrimination, and others who may be a witness or have knowledge. The complaint shall also include the specific nature of the discrimination and should detail, in so far as possible, the times, dates, locations and other details of the alleged discrimination, and a description of any relief sought. The complaint shall be signed and dated by the complainant. If the complainant is a minor, the complaint shall be co-signed by a legal guardian. Complaint forms are available in each school office, from a school counselor, or the district office.
3. The complaint will be acknowledged in writing within a reasonable timeframe (maximum is 45 days of receipt). This acknowledgement will typically include a requested day and time to meet with the district-appointed investigator.
4. The complaint shall be thoroughly investigated. This will occur in an expeditious yet methodical manner so as not to compromise the integrity of the investigative process. In doing so, they will notify the person accused of the complaint and the specifics thereof. The accused individual shall be permitted to respond to the allegations either verbally or in a signed statement at their discretion. If in the judgment of the investigator a meeting of involved parties is necessary or appropriate to clarify or resolve the matter, a meeting will be conducted.
5. The investigator shall notify, in writing, the complainant and accused of the final determination of the investigation. This must occur within 90 days of receipt of the formal complaint. This final determination must also include a list of actions taken, if any, to resolve the matter and an explanation of the complainant's appeal rights. A copy of the final determination will be maintained in the district office.
6. If the complainant is not satisfied with the final determination, they may submit a written appeal to the Superintendent. The appeal shall be filed with the Superintendent within ten (10) working days of receipt of the final determination. The appeal shall include the nature of the disagreement with the final determination and the complainant's underlying reason for disagreement. The individual accused of discrimination shall be notified of the consideration of appeal. The Superintendent shall respond, in writing, to the complainant and accused within twenty (20) working days of the hearing with respect to the findings and determination in the matter of the appeal. A copy of the Superintendent's findings will be maintained in the district office.
7. If the complainant is not satisfied with the Superintendent's appeal determination, they may submit a written appeal to the Board of Education. The appeal shall be filed within ten (10) working days of receipt of the Superintendent's determination.
  - a. The appeal shall be filed with the Superintendent who shall transmit the appeal to the Board of Education for placement on a closed session agenda at the next regularly scheduled board meeting. If the appeal is filed less than five (5) working days before a regularly scheduled meeting, the matter will be considered at the next successive regular board meeting.
  - b. The appeal shall include the nature of the disagreement with the most recent determination and the complainant's underlying reason for disagreement. The complainant may request and shall be granted the right to be present during discussion of the appeal and shall be permitted to present their reasons for disagreement. The individual accused of discrimination shall be notified of the consideration of appeal and may be present and shall be permitted to present their response.



- c. Both the complainant and the accused may be represented during the Board's informal appeal consideration.
- 8. The Board shall respond, in writing, to the complainant and accused within twenty (20) working days of the hearing with respect to the Board's findings and determination in the matter of the appeal. A copy of the Board's findings will be maintained in the district office.  
The District Administrator and/or the Board of Education reserves the right or may have the legal duty to refer matters of discrimination to appropriate legal authorities in such cases where child abuse may be a factor or in such cases where reasonable belief exists that a criminal act may have occurred.
- 9. If the complainant is not satisfied with the Board's determination, they may submit a written appeal within thirty (30) days to the State Superintendent of Public Instruction [State Superintendent, Wisconsin Department of Public Instruction, 125 S. Webster St., P.O. Box 7841 Madison, WI 53707]. This appeal must contain the same components as the original complaint (the district's complaint form may be used for this appeal).

C. EXCEPTIONS

- 1. Discrimination complaints relating to the identification, evaluation, educational placement, or the provision of free appropriate public education of a child with disability shall be processed in accordance with established appeal procedures outlined in the district's special education handbook and special education rights pamphlet.
- 2. Discrimination complaints relating to programs specifically governed by federal law or regulation (e.g., EDGAR complaints) shall be referred directly to the State Superintendent of Public Instruction.
- 3. Nothing in these procedures shall preclude individuals who feel they have been discriminated against on the basis of the protected classes of sex, disability, race, creed, or national origin from filing a complaint directly with the Office of Civil Rights as authorized by federal law. Such complaints shall be made to: Office of Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, IL 60606.

V. CONSEQUENCES

Any student(s) involved in the general organized harassment of any other persons may be subject to but not limited to the following actions:

- A. Minimum of one to three days detention
- B. One to five days out-of-school suspension
- C. Required parent contact/conference
- D. Meeting with the associate principal
- E. Possible referral to the school board

VI. RETALIATION

- A. Retaliation against an individual for filing a discrimination complaint or for participating in a discrimination investigation will not be tolerated, and will be grounds for disciplinary action.

LEGAL REFERENCE:

Wisconsin Statute 118.13 Wisconsin  
Administrative Code Chapter PI9  
Title VI of the Civil Rights Act of 1964  
Title IX of the Educational  
Amendments of 1972  
Section 504 of the Rehabilitation Act of 1973

CROSS REFERENCE:

1113 – Nondiscrimination  
4117 - Staff Nondiscrimination

FIRST READING:

3/17/94

ADOPTED:

5/19/94

REVISED:

## VII. BULLYING – SCHOOL BOARD POLICY 5119

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

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

Any student that believes he/she has been or is the victim of bullying should immediately report the situation to the building principal or associate principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator.

\*\*If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student reprimand, suspension, or possible expulsion for students. Individuals may also be referred to law enforcement officials.

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

Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. “Cyber bullying” – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.”

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

1. Cyber bullies more easily hide behind the anonymity that the Internet provides;
2. Cyber bullies spread their hurtful messages to a very wide audience with remarkable speed;

3. Cyber bullies do not have to own their own actions, as it is usually very difficult to identify cyber bullies because of screen names, so they do not fear being punished for their actions; and
4. The reflection time that once existed between the planning of a prank – or a serious stunt-and its commission has all but been erased when it comes to cyber bullying activity.

Cyber bullying includes, but is not limited to the following:

1. Posting slurs or rumors or other disparaging remarks about a student on a web site or on web-log.
2. Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill.
3. Using a camera phone to take and send embarrassing photographs of students.
4. Posting misleading or fake photographs of students on web sites.

Cyber bullying that is reported to school officials and is determined to have occurred outside of regular school hours and has no impact on the student's school environment will be referred to local law enforcement. Please reference Board Policy 5119 for more information.

## **GENERAL INFORMATION**

### **ACCIDENT PROCEDURE**

Immediately report all accidents suffered in school activities to the teacher in charge. The teacher will utilize necessary first aid procedures and refer the student to the office.

### **ADDRESS CHANGE**

Students who move during the year are to inform the office of their change of address and the date on which they'll move. A student transfer form must be completed prior to a student withdrawing from West De Pere High School.

### **ANNOUNCEMENTS**

Club or organization announcements must be written on forms supplied or e-mailed to the Resource Center secretary. They have to be signed by a staff member involved with the organization before it can be submitted to the secretary. Announcements should be received in the Resource Center no later than 8:30a.m. so they can be read at 9:00a.m each day.

### **EMERGENCY CARD/REGISTRATION FORM**

State law requires all students to have an emergency card on file in the school office. This information is found on the Student Registration Form. New information must be compiled each year. Forms will be collected during registration and kept on file in the office.

### **FIRE DRILLS**

Monthly fire drills are required by law. Drills are held to practice the safe evacuation of the building, minimizing congestion and panic.

1. When the signal sounds, walk quietly and quickly out of the building using the designated exits and staircases.
2. The first person out of each entrance door of the building should set the door so that it remains open.
3. Move at least 100 feet away from the building so that everybody can get out and if necessary, the fire department can get in.
4. The teacher is the last person to leave the room and is responsible for checking to see that all students are out. They should close the classroom doors and windows.
5. In the event that the fire signal sounds before classes begin in the morning, or in the afternoon, or when classes are in the process of changing, students should use the nearest exit to evacuate the building.
6. Do not re-enter the building until the all-clear signal is given.

### **LOST AND FOUND**

As soon as a student discovers that an article is missing, they should inform the attendance office so that attempts to locate the article can be made. Found articles are to be brought to the office immediately.

## HOT LUNCH PROGRAM/TICKETS

Hot lunch will be served in all schools starting September 4, 2018. Application forms for free and reduced lunch will be handed out to all students on September 4th, and must be returned by September 7th. Parents will be notified in writing if their children qualify for program participation. Please see District webpage for current lunch prices.

**\*Students are not allowed to order food from a business outside of the school during the school day.**

## MEDICATION POLICY

### 1. Physician Prescribed Medications - Basic Requirements

The State of Wisconsin Medical Examining Board, in accordance with 1983 Wisconsin Act 334 has determined that where medications are administered, the physician prescribing the medications has the power to direct, supervise, decide, inspect, and oversee the administration of said medication. In order to ensure that the physicians retain these powers, no medication shall be given to a student by an employee or agent of the Board of Education unless the following are delivered to the individual(s) responsible for administering the medication:

- a. Written instructions from the prescribing physician for the administration of the prescribed medication. Said written instructions must be signed by the prescribing physician.
  - b. A written statement from the prescribing physician which:
    1. Identifies the specific conditions and circumstances under which contact should be made with the physician concerning the condition or reactions of the pupil to the prescribed medication.
    2. Indicates that the physician will accept direct communication(s) from the person(s) administering the medication.
  - c. A written statement from the parent or guardian of the affected child:
    1. Authorizing school personnel to give the medication in the prescribed dosage, and
    2. Authorizing school personnel to contact the physician directly.
2. Non-prescription Medications: Designated personnel will administer non-prescription (over-the-counter) medications only with parental approval as indicated by written consent on Parental/Guardian Medication Consent Form or note containing the information as in "c" above. All criteria listed above must be adhered to regarding non-prescription medications with the exception of the written authorization from the physician. **Any student that knowingly distributes their prescription medication or look-alike medication may be subject to School Board Policies (Drug and Alcohol).**

## VISITORS/SALESPeOPLE

Visitors who come upon school premises between the hours of 7:30 a.m. and 2:45 p.m. are required to stop in the main office and sign in, identify themselves, and state the purpose for which they are present. Visitors must also leave a drivers license or car keys at the sign-in desk before proceeding into the building. Loitering in corridors or "visiting" are not substantial reasons for visitors to be on school property. Any unauthorized person who fails to stop in the main office, or who is on the premises for improper reasons, or who engages in conduct disruptive of school activities shall be asked to leave the premises by the principal or associate principal. Failure to leave the premises upon such a request will result in the summoning of law enforcement officers and the possible imposition of appropriate penalties as provided by law or ordinances.

## SEVERE WEATHER CONDITIONS

In cases where school may be closed because of weather, listen to any local radio or TV station. The announcements will be made as early as possible. The two-hour delay bell schedule is on the inside of the agenda cover.

## STUDENT GUESTS

Students seeking permission to bring a guest to West De Pere High School must observe the following steps:

1. Present a note to the attendance office from a parent, which indicates who the guest, is, along with the date of the guest's attendance. This should be done a minimum of two days prior to the date of attendance.
2. The student will be issued a guest request form which must be signed by all of the host student's instructors.
3. Once all signatures have been obtained, the Associate Principal may/may not issue a guest pass to the host student.
4. Students who bring guests to school without having made the necessary arrangements will be denied permission for the guests to attend. Arrangements will be made for the guests to return home.

## TELEPHONE

Students are allowed to use the office phone, with secretarial approval, for purpose of club activity business, illness or extreme emergency. In most cases, when a call is necessary, a message will be delivered to the students to request that they should call home between classes. **It is asked that students not receive personal phone calls in the office or on their cell phones during the school day; this includes text messaging.** In the case of an emergency, please contact the office. It is strongly recommended that students do not use classroom phones.

## MESSAGES

**Parents are encouraged not to call the school with messages for students.** If a call is absolutely necessary, please call the school office to communicate your emergency message to the student. Contacting a student during the school day may require administrative approval.

## PARENTS DROPPING OFF ITEMS FOR STUDENTS

Parents and students need to work together to minimize interruptions to the school office. Dropping off food, clothes, or non-essential school items is a disturbance to the office. School staff will not call students to the office for pick-ups. Parents will be responsible to contact their child.

## PARENT/TEACHER CONFERENCES

The format for Parent/Teacher conferences will be pre-arranged meeting times and scheduled through the website. Conferences are from 4:00-7:00p.m.

## TORNADO SAFETY RULES

The following plan has been established for survival in the event of a tornado.

1. Instructions will be made over the public address system if possible. If there is no advance warning, all personnel will have to remain where they are, in the kneeling position with face down near the floor.
2. A tornado is most likely to approach from the west to southwest. In most instances, there will be advance warning.
3. Second floors should be avoided if at all possible.
4. Stay as far as possible from glass and turn away from it.
5. Students in halls should remain as close to a wall as possible, with an aisle kept open if possible.
6. There should be a quiet atmosphere. This will enable instructions to be heard.
7. Teachers should place themselves in strategic positions and take charge.
8. Students should move quickly, quietly, and orderly to the assigned areas.
9. Doors should be left open.

## YEARBOOK – SENIOR PICTURE SUBMISSION PROCEDURE

The due date for senior pictures to be included in the yearbook is December 1st. Photos submitted after that date may not be included in the senior picture section, but will be listed as “not pictured” at the end of the section.

The yearbook staff reserves the right not to publish a photo that does not meet the following guidelines:

1. Attire must adhere to school policy.
2. Traditional forward-facing poses with traditional backgrounds only.
3. Photos must be vertical head and shoulder shots only and  $\frac{3}{4}$  of an inch from chin to eyebrow. The photo will be cropped to this size if it does not meet these guidelines. If it is not able to be cropped due to low resolution, you may be asked to submit a different photo.
4. No hats, weapons, other people, pets or costumes.

Photos that do not meet these specifications will not be accepted.

Photos may be submitted digitally, by hard copy or on a CD. Digital photos must be uploaded directly to our publishing site by clicking on the link on the West De Pere High School website on the senior page. CD's or photos may be brought to the high school office in an envelope marked for Yearbook with the student's name on it.

# ACADEMIC INFORMATION

## ACADEMIC LETTER

The West De Pere Public School District believes that students should be recognized for outstanding academic achievement. Recognizing academic excellence is an important part of promoting achievement at West De Pere High School. The Academic Letter has been established as a vehicle to promote and recognize those students who have met or exceeded the high expectations of the high school program and curriculum.

## ACADEMIC CAREER PLANNING

The heart of our ACP lies within our Advisement and Portfolio process. The ACP is a four part process of KNOW, EXPLORE, PLAN, AND GO which students developed throughout Middle School and High School. It is an integral part of our Comprehensive School Counseling conference model.

## COURSE WITHDRAWAL PROCEDURE

It is important that students carefully select their courses and review their schedule before school begins. Once students begin a course they are expected to remain in the course and complete it. Course withdrawals, generally, are only permitted before the trimester begins. Requests for dropping a course after the student has been in the course for **three** days, will be considered on an individual basis and will require the mutual consent of the teacher, counselor, parents and high school principal.

Students who are granted a withdrawal from a class after the first **three** days of a course will be given a "F" which will be included on the student's report card and permanent record.

## GRADUATION REQUIREMENTS

I. Graduation Requirements: Twenty-six credits are required to graduate from West De Pere High School. Students will only be granted credit for courses in which a student enrolls in, and satisfactorily completes the course requirements. Students must meet all state and local graduation requirements listed in the following narrative. "High school credit will only be given to students who are enrolled in the high school. Credit will not be awarded to students in the summer prior to their freshman year. Credit will also not be awarded to students taking high school level courses at the middle school."

### **1 1/2 Credits:**

Physical Education - 1/2 credit recommended in freshman, sophomore and junior years. Seniors may elect to take physical education as an elective. Any student who is excused from physical education will be expected to earn the equivalent credit requirements through related physical education course work.

### **3 Credits:**

Mathematics - Either Algebra, Pre-Algebra or Geometry are required of freshmen. Students qualifying for admission into geometry during ninth grade are exempt from the algebra requirement.

### **4 Credits:**

Language Arts - One credit in English is required at the freshman, sophomore, and junior year. One additional credit of English is required for graduation.

### **3 Credits:**

Science - Biology is required.

### **1/2 Credit:**

Health - 1/2 credit is required in the freshman year.

### **3 Credits:**

Social Studies - One credit of "US History", or AP Human Geography, one credit of "Global History or AP European History and one credit of social studies electives are required.

CREDIT - One credit will be earned for successful completion of a course that meets for 120 days. One-half credit will be given for courses that meet 60 days.

REQUIRED SUBJECTS - Courses which the State Department of Public Instruction or our local school board require for graduation.

ELECTIVE SUBJECTS - Courses not required for graduation.

CLASS LOAD - Minimum class load for all students is 6 1/2 credits in each school year - the maximum class load is 5 class hours per trimester. All exceptions must be approved by the building principal.

## II. Exceptions to Graduation Requirements

- A. Students in good standing and transferring into the school system from other private or public schools will need to meet the requirements for graduation from West De Pere High School only during the time of their attendance at West De Pere. The school board reserves the right to make exceptions when deemed necessary to better serve transfer students.
- B. Credits toward graduation may be granted for "out of school" programs such as Upward Bound, U.S. Forest Service Youth Conservation Camps, summer school, school-approved correspondence courses, and courses taken at colleges, universities and technical schools. The request for credit, along with supportive information for this credit consideration will be screened by at least three professional staff members, two of whom will be the high school principal and counselor. Their decision will be final. In arriving at their decision, the Screening Committee will consider such things as:
  1. Correlation of the credit requested to the regular school program.
  2. Length of time in hours of the program.
  3. Certification of program teachers.
  4. The pupil's program progress records.
  5. The pupil's program attendance records.
  6. Recommendations of the program staff.
  7. Challenge of the program in terms of the pupil's ability.
  8. Any other factors that the committee may deem pertinent.
- C. Students who have demonstrated competence in accelerated programs may be afforded advanced placement. High school credit will not be granted because of advanced placement decisions and opportunities. In accordance with this policy, the administration is directed to devise and submit administrative rules regarding such advanced placement for Board approval.
- D. Alternative programs will be authorized by the Board of Education to meet the needs of special students. "At Risk" and EEN students will complete the same credit requirement as the other students in their graduating class, but their programs will include a combination of regular and specially-designed courses based on each student's Individual Education Program (IEP).
  1. Students at West De Pere High School who earn a "F" or "D" grade are allowed to replace that grade by repeating the entire course.
  2. The "F" or "D" grade would be replaced with the newly earned grade and the old "F" or "D" grade removed from the students transcript and GPA.
  3. Students could only replace the "F" or "D" grades with the exact course content and course title in which they originally earned the "F" or "D" grade.
  4. Summer school classes would NOT be allowed to replace the "F" or "D" grade.
  5. Students who have received a lower grade in a class due to disciplinary reasons may not be allowed to repeat the class to improve their grade.

## III. Graduation Exercises and Diplomas

- A. Marching in the graduation ceremony is a privilege, not a right. Only those students who have successfully completed the graduation requirement and meet minimum expectations of behavior and deportment may participate in the graduation ceremony. Therefore, the high school administration has the right to deny participation in the graduation ceremony for any student who does not meet these academic and behavioral expectations.
- B. Students meeting the requirements for graduation at the end of the second trimester of their senior year may, upon formal written request from their parent or guardian or themselves if adults, be graduated at that time. Formal graduation ceremonies will be held only in the spring.
- C. Students completing graduation requirements after the end of the second trimester will be considered a graduate of that spring's class.
- D. Students not graduating with their class, but who complete academic deficiencies before the first day of the next school year, may be awarded a diploma dated the previous spring.

- E. Students having unpaid fees, fines, etc, and/or unreturned uniforms, supplies, or equipment may not participate in the graduation ceremony until such obligations are met to the satisfaction of the High School Principal.

LEGAL REFERENCE: Section 118.33, Wis. Statutes Wis. Dept. of Public Instruction Administrative Rules REVISED: 7/7/94

## **HONOR ROLL/REPORT CARDS/GRADING**

The honor roll recognizes those students who achieve outstanding academic records. It is computed at the end of each trimester and is the basis for the computation of the rank in class, and eligibility for membership in the National Honor Society. Honor roll will be published three times a year.

### **HONOR ROLL CRITERIA:**

Highest Honors – 4.0 G.P.A. and above; High Honors – 3.75 – 3.99 G.P.A.;  
Honors – 3.25 – 3.7499 G.P.A.

**Weighted Grades Guidelines:** A weighted grading system is used at the high school. An additional 1.0 grade point is added for a weighted course for grades of A through C-. Grades of D+ and below are given “regular” course grade point equivalencies. Weighted courses are college credit and advanced placement. Report cards will be emailed home at the end of each trimester. The letter grading system is used and the grade point associated with it is as follows:

#### **Non Weighted Grades:**

A = 4.0;	A- = 3.67;	B+ = 3.33;	B = 3.0;	B- = 2.67;	C+ = 2.33;
C = 2.0;	C- = 1.67;	D+ = 1.33;	D = 1.0;	D- = .67;	F = 0.0.

#### **Weighted Grades:**

A = 5.0;	A- = 4.67;	B+ = 4.33;	B = 4.0;	B- = 3.67;	C+ = 3.33;
C = 3.0;	C- = 2.67;	D+ = 1.33;	D = 1.0;	D- = .67;	F = 0.0.

#### **Weighted Courses:**

AP Chemistry, AP Human Geography, AP Statistics, AP Physics I & II, AP/CC Psychology, AP US History, College Credit Human Anatomy, College Credit English, College Credit Calculus, AP Computer Science, AP Macro Economics, AP Music Theory, AP Studio Art, CC French V and CC Spanish V.

Final trimester marks will be recorded on each student’s cumulative record. If a student receives a trimester average of an “F” in a class, no credit is granted for that trimester in that class (subject). Subjects that are required for graduation and failed must be repeated and passed before a diploma will be granted. If a student receives an incomplete in a subject, they must make arrangements with the teacher of that subject to complete the missing work, or the grade will automatically become a failure at the end of a two week period from the time the incomplete was issued.

## **STUDENT SERVICES**

Students are urged to see their counselor when they need help to arrange their schedules, for information pertinent to college, for aid in selecting a career, and most important, when they are concerned about personal problems. The Student Services Department is open during school hours. Students are welcome during their free periods or before and after school.

## **RESOURCE CENTER/LIBRARY**

The resource center is organized in such a manner that all educational materials are available to the student body and faculty. The following materials are available throughout the day: books, magazines, newspapers, reference databases, mobile technology, and digital media. The resource center is open during school hours. Students may use the resource center during a study hall if space permits and proper sign-in procedures are followed.

## **PHYSICAL EDUCATION EXEMPTIONS**

Only those students presenting a written excuse by a doctor will be excused from physical education. Students unable to take physical education will be assigned equivalent course work in the physical education area.

## **CHEATING**

Any student found to be cheating on homework assignments or tests may be given a zero for the assessment. An excessive amount of cheating may result in a failing grade for the course.



## **SCHOOL STORE**

The school store is operated by students. All school supplies and school apparel for student use can be purchased in the school store.

## **STUDENT ADMISSION/RESIDENCE**

1. The Board encourages the admission of all eligible students into our schools. Verification of eligibility shall be the duty of the administration. The guides to eligibility for admission set forth in the statute for children of compulsory age must be followed. In no case shall the District provide transportation to non-resident students. Admission of persons over 20 years of age shall be governed by statute and based on administrative judgment. Upon proper written application to the District Administrator, the children of families who expect to become residents of the school district within nine weeks shall be admitted to the school without payment of tuition.
2. Students who have gained 12th grade status while a resident at West De Pere High School may apply to the Board of Education or their designee to complete 12th grade without payment of tuition. Other students who are residents of the district and are enrolled in district schools at the beginning of the school year may complete the school year in the district without tuition and regardless of changes in residency, providing such continuation is supported by the administration.  
Foreign and other exchange students will be allowed to attend schools without payment of tuition providing such students are residing with district residents, and in the case of foreign students, possess the appropriate visas, and have administrative approval.
3. In cases in which a student's parent lives outside of our district and yet the student is residing in our district with a relative or other designated supervisor, the following procedure will be followed:
  - a. The district must receive written notice from the parents that residency change has been made for other than educational reasons.
  - b. The district must receive written notice from the supervisor at the "new" residence that the residency change has been made for other than educational reasons.
  - c. The district also must receive written notification from a civil agency with appropriate jurisdiction or from a legitimate social service agency that the change in residence is made for other than educational reasons.
  - d. The written documentation will be kept on file in the principal's office. The superintendent will notify the superintendent's office of the district in which the parents are residing.
  - e. Upon notification, the superintendent will notify the superintendent's office of the district in which the student's parents are residing.
  - f. Any questions regarding this procedure should be directed to the office of the District Administrator.
4. A student who is 18 years of age or older must attend school in the district in which they reside.

## **OPEN ENROLLMENT**

What is Public School Open Enrollment?

Wisconsin's inter-district public school open enrollment program allows parents to apply for their children to attend school districts other than the one in which they live. Forms may be obtained at the District Office. The state sets the open enrollment window for no earlier than the first Monday in February and not later than the last weekday in April.

The District shall not accept any student for full-time enrollment who has been expelled by any school district or independent charter school in Wisconsin or out of state school during the current year or preceding two school years for conduct specified in Wisconsin Statutes 118.51(5)(a)2., or who has disciplinary proceedings pending on such conduct. If any of these disciplinary actions occur after the student has been accepted for enrollment and prior to the beginning of the school year in which the nonresident student first enrolls in the District, the student's enrollment shall be denied.

The District may deny any student applying for open enrollment who has been habitually truant from the district during any grading period of attendance throughout the current or previous school year. An open enrolled student who has become habitually truant may be prohibited from attending the district in the succeeding grading period or school year. (Board Policy 5008)

## STUDENT RECORDS/TRANSCRIPTS

West De Pere High School keeps a continuous record of each of its students from grade school, through, and up to, high school graduation. This record will include: all academic records, test results, attendance, and extracurricular activities. This record enables the teaching staff to better understand their students when assisting them. SECTION 118.125 of the Wisconsin Statutes guarantees by law the maintenance and confidentiality of student records. The following is our school policy regarding student records under the guidelines established by this law.

### 1. Student and Parent Use of Progress Records

An adult pupil (18 years old or over) or the parent or guardian of a minor shall upon request be shown and provided with a copy of the pupil's progress record. Progress records include a statement of courses taken by the student and the student's grades. This record will be destroyed thirty-five years after the student ceases to be enrolled.

### 2. Student and Parent Use of Behavior Records

An adult pupil or parent or guardian of a minor pupil, shall upon request be shown the pupil's behavior records in the presence of a person qualified (Associate Principal) to explain and interpret the records. Student records include all student records, other than the above progress records, such as standardized achievement tests, physical health records, psychological tests, teacher evaluations, other than grades, and any statements relating to the individual student's behavior. Please be advised that student records will be destroyed one year after graduation unless the school has been requested to keep them longer.

## CHROMEBOOKS

The School district of West De Pere utilizes 1:1 Chromebooks in grades 6-12. Before receiving the Chromebook, all students/parents are required to sign a 1:1 Chromebook agreement after reading the district's 1:1 Handbook. A complete copy of that handbook and all Board policies pertaining to such can be found on the district website.

## TEXTBOOK USE AND SUPPLY FEE

Students will be charged a \$35.00 textbook use and supply fee during the upcoming school term. This fee does not cover resale materials listed for various classes. Textbooks are expensive and proper care should be given to them. Students will be charged for damaged or lost books.

## COURSE FEES

Many of the courses at West De Pere High School result in the use of consumable goods by students and have a fee or participation cost that are collected at registration. This information is being provided at this time so you are aware of the possible costs of participating in a selected class.

## PHANTOM CARD

West De Pere High School is requiring **all** students to purchase a \$20.00 Phantom Card. Students will be required to use this card for several purposes throughout the school year, for example:

- Picture Identification
- School Activity Pass
- Lunch Card

If a student does not have the card with them, they may have to pay cash for the above services. If the card is lost or stolen, a replacement card **must** be purchased in Student Services at a cost of \$4.00.

## TECHNOLOGY FEE

There will be a \$20.00 technology fee charged to all students at the high school. The fee will be charged every year for the use, repair and purchase of technology at the high school. West De Pere High School is a very innovated school and will always strive to make available the newest forms of technology to our students.

## WITHDRAWAL FROM SCHOOL

A student who is moving or for some reason must withdraw from school is asked to report this information to Student Services who will give them withdrawal paperwork.

## TEACHER ASSISTANTSHIP

Students are expected to follow program guidelines and teacher specific expectations. Students are limited to a 1/2 credit per trimester, one credit total for juniors and seniors only.

Student must carry a total of seven credits which includes the ½ credit for assistantship.

## 2018 – 2019 ACT TEST DATES

TEST DATE	REGISTRATION DATE	LATE FEE REQUIRED
September 8, 2018	August 3, 2018	August 17, 2018
October 27, 2018	September 21, 2018	October 5, 2018
December 8, 2018	November 2, 2018	November 16, 2018
February 9, 2019	January 11, 2019	January 18, 2019
April 13, 2019	March 8, 2019	March 22, 2019
June 8, 2019	May 3, 2019	May 17, 2019
July 13, 2019	June 14, 2019	June 21, 2019

## NATIONAL HONOR SOCIETY REQUIREMENTS FOR ACCEPTANCE

**SCHOLARSHIP:** Students must be entering 11th or 12th grade. They must have a cumulative G.P.A. of 3.50 or higher and have completed or be enrolled for the upcoming school year in four of the following courses: Myth to Modern or Honors American or Honors British Literature, Chemistry 9/Accelerated Biology, Geometry, Level II Foreign Language, any Advanced Placement course.

**SERVICE:** This quality is defined through the numerous voluntary contributions made by the student to the school or community, done without compensation and with a positive, courteous attitude. Twenty four hours of service must be completed to be considered for NHS. The minimum hours must be completed by September 1st of the induction year.

**LEADERSHIP:** Students must demonstrate leadership in promoting school activities, exercise positive influence on peers in upholding school rules, and inspire positive behavior in others. The student must be actively involved in at least three co-curricular activities.

**CHARACTER:** Students must demonstrate the highest standards of honesty and reliability. The student must show courtesy, concern and respect for others. No student will be considered who has had a school code of conduct violation during the calendar year of their induction. The calendar year includes the induction ceremony date and the 12 previous months.

\*\* Starting with the class of 2020, the G.P.A. will be risen to 3.75 or higher.

## REQUIREMENTS TO MAINTAIN MEMBERSHIP IN NHS

1. You must attend the NHS Induction Ceremony.
2. There is a \$10.00 NHS fee; which are due prior to induction.
3. You must complete at least 16 hours of community service to maintain membership. A minimum of eight of these hours by December 21, 2018. Failure to maintain hours, may lead to dismissal from NHS.
4. You must attend all meetings. All are mandatory.
5. If you drop below a 3.5 cumulative GPA, you will have one trimester to bring it up. If you do not, you will be dismissed from NHS.
6. If you have a Code of Conduct violation from the date of the induction ceremony until graduation, you will be dismissed.
7. If you are suspended from school for any reason from the date of the induction ceremony until graduation, you may be dismissed from NHS.
8. NHS is a great honor, you should be proud of your accomplishments. Please plan to be an active member. Remember, unlike other school organizations, you cannot join NHS; you must be asked to be a member.

## CHARACTERISTICS

Membership into the National Honor Society is one of the highest honors that can be awarded to a high school student. Its goals of scholarship, leadership, service and character are the basis for NHS selection. Although it is a honor, membership also carries an obligation to continue to demonstrate those outstanding qualities of academic excellence, character, leadership, involvement, and service to the community.

# **STUDENT ASSISTANCE PROGRAMS**

## What is the Student Assistance Program?

The West De Pere Student Assistance Program offers a wide variety of resources to meet the concerns and challenges of West De Pere students. The following covers a brief description of each group or service.

### Student Outreach Program

Student Outreach participants are high school students who have had specialized training in listening, referral skills, and suicide prevention techniques. They have been trained to recognize suicidal warning signs and how to respond to them. Student Outreach works closely with guidance counselors and other student assistance program facilitators. Any student with a problem is encouraged to seek support and assistance through this program.

### S.A.D.D. Chapter

The S.A.D.D. Chapter (Students against Destructive Decisions) was founded primarily because of the concern about the alcohol use of our students. We want to promote activities not involving alcohol to provide alternatives for students. The .A.D.D. Chapter encourages a special contract between parents and students; outlining agreements related to drinking and driving.

### Student Assistance Counselor

The student assistance counselor is a trained mental health professional from Family Service Association who offers assessment, short-term counseling, and referrals if necessary. The counselor follows up with students and their families who want assistance for any problem area. Students who have used this service in the past have been challenged with problems such as depression, suicidal thoughts, alcohol and other drug abuse, emotional adjustment, relationship difficulties or low esteem. The student assistance counselor works directly with the student services department staff. Confidentiality is the most important element in the relationship between the student, the student's guidance counselor, and the student assistance counselor. During the initial appointment, the student can discuss his or her problem with the Student Assistance Program counselor who will assist the student in determining the kind of help that may be needed.

## **ATTENDANCE**

### **I. IMPORTANCE OF STUDENT ATTENDANCE**

The primary legal and moral responsibility for student attendance rests with the parent (or guardian) and the student. The West De Pere Schools will work cooperatively with the parent or responsible adults to teach students the importance of daily and timely school and class attendance. Effective instruction is an important part of this process; however, it is the position of the West De Pere Board of Education that the climate for instruction begins with regular attendance. When students are absent from class, they miss integral and essential parts of the learning process. Certain classroom activities, such as discussions, films, and the participation of guest speakers, can never be made up. It is the student's responsibility to participate and contribute in the classroom learning process. Excessive absences and trancies have a detrimental effect on other students, as well as on the process of education, by placing greater demands on the time of teachers for make-up assignments, and assistance to truant or absent students. This demand is an infringement upon the rights of other students for equal attention of the teacher.

There are direct relationships between school attendance habits, the incidence of student dropout, and post-secondary success, whether it is in advanced training opportunities or on the first job.

### **II. STUDENT ABSENCE DEFINED**

#### **A. Definitions of absences**

1. Excused absences - Excused absences are those student absences from school which fall under the purview of Wisconsin Statutes 118.15(3) and (4). There are two categories of Excused Absences: a) Prearranged Excused Absences and b) Unexpected Excused Absences. Each is defined below:
  - a. Prearranged excused absences - Prearranged excused absences are those student absences wherein arrangements have been made for the student to be excused by the school office and the teacher(s) concerned. Accordingly, a student who plans to be absent is required to request permission from the Associate Principal's Office and to obtain assignments from teachers prior to the excused absence.
  - b. Unexpected excused absences - Unexpected excused absences are those student absences from school for which arrangements between the school and the student (described in the preceding paragraph) have not been made. Absences falling in this category may include short-term illnesses (1-3 days), long-term illnesses (4 or more days), absences of the nature of an emergency in which the time element may preclude the student from making arrangements to be absent from school in advance.

2. Suspensions - Student absences under this section of the policy are those absences which fall under the purview of Wisconsin Statute 120.13(1) (b): they include absences by students who have been suspended from school for not more than ten (10) school days prior to an expulsion hearing as well as those who have been suspended from school for not more than five (5) days for violation of school rules.

### III. PROCEDURE FOR EXCUSING ABSENCES

- A. The responsibility for regular school attendance of a child rests upon the child's parent(s) or guardian(s).
- B. All excused absences require parent/guardian/ legal custodian written or verbal verification which is to be submitted to the principal, or designee, in advance or prior to re-admittance to school.
  1. The preferred method of excusing absences is by calling in to the appropriate school official the day the student is absent. Students who are absent should have a parent or guardian call the attendance officials on the day of the absence to provide an explanation for the absence. Students having a call on the day the absence occurs do not need to pick up an admit slip and should return directly to class on the next day.
  2. Written excuses for student absences should be presented to the school's attendance official the day the student returns to school. Students not having a call-in the day of the absence must bring a note from a parent or guardian explaining the absence to the attendance office the morning the student returns to school. The attendance office then will issue an admittance slip indicating an excused absence. The slip is to be signed by each of the student's instructors. **A student must have the parent/guardian contact school within 48 hours to explain the student's absence. If this is not done within the required time period, the absence will be considered unexcused.**
  3. A student who is out of school for an excused absence should attempt to contact his/her teachers via e-mail to request homework. If no internet access and you have been absent for two or more days, you may call the school office in the morning to request homework. Homework must be picked up by 3:30p.m.
- C. The district administrator or designated attendance official is empowered to approve a legal excuse to any student for the following reasons:
  1. Illness of the student for prolonged or chronic absences. The district may request the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical condition of the child after being absent ten days. Failure to obtain a medical excuse **may** result in the absence being unexcused.
  2. An illness in the immediate family which requires the absence of the student because of family responsibilities.
  3. Medical, dental, chiropractic, optometrical or other valid professional appointments. Parents or guardians are requested to make their appointments during non-school hours.
  4. A death in the immediate family or funerals for close relatives.
  5. Family trips that can be taken only during the normal school term. The Intent of this statement is to provide opportunity for students to accompany their parent(s)/guardian(s) on a vacation, which cannot be scheduled when school is not in session.
  6. A parent/guardian shall be required to notify the building principal, or designee, prior to leaving on vacation of the pending absence for the purpose of reviewing the student's attendance record and overall performance record.

### IV. PROCEDURE FOR PREARRANGED ABSENCES

Students who know they will be missing **two** or more days of school for reasons acceptable to the school (family trips, etc.), must have written parental permission in advance. This request should be brought to the Associate Principal's office for approval one week in advance. The student will be given a prearranged absence form to present to each of their teachers before the absence. Class work and tests will be allowed to be made up. Teachers will consider such factors as the student's attendance record, status of the makeup work, incomplete work and over-all grades. Students with critically low grades and poor attendance records may not gain approval due to the possibility of failure of the class in question. The prearranged absence slip must be returned to the office before the student leaves.

## V. STUDENT SIGN IN/OUT PROCEDURE

- A. Signing In - Any time a student arrives late to school with an excuse, they are required to sign in at the attendance office. Once signed in, a student will be given a pass to class.
- B. Signing Out - Due to legal considerations, a student may not leave school, **at any time**, during the course of the school day without having parental permission on file and **signing out in the attendance office**. The following procedure must be followed:
1. The student should have a note or a call from home, which designates the time and purpose for leaving, and the call must be received **prior** to leaving.
  2. The attendance official will issue a pass to the student with the time listed.
  3. Before leaving, the student must sign out on the appropriate sheet in the attendance office. If the student is to return that day, they must sign back in on the same sheet and receive a re-admittance pass.
  4. If a student is ill and wishes to go home, they must report to the Attendance office before leaving school. The office will call home to have the student picked up from school. The student must sign out when the parent arrives to pick them up. When a student is ill and has a car at school, the parents will be called and the same procedure will be followed.
  5. If a student fails to follow this procedure, the absence will be considered unexcused and the student will be assigned detention.

## VI. UNEXCUSED ABSENCES AND TRUANCIES

- A. Unexcused Absence Defined: Unexcused absences are those student absences from school, which fall under the purview of Wisconsin statutes 118.16. Students who are absent from school without a legitimate reason may be considered to be truant. Unexcused absences include student absences that have not been excused within the time period established at each school.
- Attendance officials may determine that an absence may be classified as unexcused rather than a truancy if, in the judgment of the official, a lesser penalty is warranted.
- B. The following are unexcused absences:
1. Oversleeping
  2. Shopping of any kind
  3. Working - if no special provisions are made with the principal or associate principal.
  4. Missing the bus (some emergencies will arise and these will be judged by the attendance office on an individual basis).
  5. Hair appointments
  6. Babysitting - unless an emergency and parent calls or sends a note.
  7. Car trouble - possibly excused based on school discretion.
  8. Deer Hunting - unless:
    - a. A two-day notice by call and letter from parents.
    - b. All course work is arranged for prior to the leave.
    - c. All teacher signatures are secured on the special absence form obtained from the attendance officials.
  9. Senior pictures

There are many varying circumstances involved with reasons for absence. Because of this, the school must reserve the right to judge all absences excused on an individual basis. Any questions, which do arise, will be communicated to the parents by telephone.

### C. TRUANCY DEFINED

1. Truancy S.118.16(1)(c)
  - a. "Truancy" means any absence of part or all of one or more days from school during which the school attendance officer, Principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of s.118.15.

- b. West De Pere High School defines truancy as any unexcused absence of greater than 5 minutes.
  - c. Students who are truant (unexcused) as defined by Wisconsin Statute 118.16 will be subject to disciplinary action.
2. Habitual Truancy S.118.16(1)(a)
- a. "Habitual truant means a pupil who is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a school semester.
  - b. Absence of part of one or more days..." is defined as follows: secondary (9-12) one to five class periods in any given school day
  - c. Absence of all of one or more days..." is defined as follows: secondary (9-12) more than five periods in any given school day.

#### D. TRUANCY NOTIFICATIONS

##### 1. For Incidents of Truancy

- a. Students who missed a single hour are notified by the attendance office.
- b. Parents or guardians are notified by phone when a student has missed two or more hours in a single day.

##### 2. Third Incident of Truancy

- a. A referral will be made to the child's school counselor to:
  - 1. Provide an opportunity for educational counseling to determine whether a change in curriculum would resolve the child's truancy and to consider curriculum modifications possible within the current school program.
  - 2. Request that the counselor consult with the appropriate school staff in an effort to determine whether learning or social /emotional problems may be a cause of the child's truancy, and, if so, make appropriate referrals and/or recommendations.
- b. The attendance officer will send a letter to the parent or guardian outlining the provisions of the attendance law, and informing them that their child is in danger of violating the state's "habitual truant" law. They will be encouraged to come in for a meeting to discuss the student's welfare.

##### 3. Fifth Incident of Truancy

- a. The attendance officer will send a letter by registered or certified mail to the parent or guardian. The notice shall include:
  - 1. A statement outlining the provisions of the attendance law and informing them that their child is now in violation of the state's "habitual truant" law.
  - 2. A statement of the parent's responsibility, under s.118.15(1)(a), to cause the child to attend school regularly.
  - 3. A statement that the parent, guardian or child may request program or curriculum modifications for the child and that the child may be eligible for enrollment in a program for children at risk under s.118.15(3)(c).
  - 4. A request that the parent or guardian meet with appropriate school personnel to discuss the child's truancy. The notice shall include:
    - The name of the school personnel with whom the parent or guardian should meet;
    - The date and time of the meeting;
    - The location of the meeting, including room number(s); and
    - The name, address and telephone number of a person to contact to arrange a different date, time, or place.
- b. A referral will be made to the police liaison officer for municipal court proceedings, in compliance with Wisconsin Statutes Chapter 118, after the following have been completed:
  - 1. Met with the child's parent or guardian to discuss the child's truancy or have attempted to meet with the child's parent or guardian and been refused.

2. Provided an opportunity for educational counseling to the child to determine whether a change in the child's curriculum would resolve the child's truancy and have considered curriculum modifications possible within the current school program.
3. Referred the child to the building's Student Assistance Team (SAT) to determine whether learning or social/emotional problems may be a cause of the child's truancy and, if so, have taken appropriate action or made appropriate referrals. The SAT shall maintain documentation regarding its findings/recommendations and review them with the building principal/designee.
4. Following receipt of evidence that the above activities have been met, the school attendance officer may file information on any child who continues to be truant with court assigned to exercise jurisdiction under Chap. 48 in Accordance with s.48.24. Filing information on a child under this subsection does not preclude concurrent prosecution of the child's parent or guardian under S.118.15(5) and S.938.342.
5. Every Tenth Incident of Truancy On every tenth incident of truancy (e.g., 10, 20, 30, etc.) a letter will be sent to Brown County Social Services informing them of the student's status as a habitual truant, that chronic truancy persists, and accompanied by a copy or listing of the student's attendance history. A copy of this letter will be sent to the parent or guardian of the student.

#### E. TRUANCY CONSEQUENCES - SCHOOL

School attendance officials could impose any of the following:

- \*Modify the student schedule
- \*Revoke a student's work permit
- \*Recommend the issuing of truancy citations
- \*Encourage the student to attend an alternative education site
- \*Pursue the issuing of a citation to a parent for contributing to truancy

#### F. TRUANCY CONSEQUENCES - MUNICIPAL

City of De Pere ordinance 41.29 permits the police liaison officer to make a referral for municipal court proceedings.

- G. The District may deny any student applying for open enrollment who has been habitually truant from the district during any grading period of attendance throughout the current or previous school year. An open enrolled student who has become habitually truant may be prohibited from attending the district in the succeeding grading period or school year.

### VII. COMPULSORY ATTENDANCE

- A. In accordance with state law, all children between six and eighteen years of age must attend school full time until the end of the term, quarter, or semester in which they become eighteen years of age unless they have a legal excuse (s.118.15(1)(a)).
- B. Upon the child's request, and with the written approval of the child's parent or guardian, any child who is sixteen years of age may be excused by the school board from regular school attendance if the child and his or her parent or guardian agree, in writing, that the child will participate in a program or curriculum modification leading to the child's high school graduation (s.118.15(1)(c)).
- C. Upon the child's request, and with the written approval of the child's parent or guardian, any child who is seventeen years of age or over may be excused by the school board from regular school attendance if the child and their parent or guardian of curriculum modification leading to the child's high school graduation or leading to a high school equivalency diploma under s.115.29(4), (s.118.15(1)(c)).

### VIII. ADULT STUDENT ATTENDANCE

- A. An adult student (18 years or older) and still residing at home is not exempt from complying with policy enacted by the Board of Education or school administration; all school rules are binding regardless of age.
- B. An adult student (18 years or older) not residing at home must sign an attendance waiver form and register this form in the Associate Principal's office. If absent, they must call the school prior to 7:35 A.M. that morning or the absence will be unexcused.
- C. Students emancipated from parental authority can assume responsibility for their attendance by presenting a notarized document stating emancipation and the state of living outside their parent/guardian home. Forms may be obtained from the attendance office.



## **IX. TARDINESS**

The teacher will assign consequences using the following criteria:

- A. First tardy: teacher warning
- B. Subsequent tardiness for class (per trimester) may result in after school detention. The detention will be supervised by the issuing teacher.
- C. When a student fails to attend teacher assigned detention, the teacher will reassign the detention.
- D. Habitual tardiness will result in a parent/teacher contact.
- E. If a student fails to improve tardiness, he/she may be referred to the office for disciplinary actions.

## **X. END OF SCHOOL DAY**

Students who do not have after school activities/meetings must exit the building by 3:00 p.m.

# **STUDENT RIGHTS AND RESPONSIBILITIES/DISCIPLINE**

## **BUS TRANSPORTATION**

The bus rider:

1. Shall conform to the same standards of conduct and neatness that are expected of them at school.
2. Is expected to obey the driver promptly. Refusal to obey the bus driver shall be sufficient reason for being denied transportation services.
3. Or their parent or guardian shall be financially responsible for damage done to the seats or other bus equipment.
4. Shall remain seated while the bus is in motion.
5. Shall not extend head or limbs out of a window at anytime or throw anything out of the window.
6. Shall not engage in horseplay around or on the bus.
7. Shall not use profane or indecent language.
8. Shall sit in seat assigned by the bus driver.
9. Shall not smoke on the bus.
10. Shall be absolutely quiet when approaching a railroad-crossing stop.
11. Shall not use emergency doors except in cases of emergency or safety drills.
12. Shall keep books, packages, coats, and other objects out of the aisles.
13. Shall be courteous to fellow pupils, the bus driver, and passersby.
14. Shall inform the driver, if possible, when a rider will be absent.

Bus Conduct:

1. To handle the cases of misconduct as outlined above, the following procedures will be followed:
  - a. The driver will fill out a misconduct report. This report must be given to the school within twenty-four hours of the offense. The misconduct report shall at least state the date of the offense, student's name, offense committed and driver's signature and route number.
  - b. The following action will follow the issue of a misconduct report.
    1. First offense - The school official will inform the parent or guardian of the offense and discuss what disciplinary measures the parents or guardian and school deem necessary to correct the situation.
    2. Second offense - The school official will inform the parent of the offense and the student will be denied transportation for five school days.
    3. Third offense - The school office will inform the parent of the offense and the student will be denied transportation for thirty school days.
    4. Any subsequent offenses will result in denial of transportation for the balance of the school year.
2. Parents or guardians are to be aware that in any of the above actions, they have the right of due process.
3. Drivers may refuse to transport pupils only if an immediate report of the circumstances is made to the school principal on the next trip to the school. No pupil shall be put off the school bus except at school or at their home. The driver may not put students off the bus unless authorized by the building principal.
4. A school administrator or bus driver has authority to assign riders to designated seats. (Board Policy 3541.1, 3541.2, 346.0)

## CAMPUS ACCESS

In order to provide adequate supervision for the safety and welfare of all West De Pere High School students, the following guidelines will be used with regards to campus accessibility:

1. The campus is closed during the entire school day. Students are not to leave the school building unless a release pass is issued from the attendance officials.
2. Any student leaving the building during the regular school day will be subject to at least a minimum one day suspension.
3. All students who are not involved in any extra-curricular or educational activities, are expected to leave the school campus within 15 minutes after the school day has ended.

## DETENTION

Detention is held after school. Students will report to the detention area within five minutes after school ends. Detention is from 2:50-3:30p.m.

### Detention Policy

1. Under no circumstances may students be released early from detention early.
2. No hats or jackets are allowed to be worn during detention.
3. Quiet study area. Have material to study or read.
4. Sleeping, talking, eating, drinking or use of headphones is not permitted.
5. Missed detentions, due to excused absences will be made up on the first available detention date.
6. Don't be late!
7. Students who are late or miss detention will receive additional detentions or may be suspended from school.

### Teacher Designated Detention

Teacher-designated detention will be used to deal with academic or behavior problems within the classroom. The teacher will assign the specific place and time and duration for the detention. This detention is not the regular after-school detention administered by the associate principal's office.

## SUSPENSIONS/EXPULSION

Continuous and willful refusal to accomplish school tasks, insubordination, vicious, illegal and immoral conduct and persistent violation of school regulations are causes for suspension from school. This includes violation of narcotics laws, possession of or under the influence of alcohol, fighting, hazardous or unauthorized use of automobiles, possession of weapons or fireworks or violations of any local, state or federal laws. Length and type of suspension will be determined by school authorities. Parents and guardians will be notified in writing of the action taken and will have the right to appeal the decision to suspend.

1. Out-of-School Suspension - Students are placed under supervision of parent or guardian during the period of suspension. A suspended student may not loiter or appear on school property or be present at school-sponsored activities during the period of suspension. A student will be readmitted to school after a satisfactory solution to their conduct is agreed upon by parents and administration. The suspended period will be considered an excused absence.
2. Expulsion - The school board may expel a student from school whenever it finds a student guilty of repeated refusal or neglect to obey its rules. Wisconsin State Statute 120.13(1)(c) shall govern expulsion procedures.

## DRESS POLICY (BOARD POLICY 5132)

Students are expected to dress appropriately for school. West De Pere Schools have the right to regulate dress or grooming that constitutes a health problem, a physical danger to any person, or causes a disturbance or distraction. The Board also retains the right to regulate the dress and grooming of those students representing the school through co-curricular activities. Any limits that are imposed relate to health, safety, cleanliness, distraction or indecency. The style of clothing should not draw inappropriate attention to the student. Examples of inappropriate clothing include but not limited to: pants worn below the hip line; tops that are see-through, expose the midriff area, or have plunging necklines, etc. Other examples would include any clothing with revealing holes or slits. Footwear must be worn except for approved activities. Hats, bandanas, and related headwear are not to be worn in the school building during the school day. **Hats must be removed immediately after entering the building.** Clothing articles that contain references to drug and alcohol products or contain suggestive sexual references

are not allowed to be worn. Jackets and coats must be placed in the student's locker during normal school hours. Wallet chains are not allowed on campus. The Board authorizes administration to make judgments for the health, safety, and welfare of all stakeholders.

We want all students to dress for success while attending school. Each year, fashion trends change and evolve. Our policy cannot always keep up with clothing trends, but one area we want help with is **leggings**. Leggings may be worn with skirts, long shirts, and long sweaters but **cannot** be worn alone as pants (Board Policy 5132).

### **BACKPACK/PURSE POLICY**

Students are not allowed to bring backpacks or purses to classrooms. All backpacks, book bags, purses or similar items must be kept in student's locker.

### **SEARCH AND SEIZURE**

The School District of West De Pere retains ownership and control of student lockers and other storage areas. As a result, lockers may be searched at random by school personnel at any time. Reasonable cause or suspicion is not required for a search to occur. Students should not have an expectation of privacy in lockers or other school property and must understand that they cannot prevent school personnel from searching these areas. **\*The superintendent, building principals, associate principals, or their designee may conduct searches.**

### **DRUGS AND ALCOHOL**

It shall be the policy of the School District of West De Pere to adopt and maintain drug-free facilities and programs. As such, use or possession of illicit drugs and/or alcohol by students, staff, or citizens will not be tolerated and will be punished to the fullest extent of existing laws. Enforcement of the policy may include canine searches and/or undercover investigations. The Board authorizes the random use of breath test instruments at school related activities on or off campus to determine whether or not a student has consumed alcohol. A student who is suspected to be in violation of this policy may be required to take a drug/alcohol test(s) and submit the results to the appropriate school authorities. Refusal to comply with these procedures, upon request, will be considered a violation of this policy and may result in further administrative consequences.

### **CONTROLLED SUBSTANCES (BOARD POLICY 5131.6 5131.6(R), 1336)**

This policy applies to all students, K-12 of the West De Pere Schools. The procedures outlined below are to be applied cumulatively.

Any student using, attending school or any school-related activity after using, in the possession of, or under the influence of controlled substances or intoxicants, or a substance which is represented as a drug or intoxicant, or in possession of related drug paraphernalia at any time (24 hours per day - 365 days per year) on school premises or at a school-related activity shall automatically be subject to the following:

#### **1. First Violation**

Any K-12 student found to be in violation of this policy for the first time in the West De Pere Schools will receive an automatic five (5) day out-of-school suspension. In addition the student and/or their parents/guardians will be required to seek counseling and provide written evidence of this counseling to the building administrator within one month of the first day of suspension. The counselor is to be acceptable to the student and/or parents/guardian and administrator.

#### **2. Second Violation**

Any K-12 student found to be in violation of this policy for the second time shall be suspended according to state statutes until abeyance is complete or recommended for expulsion a minimum of ninety (90) school days. The Board may consider granting early re-admittance should counseling, as specified below, occur.

The student and/or parents/guardian will be requested to seek additional counseling and provide written evidence of this counseling to the building administrator prior to the conclusion of the period for which the student is expelled. Counseling will take place with a professional (non-school) who specializes in counseling students who use and abuse drugs. The counselor is to be acceptable to the student and/or parents/guardian and administrator.

#### **3. Third Violation**

The student will be recommended to the Board of Education for a minimum one calendar year expulsion from the West De Pere Schools. The student will be suspended according to state statute until the Board acts upon the case. The Board may consider granting early re-admittance should counseling, as specified below, occur.

The student and/or parents/guardian will be requested to seek additional counseling and provide written evidence of this counseling to the building administrator prior to the conclusion of the period for which the student is expelled. Counseling will take place with a professional (non-school) who specializes in counseling students who use and abuse drugs. The counselor is to be acceptable to student and/or parents/guardian and administrator.

Irrespective of the procedures set forth herein, any student found to be distributing, selling, giving away, or possessing with the intention of distributing, selling, or giving away of controlled substances or intoxicants, or a substance which is represented as a drug or intoxicant, or inhaling or ingesting of a substance for other than the prescribed or intended use, or paraphernalia on school premises or while participating in or attending any school related activity, will be subject to expulsion for endangering the health, safety, and welfare of others pursuant to Wisconsin Statutes 120.13(1) (c). Wisconsin laws shall control when determining intent.

## **OPERATIONAL PROCEDURES**

1. The local police agents will be requested to prosecute all violations.
2. Any student who elects to enroll in any non-public education during the period of time affected by these rules and then chooses to re-enroll in the West De Pere Public Schools will be enrolled only upon completion of the suspension or expulsion period.
3. Any student who owns or operates a vehicle for attendance at school or school-related activities must accept responsibility for the behavior of others who use that vehicle on school premises. This responsibility subjects the owner or operator student to full ramifications of this policy.
4. Any student who has been expelled in accordance with three (3) above under the provisions set forth in this policy may request re-entry into the West De Pere Public School system after one year of expulsion. The re-entry process must be initiated administratively by the building principal through the superintendent and culminating with the Board of Education.
5. If re-entry is approved, it will be understood that any subsequent offense will result in immediate recommendation for expulsion.
6. The superintendent shall provide for the development of administrative rules relating to this policy to include all relevant definitions.

Cooperation with administration and authorities regarding information leading/pertaining to keeping the schools drug free may lead to deferral of expulsion as determined by administration.

In case that any K-12 student found to be in violation of this policy for the first time (including distributing, selling, giving away, or possessing with the intention of distributing, selling, or giving away of a controlled substance or intoxicant, or a substance which is represented as a drug or intoxicant, or inhaling or ingesting of a substance for other than the prescribed or intended use, or paraphernalia on school premises or while participating in or attending any school related activity or using, attending school or any school related activity after using in the possession of, or under the influence of a controlled substance or intoxicant, or a substance which is represented as a drug or intoxicant, or in possession of related drug paraphernalia at any time (24 hours per day-365 days per year on school premises or at a school related activity) in the West De Pere Schools that cooperates with the administration and authorities by providing information that leads to the source/supplier of such substance may be subject to the following in lieu of an expulsion hearing at the discretion of administration:

1. Will receive an automatic five (5) day suspension.
2. May be placed on probation for one (1) calendar year during which the student will:
  - \*Meet with the principal/designee weekly for the length of probation.
  - \*Keep a journal on this issue.
  - \*Will not further violate school/district rules and regulations.
3. Will seek AODA assessment and show verification to the principal within one (1) month of the incident.

Administration maintains discretion to implement this section of policy. If any K-12 student fails to fulfill the above terms or violates this policy again, they will automatically be recommended for expulsion as stated previously in this policy.

## **CONTROLLED SUBSTANCES RULES, REGULATIONS AND PROCEDURES**

This policy has been designed to assist school personnel in their attempt to safeguard all students and to actively help those students who are involved in the abuse of controlled substances. This policy will be applied to those situations clearly in violation of its contents.

It is essential that everyone understands and applies this policy consistently, humanely and uniformly. The following guidelines are observed:

1. All students/parents must be notified in writing of the Board policy and the seriousness of its intent at the opening of each school year. All students should receive a student handbook containing this policy within the first month of school or upon enrollment during the school year.
2. All violations of this policy will be reported to the appropriate building principal who will in turn notify the superintendent and any other appropriate authorities.
3. All documentation of violations must be in writing and available for filing in the student's behavioral folder. This information, if filed, will remain in the folder until graduation from 12th grade, or until the student leaves the district permanently.

## **ADMINISTRATIVE PROCEDURES**

- I. Procedure to be followed when dealing with a student who has violated the policy for the first time.
  - A. The student should be brought to the appropriate office (place and questioned about the matter).
    1. When appropriate, conduct a personal search (use no force). The Board authorizes the random use of breath test instruments at school related activities on or off campus to determine whether or not a student has consumed alcohol. If necessary, obtain parental or police assistance.
    2. When appropriate, advise the student that you will inspect the student's locker. There should be at least (2) staff members present when the locker is inspected.
    3. Arrange for a parent conference upon the completion of all documentation.
    4. During the parent conference, the following information and materials will be covered:
      - a. The parent or guardian will be informed of the suspension period.
      - b. The parent or guardian will be informed of what is required to enable the student to re-enter school.
      - c. The parent or guardian will be provided with a copy of the Board policy with special emphasis to the consequences of the second offense.
    5. When a parent cannot be reached:
      - a. Do not allow the student to attend classes.
      - b. Continue efforts to contact parents or emergency contact persons.
- II. Procedure to be followed when dealing with a student who has violated the policy for the second time.
  - A. Follow the same procedure used for the first violation and the addition of the following:
    1. Inform the student and parent of the expulsion procedure which will be applied at this point.
    2. Inform the student and parent of the possible loss of credits.
- III. Procedure to be followed when dealing with a student who has violated the policy for the third time.
  - A. Follow the same procedure used under offense number two with these exceptions:
    1. The parent will be informed of the re-entry process which may be applied for after the student is away from school for a minimum of one year.
    2. Inform parent that while counseling is not required, however, it is strongly recommended. A written assessment report indicating the completion of a series of counseling sessions accompanied by a favorable recommendation of the counselor(s) would be seriously considered in making a decision on the student's re-admittance to school.
- IV. Procedure to be followed when dealing with a student who has violated the policy for the first time and is working cooperatively with school authorities will be the same procedure as stated in I. of this policy.

## **DEFINITION OF TERMS**

Dealer:

Any student found to be distributing, selling, giving away or possessing with the intent of any of the above, any illegal drugs, intoxicants, or paraphernalia. Wisconsin Statutes shall control when determining intent.

Expulsion:

As defined in the State Statute 120.12

Paraphernalia:

The term "drug Paraphernalia" means all equipment, products and materials of any kind which are used intended for use or designed for use, in planting, propagating, cultivation, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance.

Suspension:

As defined in the State Statute 120.12

## **DUE PROCESS**

The following due process procedure is available to any student, parent, or resident who wishes to challenge a school policy or decision:

1. The complaint or concern will be discussed between the student and their parent, if necessary, and the building principal.
2. Parents and student will be informed that their challenge or complaint can be brought to the superintendent. At this level, the student and the parents will be asked to put the complaint or challenge into writing. The high school administration will also submit a written statement explaining the school's decision. The superintendent will confirm or reject the principal's decision within ten calendar days from the date when the student and parents contacted the superintendent. The superintendent's decision will be communicated verbally and in writing.

## **SMOKING/TOBACCO POLICY (WISCONSIN ACT 95, BOARD POLICY 1335)**

Use and possession of tobacco or nicotine products are in conflict with the school district's promotion of good health and safety habits in students. No students may use or possess tobacco or nicotine on school grounds, going to or from one school site or event or at any school function. This includes E-Cigarettes and vaping. Violation of this policy may result in the following.

### Consequences:

**First Offense:**  
potential

One day suspension, tobacco product confiscated, parents notified, citation and educational component.

**Second Offense:**

Three days suspension, parents notified and police citation.

**Third Offense:**

Three to five day suspension parents notified and police citation.

## **LIGHTERS AND MATCHES**

The West De Pere School District prohibits students from possession and/or usage of lighters and matches at any time on school property or at any school sponsored event, either at home or away.

Consequences: Students in possession of lighters and/or matches shall have them confiscated. Repeated violations will lead to disciplinary action including possible suspension from school.

## **ELECTRONIC COMMUNICATION DEVICES**

(Reference: 1989 Wisconsin Act 120, Wisc. Stats.118.258) - Board Policy 5130

It is the policy of the School District of West De Pere that students who possess an electronic communication device during the school day will be required to keep the device off should the administration have determined that the device has become a disruption in the school setting.

Electronic recording devices are prohibited from use and display while in district facilities or while in attendance at district sponsored activities in places where others have a reasonable expectation of privacy to include, but not limited to, locker rooms, shower rooms, restrooms.

If a device is confiscated for disruptive use, it will be held by school officials for return to parent(s)/guardian(s) of the student, retained for disciplinary reasons, or turned over to law enforcement officers. Students will be disciplined in accordance with procedures specified in relevant District policies, school handbooks, and State and Federal Statutes.

Use or possession of an electronic device is allowed if the school board or its designee determines that the device is used or possessed for medical, school, educational, vocational, or other legitimate use.

**Parents are urged not to call their child's cell phone during the school day. In the case of an emergency, please call the high school office.**

**Students may be given permission by their classroom teacher to use their cell phones during class time for educational purposes. Otherwise students are not allowed to use their cell phones as a communication device during the school day:**

**Students are prohibited from taking a picture or video of anything at school, on the school bus, or any school sponsored event, without permission of the individual being videotaped.**

**Violation of this policy may result in the following:**

First Offense: The student will leave their cell phone in the attendance office for one calendar week during school hours.

Second Offense: The student will leave their cell phone in the attendance office for two calendar weeks during school hours. Parents may be notified and may be required to meet with the administration.

Third Offense: The student will leave their cell phone in the attendance office for one month. Parents may be notified and may be required to meet with the administration.

Fourth Offense: Students may be suspended and may not be allowed to carry a cell phone while on school property for the remainder of the year. Parents will be notified and may be required to meet with the administration.

**\*Students who refuse to give their cell phone to a faculty member will automatically be moved to the fourth offense category.**

### **LASER POINTERS**

The West De Pere School District prohibits students from possession and/or usage of laser pointers or any other instrument of distraction at any time on school property or at any school sponsored event, either at home or away.

Consequences: Students in possession of laser pointers or any other instrument of distraction shall have the instrument confiscated and parents will be notified. Repeated violations will lead to disciplinary action including possible suspension from school.

### **ELECTRONIC LISTENING DEVICES**

Students are not allowed to use any electronics during class, unless authorized by the classroom teacher.

### **FIELD TRIPS AND ATTENDANCE AT AWAY CONTESTS**

Expectations: As a student, you are a representative of West De Pere High School whenever you are Away from school at an activity. When you look good West De Pere looks good, so it is important that you adhere to the following expectations:

1. Honor the stated expectations of the chaperones assigned to the activity.
2. Follow all school board policies as explained in the handbook.
3. Whenever a student is functioning as a member of the group, smoking will not be permitted.
4. At no time is a student permitted to purchase, sell, consume, or possess alcoholic beverages or illegal drugs.

**Any violation of these expectations will involve a parent contact by a school administrator.** This may result in: (1) a five-day suspension from school and/or possible expulsion, (2) losing privileges to take future field trips for a period of one trimester or twelve weeks.

### **GENERAL SCHOOL BEHAVIOR**

#### 1. Fighting/Physical Threats/Assaults

Fighting on or near school property or physical threats/assaults toward a student, district employee or visitors are strictly forbidden. Violations will result in school disciplinary action to include suspension, possible expulsion proceedings and referral to local law enforcement.

#### 2. Abusive Language

Regardless of intent, students will refrain from the use of abusive, disrespectful, obscene and foul language. Such language shall not be directed toward any person or thing. Students who choose to ignore this rule may be suspended from school, and/or referral to local law enforcement.

#### 3. Hallway Decorum - Conduct in the halls before, during and after school hours:

- a. Students may not be loud and boisterous at these times.
- b. Group congregating for the purpose of harassment, name calling or general misbehavior will not be tolerated.
- c. Students must refrain from blocking hallway thoroughfares.

### Consequences:

1. Verbal warning and parent contact
  2. Detention(s) assigned, parent conference
  3. Possible suspension
4. Corridor Passes

Students in the hall at any time, other than the passing time, must present a hall pass when requested to do so by staff members. Hall passes are issued by staff members to those students who may be tardy for a class or those en route to various classroom areas in the school.

5. Throwing Snowballs

Out of concern for the health and safety of everyone involved, throwing snowballs cannot be condoned. The throwing of snowballs, stones, or other missiles may result in an out-of-school suspension.

6. Insubordination

The willful failure to respond or carry out a reasonable directive by authorized school personnel. Students violating this rule may be subjected to suspension.

## **LOCKERS**

A locker **and combination lock** will be assigned to each student on the first day of school. Locks can be purchased in the office for \$6.00. No other lock types will be allowed on the lockers. Lockers are expected to be kept clean and in good order. Locker inspections may be conducted at any time throughout the year. Because of problems with theft throughout the year, students **must** have a school issued lock on their locker at all times. Keep in mind that students are responsible for lost or stolen texts. As per Wisconsin statutes, lockers are property of the West De Pere School District and are subject to search when just cause warrants such actions. Locker searches may include the searching of a student's personal belongings within that locker.

## **NOON HOUR CAFETERIA CONDUCT**

All students eating lunch at school must eat in the school cafeteria. Students may also bring lunches from home and may supplement their meal with milk which can be purchased in the cafeteria.

1. It is expected you extend POLITENESS at all times, in the line and at the tables.
2. Conversation should be at a moderate tone.
3. You are expected to clean up and pick up after yourself.
  - a. Waste paper, napkins, lunch bags and "leftovers" are to be deposited in the receptacles, trashcans or wastebaskets.
  - b. PLEASE PUSH your chair into the table when you leave or are finished.
  - c. If you make a mess, you are expected to clean up after yourself. You may get cleaning materials from the kitchen.
  - d. All hot lunches are served on trays. These trays are to be returned to the dish washing counter as soon as you finish eating.
4. Do not carry food from the cafeteria either outside or into the rest of the building unless authorized.
5. Deliveries to student(s) from outside food vendors are prohibited.
6. We have a nice clean cafeteria and school, the food is excellent, and we are proud of this, so let's all work together and keep it this way.
7. The throwing of any objects in the cafeteria is strictly prohibited. A student may be removed from the cafeteria for violating any of the above.

## **SOCIAL RELATIONSHIPS**

Embracing and kissing, etc. have no place in the normal school environment. Please refrain from such behavior. Violators will be referred to the office.

The first violation may result in mandatory counseling through Student Services.

The second violation may result in detention and parental contact. Subsequent violations could result in suspension and parental conference.

## **RESOURCE CENTER, RESOURCE ROOMS, STUDENT SERVICES**

1. Use of the Resource Center - Be there by the time the bell rings at the start of the period and sign in on designated forms.



2. Please abide by specific rules for its use as directed by the area supervisors. Keep in mind that if any student plans to be in an area other than the resource center, resource room or student services during a scheduled study period, they must present a pass signed by a teacher to the supervisor at the start of the period.
3. Students must follow all resource center and resource room rules and guidelines.
4. Use of Student Services- If you desire to see your guidance counselor, please observe the following procedures:
  - a. Sign in to student services at the start of a class period.
  - b. Unless an emergency arises, you are expected to visit your guidance counselor during your study hall time.
5. Failure to sign into the resource center (library/IMC), resource room, or student services, may result in detention.

## **VANDALISM AND THEFT**

### Expectations:

All students are expected to respect school property and the property of others. Students who are the victims of vandalism or theft should report the incident to the associate principal where they will be asked to fill out a theft/vandalism report form. This provides the school with a record of the incident for investigation and reference purposes. Vandalism or theft will result in the following consequences:

### Consequences:

1. First offense: Parents will be contacted and the student will be required to make restitution. Depending upon the nature and seriousness of the first offense, legal authorities may be notified and the student may be suspended up to three school days including a mandatory parent conference.
2. Repeated offenses: Incidents of theft or vandalism will be reported to the legal authorities. Such actions are subject to expulsion.

## **VEHICLE USE**

### Expectations:

1. All student vehicles driven to school must be parked in the student parking lot. Students illegally parked are subject to ticketing and/or towing.
2. Students are required to observe the posted speed limit and to operate their vehicles in a reasonable, prudent and lawful manner.
3. Students driving vehicles are to leave their vehicles immediately upon arrival in the parking lot.
4. Students may not loiter in a vehicle. Once a student vehicle enters the parking lot, the driver is to park the vehicle and enter the school building.
5. At no time are students permitted to park behind the building.

Consequences: Failure to observe the procedures will result in the following action:

1. First offense: The student driver will be warned and parents may be notified. If a moving violation is involved, the police will be notified on the first violation and every subsequent violation thereafter.
2. Second offense: The student driver will lose their driving privileges for five school days and parents will be notified.
3. Third offense: The student driver will lose their driving privileges for ten days. Parents will be notified.
4. Fourth offense: The student driver will lose their driving privileges for the remainder of the trimester. Parents will be notified.

If a student continues to drive to school after parking lot privileges have been suspended, they may be suspended out-of-school for five days and may not return without a parent conference.

## **WEAPONS ON SCHOOL PREMISES**

(Reference: Wisc. Stats. 120.13; 941.235; 948, 948.60, 948.605, 948.61)

(Board Policy 5135, 5138, 5138 (R), 5138 (E))

No person shall possess or use a weapon or look-alike weapon in school buildings, on school premises, in a District bus or at any school-sponsored function or event at any time.

A weapon is defined as a firearm (loaded or unloaded), knife, razor, martial arts device, pepper spray, explosive device, metal knuckle or any other object which is used or intended to be used to inflict bodily

harm. A look-alike weapon is defined as a toy gun, water gun, 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.

The following are two exceptions to this policy:

1. Weapons under the control of law enforcement personnel; and
2. Weapons that are registered and handled in a legal manner for the purpose of education as authorized by the principal.

Students violating this policy shall be reported to appropriate law enforcement authorities. School disciplinary measures shall include immediate suspension and referral to the Board of Education for possible expulsion from school for a period of not less than one year. Under state statute, the district administrator may modify such expulsion requirement on a case by case basis.

Employees violating this policy shall be disciplined in accordance with employee policies and bargaining agreements and shall be referred to law enforcement officials for prosecution.

Any other person violating this policy shall be referred to law enforcement officials for prosecution.

Any student who uses an article designed for other purposes to inflict bodily harm and/or to intimidate shall be subject to the following disciplinary measures (Examples are belts, combs, pencils, file, compasses, scissors, accidental use of pepper spray, etc.):

1. Suspension for the purpose of a parent conference.
2. Notification of appropriate law enforcement agencies.
3. Possible recommendation for expulsion.

Possession of BB's or firecrackers will result in a five-day out-of-school suspension, mandatory parent conference and police referral on first violation. The second violation may result in expulsion.

### **SURVEILLANCE CAMERAS (BOARD POLICY 3519)**

The West De Pere School Board of Education supports an educational environment that is safe and secure for all persons on its premises or attending any of its activities or functions. To promote order, safety, and security, the administration has installed security cameras in various locations on the West De Pere High School campus.

### **GUIDELINES FOR USING WEST DE PERE'S COMPUTER NETWORK AND THE INTERNET**

**(Board Policy 6131, 6131(R), 6131(E), 6131(EZ))**

#### **Student and Parent/Guardian Responsibilities 6131(R)**

All students using the district's computer network or accessing the Internet through the District's network must indicate that they and their parent or guardian understand the responsibilities of exercising this access by signing a user agreement, and that failure to follow it may result in loss of their network privileges and possible further disciplinary action.

**The Acceptable Use Permission and Release Agreement form (6131(E2) for students must be: 6131(R).**

1. Signed by the student and their parent or guardian when entering the district (Grades K-12) or changing buildings (i.e. Middle School to High School).
2. Returned to the school office.
3. Updated in the Student information System at the building level.

**Note: A student and their parent/guardian will only need to sign one time the Acceptable Use Permission Form while enrolled as a student at the high school.**

#### **CONSEQUENCES OF MISUSE 6131(R)**

Any user in violation of this policy will be subject to disciplinary action, which may include, but not be limited to restitution for any and all damages, loss of computer use privileges, suspension, expulsion, and referral to local authorities for further legal action. Any user denied access due to misuse will be responsible for finding alternatives for completing their tasks.

# **WEST DE PERE SCHOOL DISTRICT HIGH SCHOOL ACTIVITY CODE OF CONDUCT**

This Code of Conduct is for all students participating in co-curricular activities that represent the West De Pere School District at any interscholastic contests or events, at home or away from the school district.

## **To Join a West De Pere School District Activity**

1. A copy of this Code of Conduct contract must be signed by the student participant and a parent/guardian, and be returned to the coach, advisor, or the Activity Office. The code of conduct can be viewed online.
2. Procure the WIAA examination and permit card from the coach or Activities Director of office (athletics only).
3. Have the physical examination completed and signed by the physician and your parent(s) or guardian(s). Complete all blanks (athletics only).
4. Return the physical form to the Activities Director's office. If you desire, you may take the WIAA benefit plan for football only. Specific activities may require that you sign an insurance waiver form that indicates you have your own insurance.
5. All student fees must be paid or a payment plan set up in order to participate in athletics.

## **WE MUST HAVE ALL FORMS TURNED IN BEFORE YOU MAY PARTICIPATE IN DESIGNATED ACTIVITIES.**

**I. All Wisconsin Interscholastic Athletic Association rules and regulations as published will apply.**

**II. All Code of Conduct violations will be cumulative throughout the high school career of a student athlete.**

### **III. Acknowledgement of Code of Conduct:**

All participants and parents and/or guardians must acknowledge the Code of Conduct with completion of signing the code of conduct form. A student will be ineligible to participate in activities until the form is completed and accepted at the activities office.

**IV.** The following standards will apply in addition to the WIAA regulations and serve as general regulations for secondary school participants in all co-curricular activities.

#### **A. Sportsmanship**

Each participant shall exhibit positive behavior to officials, competitors, coaches, fellow team members and themselves. Coaches/Advisors shall define the consequences for sportsmanship violations.

#### **B. Equipment**

1. Each student must be in good financial standing with the school. A student may not participate if they have outstanding debts with the school, or has not turned in all previously issued equipment.
2. Each student athlete is responsible for the school equipment issued to them. The student must pay for all lost or damaged equipment, which is due to student negligence.

#### **C. Travel**

1. All students will travel to and from out-of city meets and events via transportation arranged by the Activities Department.
2. Any participant who misses the transportation and travels to and from an out-of-city meet via other than school approved transportation will not participate in that event.
3. Exceptions may be made in advance of an event with written permission of the parents/guardians, the coach, and a school administrator.

#### **D. Activity Awards**

1. Activity awards are earned according to criteria established by each coach/advisor and are presented to participants at appropriate public occasions.

2. No activity award will be given out until all equipment has been returned to the coach/advisor.
3. Any student that serves a code violation during the season is ineligible for post season awards.

#### **E. In-School Conduct**

1. A teacher may refer a student participant to the appropriate coach/advisor when the teacher believes the participant's class and school conduct is disruptive or undesirable.
2. If a conduct problem persists, the teacher after informing the coach/advisor may refer the participant to the Activities Director for further consultation and possible disciplinary action.
3. Each student will be responsible for their actions and choices in three basic areas;
  - a. Show respect for self. Violations would include; inappropriate dress, grooming, language, violence, poor attendance, or gang activities,
  - b. Show respect for others. Violations would include: insubordination, class disruptions, endangering others, hazing intimidation, harassment, inappropriate use of a vehicle, or initiation type activities.
  - c. Be a law-abiding citizen. Violations include: fighting, extortion, vandalism, forgery, theft, and the use/possession of drugs or alcohol.
4. In-School conduction violations can result in discipline, including but not limited to suspension from activity.

#### **F. Publication of Standards**

1. These general standards for activity participants will be published and a copy distributed to each participant on or before the first day they report for the activity.
2. Additional standards peculiar to the activity and the setting of hours will be determined by each coach/advisor, approved by the Activities Director, published and distributed to each participant on the first day he/she reports for the activity.
3. The student, upon receipt of these general and specific standards, should read all items and ask for clarification by the coach/advisor of any items not understood. Receipt of these standards and continued practice for an activity means that the participant understands and will comply with the standards set forth and published.
4. Students who wish to appeal actions taken under this code should follow the Student Grievance Policy.
5. In-season athletes are expected to devote 100% effort toward the sport in which they are involved. Off season sports activity should be limited to drills and fundamentals, NOT full contact games/matches. Students missing contests due to involvement will be suspended from their in season activity immediately.
6. Each coach/advisor of a school related activity shall be responsible for determining the training and behavioral standards for the activity which he/she supervises, except as specified below:

#### **G. Attendance:**

1. A participant must be in school the entire day of a practice or contest. The participant must be in class within the first ten minutes of their school day. Any exception must be cleared through the Student Activities Director or Principal. Excusable exceptions would include a funeral, court appearance, jury duty, school approved trips, medical or dental appoint-

ments, or other pre-excused absences. All professional appointments, including medical or dental, will require documentation from the office of the appointment to be considered. Violations of this practice will result in withholding the students from future practices or competitions.

#### **H. Academics:**

1. Students must be enrolled as full time students and must be making satisfactory progress in all classes. Satisfactory progress will be defined on a case by case basis by the West De Pere High School Administration.
2. Participants cannot receive more than one failing grade to include incompletes at the end of the most recent grading period, per WIAA rules.

#### **I. Participation in Multiple Sports in the Same Season:**

The WIAA and the Bay Conference allow student athletes the opportunity to participate in more than one sport in a given sport season. This WIAA and conference policy does have inherent risk of problems within individual school districts and individual athletic programs. Thus, the following guidelines must be met for a student athlete to be allowed to participate in more than one sport at West De Pere High School:

1. The District Activity Director and the head coaches of the respective athletic programs must be made aware of a student athlete's intent to participate in more than one sport at a time and agree that it is in the best interest of the programs.
2. The student athlete must indicate which sport is their primary sport in case of conflicts with the schedule. Example: If a student is participating in both Cross Country and Soccer, and a meet and match are scheduled for the same date and time, the student will attend their previously selected primary sport event.
3. A student who is dismissed from an activity for disciplinary reasons cannot participate in any other activities during that particular season.
4. A student may drop one sport, and transfer to another sport only after the agreement by the losing and gaining coaches, and permission of the Student Activities Director. This may only occur in individual sports, or during the first three days of team sports.

#### **J. Use of Illegal and Controlled Substances:**

1. Students must, throughout the entire calendar year, abstain from the use of tobacco, vaping of any kind (tobacco or non-tobacco), alcohol and/or illegal drugs. A student shall not have in their possession, buy, sell, or give away marijuana, or any substance defined by law as a drug. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by their doctor.
2. The suspension of the student will be administered based upon the calendar period of time the violation occurred. The three calendar periods are:
  - a. summer vacation – out of season.
  - b. out-of-season – during school year.
  - c. in season – The in season period of time will start the first day the activity begins and ends when that activity participates in or plays its final game, match, meet or competition.
3. An alleged violator's case will be brought before the Activities Director. If the charges are proven to the satisfaction of the Activities Director, disciplinary action will follow.

## **VIOLATIONS:**

A. Per WIAA policy, a student who is suspended for any portion of WIAA tournament competition shall be deemed ineligible for the remainder of the WIAA series.

B. All code of conduct violations and subsequent penalties are superseded by West De Pere School District policies which specify penalties dealing with students who sell, possess, exchange, distribute or illegally use alcohol, tobacco, or drugs on school premises or at any school related activity.

C. A student who chooses to remain at an unacceptable social gathering where alcoholic beverages or illegal drugs are present and/or are being consumed by under-aged students will be considered in violation of the co-curricular code of conduct. Students are expected to depart these types of functions in the most expeditious manner possible once they determine that these illegal products are present.

a. A co-curricular student who is determined to have hosted an unacceptable social gathering where alcoholic beverages or illegal drugs are present and/or are being consumed by under-aged students will immediately be suspended for the remainder of the activity/season or for twenty percent (20%) of the next activity/season if the function is hosted when not participating.

D. **Honesty Clause:** A student can reduce the penalty for a code violation by fifty percent (50%) for the first violation, if they report their violation to their coach, activity director or principal within three (3) days of the occurrence.

E. **Dishonesty Clause:** A student who intentionally misleads his or her coach, activities director or principal by giving inaccurate information during an activity code violation investigation loses all rights to a possible reduction in the penalty for such violations, AND the student may be subject to additional sanctions due to the improper conduct of insubordination toward an authority figure of the school district.

**Special Note:** During a period of suspension, the student athlete must attend all practices, team functions, etc., in order to maintain his/her status in an activity, except in the case of a third violation. Suspensions for activity code violations are rounded up to the next higher number of contests/performances. Scrimmages and other “in-house performances” do not count against the number of suspended contests/performances.

### **F. First violation during:**

1. Summer vacation or out-of-season: The student will be suspended from participating in 10% of the scheduled games, matches or meets of the next activity to which he/she reports.

2. In-season: The student will be suspended from participation in 20% of the scheduled games, matches or meets of the present activity in which he/she is participating. However, if the violation occurs with less than 20% of the current activity remaining, the suspension will carry over into the student’s next activity. In order to fulfill a carry-over penalty, a student must complete the activity.

### **Second violation during:**

1. Summer vacation or out-of-season: A student will be suspended from participating in 20% of the scheduled games, matches or meets of the next activity to which he/she reports.

2. In-season: A second violation will result in suspension from the activity for the remainder of the season/year.

### **Third violation:**

A third violation will result in suspension from all activities for one calendar year from the date of infraction.

## **FOOTNOTES:**

1. Suspensions due to violations that occurred during the last two weeks of the activity may be carried over to the next activity the student participates in. The student must complete said activity to fulfill the suspension.

## 2. Criminal Acts

- a. Any student who commits or is charged by the district attorney with committing a criminal act shall be suspended from practices and meets and referred to the Activities Director for a hearing with the administration.
- b. If, after a student is charged with a criminal act and subsequent investigation or court action determines the participant innocent, all action by the Activities Department shall be negated, the student returned to his/her activity as a member in good standing, and any award or recognition earned by the participant shall be given to him/her.

3. Violations of these rules will result in suspension for a period of time consistent with the seriousness of the infraction.

4. Any misconduct issues not covered by this code of conduct will be resolved by the Student Activities Director.

5. Any student accused of a violation is entitled to due process and fair treatment. The student once notified of a violation, will be given an opportunity to respond. A student may appeal any disciplinary action utilizing the following chain of responsibility: Coach, Student Activities Director, Principal, and Superintendent.

### **CO-CURRICULAR PARENT/STUDENT COMPLAINT PROCEDURE**

In a situation that involves a disagreement with a co-curricular activity, the West De Pere Board of Education endorses the following procedure:

Step 1 - The student will meet and discuss the situation with the coach/advisor.

Step 2 - If not satisfied, the student's parent/guardian will arrange for a meeting with the student and the coach/advisor.

Step 3 - If not satisfied, the parent/guardian may request a meeting with the Student Activities Director. The student and coach/advisor must be present.

Step 4 - If not satisfied, the parent/guardian may request a meeting with a member of the school's administration. At this meeting the coach/advisor, and Director of Activities must be present.

Step 5 - If not satisfied, the parent/guardian may request a meeting with the Superintendent. At this meeting, the Student Activities Director will be present to lend continuity to the discussion from past meetings/discussions.

Step 6 - If not satisfied, the parent/guardian may request a meeting with a representative of the school board. At this meeting the Superintendent will be present to represent the school district, and decisions rendered thus far.

\* Parents/Guardians should not approach coaches or advisors during a practice/contest, or immediately following these activities. An appointment should be established that is mutually convenient to both the parent/guardian and the coach. It is recommended that these meetings occur face to face at the school, not via the telephone or e-mail.

### **PARTICIPATION**

A student may not participate in any activities unless all fees and fines are paid, and must have returned all equipment to coaches in previous activities.

Students missing a scheduled meet, match, or game to practice or compete in an out-of-season sport will be suspended indefinitely until a meeting between the student, parents, coach and activities director occurs.

### **WEST DE PERE HIGH SCHOOL COURT SELECTION CRITERIA:**

West De Pere High School has definitive criteria for Court Selection (Homecoming, Senior Ball, Junior Prom, and Mr. West De Pere). The criterion is as follows:

1. Once selected to a Court, the student is ineligible for selection to any other Court.
2. Students nominated for Court ballots must be in good academic standing to include:
  - They cannot fail more than one (1) class in the previous trimester.

- They cannot be failing more than one (1) class in the trimester when the selection occurs.
3. Students nominated for Court ballots must have exhibited good citizenship. Students will be eliminated from consideration for;
    - Any out of school suspension during the past one (1) calendar year.
    - A second out of school suspension during the high school career of a student eliminates that student from any possible nomination.
    - A student who has completed an Abeyance order may be eligible for nomination.
    - An expulsion during the high school career of a student eliminates that student from any possible nomination.
  4. Students exhibiting chronic, unexcused absenteeism as defined by the high school administration will be eliminated from any possible nomination.
  5. A student may only be nominated for Court ballots if the student has not had a co-curricular violation in the past 365 days. In addition, students with two or more co-curricular violations during their high school career are ineligible for nomination to any Court.

**TRANSFER RULE (WIAA)**

After the fourth semester (end of sophomore year) a student may not transfer without the forfeiture of one calendar year of participation. This includes open enrollment transfers.

**CHECK WITH THE ACTIVITIES OFFICE BEFORE FINALIZING ANY TRANSFER TO MAKE SURE YOU UNDERSTAND THE RAMIFICATIONS.**

\*\*the administration of West De Pere High School reserves the right to make changes or corrections in any school policy or rule addressed in this agenda. In addition, items not addressed in this agenda book left up to the discretion of the administration.



# CALENDAR YEARS

## 2017

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S
	1	2	3	4	5	6	7		5	6	7	8	9	10	11		5	6	7	8	9	10	11		2	3	4	5	6	7	8
	8	9	10	11	12	13	14		12	13	14	15	16	17	18		12	13	14	15	16	17	18		9	10	11	12	13	14	15
	15	16	17	18	19	20	21		19	20	21	22	23	24	25		19	20	21	22	23	24	25		16	17	18	19	20	21	22
22	23	24	25	26	27	28	26	27	28	26	27	28	26	27	28	29	30	31	23	24	25	26	27	28	29						
29	30	31																	30												
May	S	M	T	W	T	F	S	June	S	M	T	W	T	F	S	July	S	M	T	W	T	F	S	August	S	M	T	W	T	F	S
	1	2	3	4	5	6			4	5	6	7	8	9	10		2	3	4	5	6	7	8		1	2	3	4	5		
	7	8	9	10	11	12	13		11	12	13	14	15	16	17		9	10	11	12	13	14	15		13	14	15	16	17	18	19
	14	15	16	17	18	19	20		18	19	20	21	22	23	24		16	17	18	19	20	21	22		20	21	22	23	24	25	26
21	22	23	24	25	26	27	25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30	31							
28	29	30	31											30	31																
September	S	M	T	W	T	F	S	October	S	M	T	W	T	F	S	November	S	M	T	W	T	F	S	December	S	M	T	W	T	F	S
	3	4	5	6	7	8	9		1	2	3	4	5	6	7		5	6	7	8	9	10	11		3	4	5	6	7	8	9
	10	11	12	13	14	15	16		15	16	17	18	19	20	21		12	13	14	15	16	17	18		10	11	12	13	14	15	16
	17	18	19	20	21	22	23		22	23	24	25	26	27	28		19	20	21	22	23	24	25		17	18	19	20	21	22	23
24	25	26	27	28	29	30	29	30	31	26	27	28	29	30	26	27	28	29	30	31											

## 2018

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S
	1	2	3	4	5	6	7		4	5	6	7	8	9	10		4	5	6	7	8	9	10		1	2	3	4	5	6	7
	8	9	10	11	12	13	14		11	12	13	14	15	16	17		11	12	13	14	15	16	17		8	9	10	11	12	13	14
	15	16	17	18	19	20	21		18	19	20	21	22	23	24		18	19	20	21	22	23	24		15	16	17	18	19	20	21
22	23	24	25	26	27	28	25	26	27	28	25	26	27	28	29	30	31	22	23	24	25	26	27	28							
29	30	31																29	30												
May	S	M	T	W	T	F	S	June	S	M	T	W	T	F	S	July	S	M	T	W	T	F	S	August	S	M	T	W	T	F	S
	6	7	8	9	10	11	12		3	4	5	6	7	8	9		1	2	3	4	5	6	7		5	6	7	8	9	10	11
	13	14	15	16	17	18	19		10	11	12	13	14	15	16		15	16	17	18	19	20	21		12	13	14	15	16	17	18
	20	21	22	23	24	25	26		17	18	19	20	21	22	23		22	23	24	25	26	27	28		19	20	21	22	23	24	25
27	28	29	30	31	24	25	26	27	28	29	30	29	30	31																	
September	S	M	T	W	T	F	S	October	S	M	T	W	T	F	S	November	S	M	T	W	T	F	S	December	S	M	T	W	T	F	S
	2	3	4	5	6	7	8		7	8	9	10	11	12	13		4	5	6	7	8	9	10		2	3	4	5	6	7	8
	9	10	11	12	13	14	15		14	15	16	17	18	19	20		11	12	13	14	15	16	17		9	10	11	12	13	14	15
	16	17	18	19	20	21	22		21	22	23	24	25	26	27		18	19	20	21	22	23	24		16	17	18	19	20	21	22
23	24	25	26	27	28	29	28	29	30	31	25	26	27	28	29	30	25	26	27	28	29	30	23	24	25	26	27	28	29		
30																		30	31												

## 2019

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S
	1	2	3	4	5	6	7		3	4	5	6	7	8	9		3	4	5	6	7	8	9		1	2	3	4	5	6	7
	8	9	10	11	12	13	14		10	11	12	13	14	15	16		10	11	12	13	14	15	16		7	8	9	10	11	12	13
	13	14	15	16	17	18	19		17	18	19	20	21	22	23		17	18	19	20	21	22	23		14	15	16	17	18	19	20
20	21	22	23	24	25	26	24	25	26	27	28	24	25	26	27	28	29	30	21	22	23	24	25	26	27						
27	28	29	30	31																28	29	30									
May	S	M	T	W	T	F	S	June	S	M	T	W	T	F	S	July	S	M	T	W	T	F	S	August	S	M	T	W	T	F	S
	1	2	3	4	5	6	7		2	3	4	5	6	7	8		1	2	3	4	5	6	7		4	5	6	7	8	9	10
	8	9	10	11	12	13	14		9	10	11	12	13	14	15		7	8	9	10	11	12	13		11	12	13	14	15	16	17
	15	16	17	18	19	20	21		16	17	18	19	20	21	22		14	15	16	17	18	19	20		18	19	20	21	22	23	24
22	23	24	25	26	27	28	23	24	25	26	27	28	29	21	22	23	24	25	26	27	25	26	27	28	29	30	31				
29	30	31																													
September	S	M	T	W	T	F	S	October	S	M	T	W	T	F	S	November	S	M	T	W	T	F	S	December	S	M	T	W	T	F	S
	1	2	3	4	5	6	7		6	7	8	9	10	11	12		3	4	5	6	7	8	9		1	2	3	4	5	6	7
	8	9	10	11	12	13	14		13	14	15	16	17	18	19		10	11	12	13	14	15	16		8	9	10	11	12	13	14
	15	16	17	18	19	20	21		20	21	22	23	24	25	26		17	18	19	20	21	22	23		15	16	17	18	19	20	21
22	23	24	25	26	27	28	27	28	29	30	31	24	25	26	27	28	29	30	22	23	24	25	26	27	28						
29	30																	29	30	31											

