

WAUKESHA SOUTH HIGH SCHOOL

Learning, Growing, Succeeding, Every Person, Every Day

STUDENT INFORMATION AND RESOURCE GUIDE
2011-2012



Student Name: _____

Student ID #: _____

DISCLAIMER: This handbook contains guidelines, but is not intended to be all-inclusive and is not intended to supersede or conflict with the Board of Education policies, State of Wisconsin statutes, federal laws and regulations, or revised school rules and procedures. Additional rules and procedures or revisions of existing school rules and revisions will be announced to students as they become effective throughout the school year. These additions are revisions are considered part of this handbook and the expectations for South students. Any questions regarding school rules and procedures may be addressed to any of the Assistant Principals.

A MESSAGE FROM THE PRINCIPAL.....

Dear Student,

On behalf of the faculty and staff we are pleased to welcome you to Waukesha South High School. The upcoming school year promises to be exciting and rewarding. From innovative academics to top notch extracurricular programs, our school offers challenges and opportunities for every student. We encourage you to make the most of your high school experience. Through effort and enthusiasm you have the ability to shape the future you desire.

As we begin the school year, an important starting point is planning and goal setting. The Student Information and Resource Guide is an excellent tool for informing you about our academic programs and school policies and procedures. The next step is accepting the responsibility to stick to what you have set out to accomplish. The Student Information and Resource Guide provides information and resources to support you in your efforts to succeed. We encourage you to read the guide carefully and ask questions when they arise.

Another important component of your success is being involved in school activities. Joining a club or sport, serving as a tutor, or cheering on classmates, at school events are all great ways to contribute to your school in a positive way. The Student Information and Resource Guide provides a comprehensive listing of activities and a detailed schedule of events to keep you up to date. We encourage you to make a habit of referring to it on a daily basis.

We hope that you have a great school year. Put forth your best effort and you will be amazed at what you can accomplish. Above all, take great pride in carrying on the Blackshirt tradition of excellence.

Sincerely,











Michael A. Nowak

Michael A. Nowak
Principal
Waukesha South High School

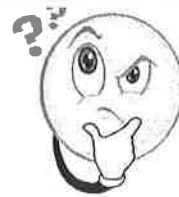
**Learning, Growing, Succeeding
Every Person, Every Day**

WAUKESHA SOUTH'S QUICK GLANCE CALENDAR

2011-2012

| | | | | |
|----------------|---|----------------|--|---|
| August 17 | 9 th & 10 th Grade Registration 8 a.m. - 6 p.m. | January 2 | No School - Holiday Recess | |
| August 17 | Parent Athlete Meeting 6:30 p.m. | January 3 | Classes Resume | |
| August 18 | 11 th & 12 th Grade Registration 8 a.m. - 6 p.m. | January 17 | Final Exams 1,2,3 |  |
| August 30 | Freshmen First Day 8 a.m. - 12:45 p.m. | January 18 | Final Exams 4,5,6 | |
| August 30 | Southfest 5:00 - 7:30 p.m. | January 19 | Final Exams 7 & 8 | |
| | | January 20 | End of First Semester | |
| | | | End of Second Quarter | |
| | | | No School | |
| September 1 | First Day of Class | February 10 | Snow Show |  |
| September 5 | Labor Day - No School | February 11 | Sadies Dance | |
| September 7 | Back to School Night 6 - 8:30 p.m. | February 15 | Winter Choir Concert 7:30 p.m. | |
| September 21 | Early Release Day | February 20 | Parent-Teacher Conferences 4 - 8 p.m. | |
| September 22 | Picture Retakes | February 23-24 | No School | |
| September 23 | Wall of Fame Induction | February 29 | Suites and Treats 7 p.m. | |
| September 24 | Marchfest  | | | |
| October 5 | Parent-Teacher Conferences 4 - 8 p.m. | March 8 | Early Release |  |
| October 7 | Homecoming Game & Ice Cream Social  | March 8-10 | Spring Musical 7 p.m. | |
| October 8 | Homecoming Dance | March 11 | Spring Musical 2 p.m. | |
| October 18 | Fall Concert 7:30 p.m. (Band, Choir, Orchestra) | March 14 | Parent Athlete Meeting 6:30 p.m. | |
| October 21 | Halloween Kinderkonzert 9 a.m. | March 23 | End of Third Quarter | |
| October 25 | Parent-Teacher Conferences 4 - 8 p.m. | April 4 | Masterworks Concert 7:30 p.m. |  |
| October 27-31 | No School  | April 6-13 | No School - Spring Break | |
| | | April 16 | Classes Resume | |
| | | April 18 | Student Council Blood Drive | |
| | | April 18 | Spring NHS Induction 6:00 p.m. | |
| | | April 25 | Jazz Day - 7:30 p.m. concert | |
| November 4 | End of First Quarter | May 2 | Scholar Athlete Banquet 6:00 p.m. | |
| November 9 | Parent Athlete Meeting 6:30 p.m. | May 5 | Prom  | |
| November 10-12 | Fall Play 7:00 p.m. | May 17-19 | Spring Play 7:00 p.m. | |
| November 16 | Student Council Blood Drive | May 23 | Spring Band Concert 7:30 p.m. | |
| November 16 | Fall Jazz Concert 7:30 p.m. | May 28 | Memorial Day - No School | |
| November 23-25 | No School | May 30 | Senior Honors Night 7:00 p.m. | |
| November 30 | Fall NHS Induction 7:00 p.m.  | | | |
| December 1 | Early Release | June 3 | Baccalaureate 7:00 p.m. |  |
| December 7 | Choir/Orchestra Holiday Concert 7:30 p.m. | June 5 | Exams 1, 2, 3 | |
| December 12-17 | Student Council Annual Food Drive | June 6 | Exams 4, 5, 6 | |
| December 13 | Band Holiday Kinderkonzert 9 a.m. | June 7 | Exams 7 & 8 | |
| December 14 | Band Holiday Concert 7:30 p.m. | June 7 | End of Second Semester | |
| Dec. 23-30 | No School - Holiday Recess | June 9 | Last Day of School | |
| | | | Graduation/Class of 2012 - 2:00 pm | |

Where do I go?



| | | |
|---|--|--|
| ABSENCE CORRECTION & ATTENDANCE ISSUES | Mrs. Hartling | Attendance Office |
| ADDRESS/PHONE CHANGES | Mrs. Blackburn | Student Services Office |
| ANNOUNCEMENTS | Mrs. Tsiopelas | Assistant Principal's Office |
| ATHLETIC FEES & ATHLETIC ELIGIBILITY | Mrs. Miller | Athletic Office |
| BUS INFORMATION | Mrs. Blackburn | Student Services Office |
| COLLEGE INFORMATION | Ms. Foreman | Guidance Office |
| COMMUNITY SERVICE | Mrs. Tsiopelas | Assistant Principal's Office |
| COMPUTER – ACCEPTABLE USE POLICY | Ms. Sherman | Library |
| COPY AIDE TRAINING & COPY CARD | Mrs. Tsiopelas | Assistant Principal's Office |
| CONFISCATED ITEMS | Assistant Principal | Assistant Principal's Office |
| DANCE GUEST APPLICATION | Mrs. Tsiopelas | Assistant Principal's Office |
| DOCTOR APPOINTMENTS (pass) | Mrs. Hartling | Attendance Office |
| EXAM EXEMPTION INFORMATION | Mrs. Tsiopelas | Assistant Principal's Office |
| EXTENDED DETENTION | Mrs. Tsiopelas | Assistant Principal's Office |
| FEES | Mrs. Geiger | Principal's Office |
| FREE/REDUCED LUNCH APPLICATION | Mrs. Geiger | Principal's Office |
| HARRASSMENT | Assistant Principal | Assistant Principal's Office |
| LOCKERS | Mrs. Tsiopelas | Assistant Principal's Office |
| LOCKS | Mrs. Tsiopelas Mrs. Miller | Assistant Principal's Office Athletic Office |
| LOST & FOUND | Student Services | Student Services |
| MEDICATION/NOT FEELING WELL | Ms. Weinert Ms. Foreman | Health Room Guidance Office |
| PARKING PERMIT (\$50.00 or \$1.00 daily) & PARKING ISSUES | Mrs. Tsiopelas | Assistant Principal's Office |
| PHYSICAL CARDS | Mrs. Miller | Athletic Office |
| PRE-PLANNED ABSENCE | Attendance Office | Attendance Office |
| SCHEDULE CHANGE | Guidance Counselor | Guidance Office |
| SCHOLARSHIPS | Mrs. Blackburn | Student Services Office |
| STUDENT ID | Mrs. Blackburn | Student Services Office |
| TESTING INFORMATION: ACT/SAT (CODE 502390) | Guidance Counselor | Guidance Office |
| THEFT FORMS | Mrs. Tsiopelas Officer Joe | Assistant Principal's Office School Resource Officer |
| TRANSCRIPT | Mrs. Furman | Guidance Office |
| TRANSFER REQUEST | Mrs. Wilhelmson | Guidance Office |
| WEBGRADER PASSWORD | Mrs. Blackburn | Student Services Office |
| WORK PERMIT | Mrs. Wilhelmson Ms. Foreman Mrs. Blackburn Mrs. Miller Mrs. Geiger | Guidance Office Athletic Office Principal's Office |
| YEARBOOK PURCHASE | Mrs. Miller | Athletic Office |

WHO IS MY ASSISTANT PRINCIPAL?

| A-L / WAHP | M-Z / WEPA |
|--------------------|---------------|
| Mr. Richard Lehman | Mr. Tim Joynt |
| 970-3713 | 970-3711 |

WHO IS MY GUIDANCE COUNSELOR?

| A-F WAHP | G-O WEPA | P-Z AVID |
|-------------|-------------|--------------|
| Ms. Brazell | Mr. Darling | Ms. Marrazzo |
| 970-3726 | 970-3727 | 970-3729 |

WHO IS THE ATHLETIC DIRECTOR?

Mr. Domach 970-3712

WHEN ARE THE VARIOUS SCHOLASTIC TESTS?

WKCE – November 7-10, 2011

AP Testing – May 7-11 May 14-18

ACT – September 7, 2011; October 22, 2011; December 10, 2011; February 1, 2012; April 14, 2012; June 9, 2012

Waukesha South High School Athletics/Activities 2011-2012

Dan Domach, Athletic Director/Assistant Principal 970-3712 Jodi Miller, Athletic/Activities Secretary 970-3719

Prior to being considered eligible for athletics/activities, students and parents are required to view a video outlining the rules and procedures related to the current athletic code. Students involved in extra-curricular activities have agreed to follow the Athletic Code year round. This code forbids the use of alcohol, illegal use of drugs, and tobacco. Violations also include municipal and criminal violations or behavior that is deemed inappropriate by South's Discipline Code. As well, students are required to immediately leave a party or gathering where alcohol or drugs are being used. Students who violate the Athletic Code will be suspended from their team or activity for a length of time determined by the Assistant Principal for Athletics/Activities.

| Event | Advisor | Event | Advisor |
|---|---|-----------------------------|---|
| Dan Domach Activities Director 970-3712 | Jodi Miller Activities Secretary 970-3719 | Golf – Boys | Chad Sadowski 970-3880 |
| Academic Decathlon | Eric White 970-3746 | Golf – Girls | Adam McDonald 970-3823 |
| AFS/Intl | TBA | Gymnastics | Contact West 970-3919 |
| Art Club | Therese Rocheleau 970-3761 | Hockey | Contact North 970-3519 |
| Band | Andy Hacker 970-3780 | HOSA | TBA |
| Baseball | Adam McDonald 970-3845 | Key Club | Brian Williams-Hartling |
| Basketball – Boys | Billy Swartz 970-3719 | National Honor Society | Gretchen Egner 970-3821 |
| Basketball – Girls | Paul Darling 970-3727 | Orchestra | Courtney Gildersleeve 970-3779 |
| Cheerleading | Amanda Knops 920-728-0634 | Poms – Varsity Poms – JV | Brianna Nelson) 970-3719 Allie Temple) |
| Choir | Jason Brinker 970-3777 | Prom | Emily McHugh-970-3770 Meg Mastroianni-970-3768 |
| Class Advisor Freshman | Jason Brinker 970-3777 | Robotics | Dennis Skurulsky-970-3148 Andy Weber-970-3794 |
| Class Advisor Sophomore | Barb Truog 970-3847 | SODA (SADD) | Kristin Kendall 970-3882 |
| Class Advisor Junior | Kris Tsakonas 970-3799 | Soccer – Boys | Hansi Herzog 262-443-3851 |
| Class Advisor Senior | Jodi Miller 970-3719 | Soccer – Girls | Pete Byrne 970-3719 |
| Cross Country – Boys | Darrell Gramdorf 970-3866 | Softball | Corey Kirsch 970-3756 |
| Cross Country – Girls | Eric Lehmann 262-364-9274 | Student Council | Gina Nordrum 970-3754 |
| Debate | Steve Goetsch 262-970-3823 | Swim – Boys & Girls | Blaine Carlson 970-0641 |
| DECA | Julie Kabitzke 970-3806 | Tennis – Boys & Girls | Greg Alft 970-3759 |
| Drama | Erin Richards 970-3854 | Track – Boys | Ken Sumbry 414-232-0445 |
| FBLA | Julie Richter 970-4007 | Track – Girls | Eric Lehmann 262-364-9274 |
| FCCLA | TBA | Unity | Tom Mancusco 970-3820 |
| Fellowship of Christian Athletes | TBA | Volleyball – Boys | David Riedl 414-688-3905 |
| Football | Dave Rusch 970-3795 | Volleyball – Girls | Katie Roessler 262-970-3719 |
| Forensics | Andy Boerner 970-3882 | Wrestling | Ryan Green 262-337-2686 |
| Freshmen Mentoring Program | Jake Forystek 970-3826 | Yearbook | Jane Guralski 970-3851 |

BELL SCHEDULES

DAILY BELL SCHEDULE

| | | | |
|----------------------|-------|---|-------|
| First Bell 7:15 a.m. | | | |
| 1 | 7:20 | - | 8:07 |
| 2 | 8:12 | - | 8:59 |
| 3 | 9:04 | - | 9:55 |
| 4 | 10:00 | - | 10:47 |
| Lunch A | 10:47 | - | 11:17 |
| 5A | 10:52 | - | 11:39 |
| 5B | 11:22 | - | 12:09 |
| Lunch B | 11:39 | - | 12:09 |
| 6A | 11:44 | - | 12:31 |
| 6B | 12:14 | - | 1:01 |
| Lunch C | 12:31 | - | 1:01 |
| 7 | 1:06 | - | 1:53 |
| 8 | 1:58 | - | 2:45 |

EARLY RELEASE SCHEDULE

| | | | |
|--|-------|---|-------|
| 1 | 7:20 | - | 7:55 |
| 2 | 8:00 | - | 8:35 |
| 3 | 8:40 | - | 9:15 |
| 4 | 9:20 | - | 9:55 |
| 5 | 10:00 | - | 10:35 |
| 6 | 10:40 | - | 11:15 |
| 7 | 11:20 | - | 11:55 |
| 8 | 12:00 | - | 12:35 |
| Lunch | 12:40 | - | 1:10 |
| Students may leave the building at 12:35 p.m. Busses leave at 1:17 p.m. | | | |

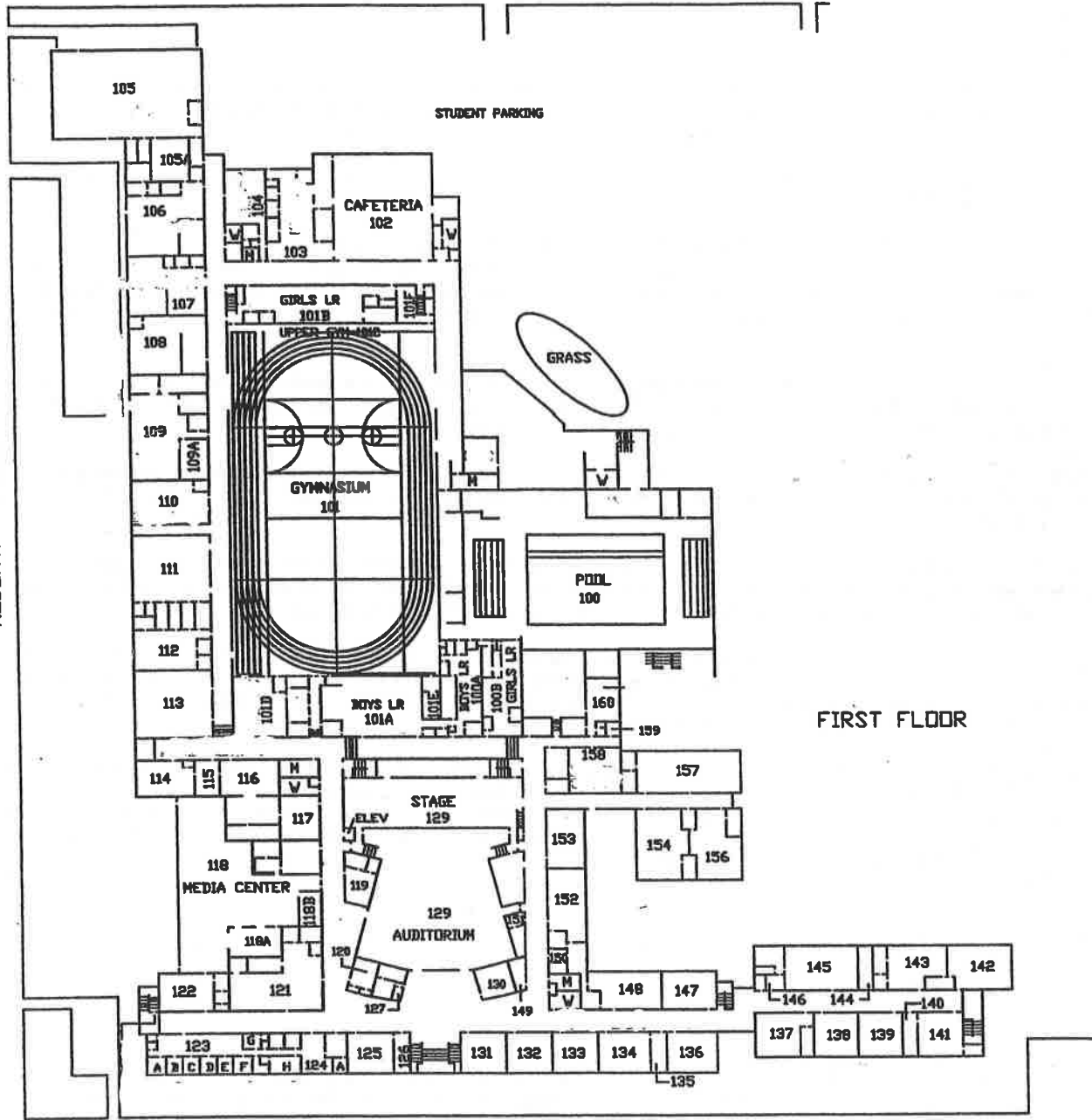
FINAL EXAM SCHEDULE

| | | | | |
|--------------------------|------------------|-------|---|-------|
| Help/Make Up | | 7:20 | - | 8:50 |
| 1 st Exam Day | Day One Hour 1 | 9:00 | - | 10:30 |
| | Day Two Hour 2 | 11:35 | - | 1:05 |
| | Day Three Hour 3 | 1:15 | - | 2:45 |
| Lunch | | 10:30 | - | 11:30 |
| 2 nd Exam Day | Day One Hour 4 | 9:00 | - | 10:30 |
| | Day Two Hour 5 | 11:35 | - | 1:05 |
| | Day Three Hour 6 | 1:15 | - | 2:45 |
| 3 rd Exam Day | Day One Hour 7 | 9:00 | - | 10:30 |
| | Day Two Hour 8 | 11:35 | - | 1:05 |
| | Make-Up Exams | 1:15 | - | 2:45 |

TENNY AVENUE

ROBERTA AVENUE

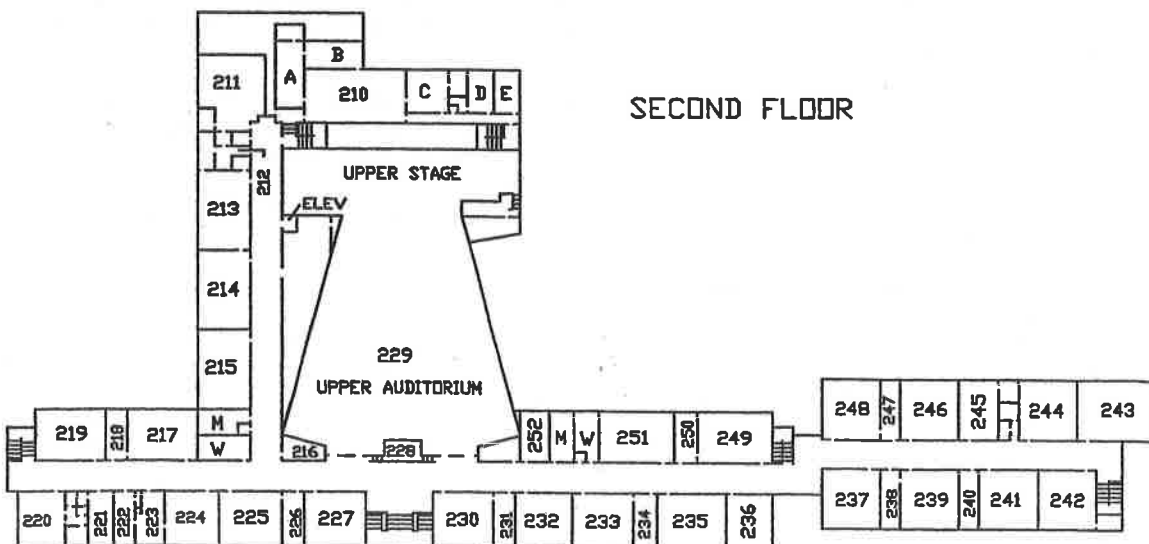
STUDENT PARKING



FIRST FLOOR

FACULTY PARKING

SECOND FLOOR



Adult Students

Adult students (age of majority is 18 or older) enrolled at Waukesha South High School must follow the same attendance policies as all students who are not considered Adult Students.

After School Tutoring

Teachers and other qualified adults are available in the Media Center for tutoring on a drop in basis.

Alternative Programs

South High School and the School District of Waukesha support several alternative education programs. These programs are designed to assist students who are not experiencing success in the traditional high school. If you have any questions regarding these programs, please contact your counselor.

Check-In Procedure

Students who arrive at/return to school during the school day as a result of any absence, excused or unexcused, must first report to the Attendance Office to sign in and receive a PLASCO pass to class.

Dances and Guests

South High School runs a number of school dances for the benefit of our students. Students who wish to bring a guest who does not attend South High School must complete a guest pass form. Guest forms applications are due to the office one week prior to the date of the dance. An administrator at the guest's school, the guest's parent, and the student's parent must sign this form. Final approval is made by the South High School Administration. All guests must be current high school students or individuals who graduated the previous school year. Students may make requests for exceptions to this rule in writing to their Assistant Principal.

Early Check-Out Procedure

Parents should call the Attendance Office or provide a note explaining the reason for their student's absence(s) during the school day. If notification is not provided, attempt to contact a parent will be made. This absence will be considered unexcused until an acceptable reason is provided. Students must report to the Attendance Office to pick up a Release Pass to excuse them early from their class(es).

Electronic Devices

Students are allowed to use electronic devices in common areas (hallways and cafeteria) as long as it does not compromise instructional integrity and is not offensive to others in the area. Not adhering to the rules governing either common areas or the classroom may result in confiscation of the device and further disciplinary action.

Guidance Services

Guidance services include vocational counseling, career information, planning for college, assistance in academic and study problems, scheduling, specialized testing and personal counseling. Students should come to the Guidance Office to make an appointment with their counselor during their study hall or before or after school. Conferences will be held during class time on an emergency basis only.

Health Room

Students reporting to the health room should have a Hall Pass issued by a faculty member. When ill students report to the health room their parents are notified and a decision is made as to whether the student returns to class or is excused to go home. To insure prompt communication, please report any change of address or telephone number (home or work) to the Student Service Secretary (970-3703). Your cooperation will help us to maintain effective communication with your family in case of illness or an emergency.

Late Arrival at School

Students arriving late to school are placed at an academic disadvantage and often fail classes they miss. Students who arrive late should go to the Attendance Office to receive a PLASCO pass from the Attendance Secretary. The school can not excuse tardiness for over sleeping, car trouble, or power outages. Students who are chronically late to school may be declared habitually truant. Students who are truant may be: placed in in-school suspension, referred to the policy to receive a truancy citation, referred to Waukesha County Juvenile Court, or be in a position to lose school privileges.

WAUKESHA SOUTH TARDY POLICY USING PLASCO SYSTEM

| | | |
|---|--|---------------------------|
| 1 | | Warning |
| 2 | | Warning |
| 3 | | 1 st Detention |
| 4 | | 2 nd Detention |
| 5 | | 3 rd Detention |
| 6 | | Extended Detention |
| 7 | | See Administrator |

Library

The library is designed to accommodate students who want to read, do research, seek additional learning resources, and independently use computers. Students who wish to use the library should report there directly instead of going to their study hall. Students are to arrive on time and to sign in at the library for attendance. South's library subscribes to a number of full-text databases and indices available via the Internet. All are available through our library's web site. We are linked to the school web site (waukeshas.cjb.net.)

Lockers

Every student is assigned and held responsible for a locker. These lockers are the property of Waukesha South High School and may be searched at any time, without notice or the student present, by a school administrator or his/her designee. Students are not permitted to tamper with the locks or lockers assigned to other students. The combinations to padlocks are considered property of the student to whom the lock is owned. Any problems with locks or lockers should be reported by the student to the Attendance Office.

Open Lunch (#5113)

Open lunch privilege is given to seniors and juniors who may leave campus for lunch only if they have an approved lunch release form on file in the Guidance Office and may be revoked if at any time students do not meet the criteria set forth pertaining to grades, discipline and attendance. Juniors may qualify for lunch release if they have accrued 12.5 credits and are in good attendance/disciplinary standing.

Public Displays of Affection

Demonstration of affection is not acceptable in school. Consequences for excessive displays of affection may include warning, parent notification, referral to counselors, referral to Assistant Principal.

Release

Students in grades 9, 10, and 11 are not permitted to leave campus between 7:15 a.m. and 2:45 p.m. unless they have properly signed out of the attendance office or they have an approved off-campus learning assignment. Eligible seniors may qualify to be released from school one period per day. Eligibility is based on grades, attendance, and behavior. Leaving campus is a privilege. If you have a release you must exit the building. No loitering is allowed in an unsupervised area of the building. Juniors are afforded junior lunch release with a signed form on file and having met attendance, discipline and GPA criteria.

Schedule Changes (Dropping a Class)

Students who wish to change their schedules or drop a class should consult their parents, their instructor, and their guidance counselor. The following requirements are necessary for a student to request a change.

1. Maintain 6 academic class courses on their schedule.
2. Obtain a Schedule Change Request from your guidance counselor.
3. Discuss the change with your parents and have a parent/guardian sign the form.
4. Discuss the change with your teacher.
5. Return the completed request form to your counselor.
6. Return the book to the Library
7. Pay a \$10.00 processing fee unless the change is initiated by a teacher or counselor or to correct a scheduling error.

The deadline to drop a class without receiving an "F" for the semester is 5 school days after the first and third quarter progress reports are mailed home.

Search and Seizure

The Waukesha South High School Administrators or their designees reserve the right to search (whether through the consent of the student or by way of reasonable suspicion of illegal activity – activity which violates school rules or possession of contraband) any property or items brought onto school property by students, including, but not limited to bags, backpacks, purses, other containers, articles of clothing, and electronic devices. Motor vehicles, and their contents and containers, on school premises, are subject to search under this section.

Standards Score formerly WebGrader

Parents and students are able to access Standards Score over the Internet and view current assignments, grades, communicate with teachers and access classroom materials. Standards Score's data is centralized: administrators, teachers, parents and students all have internet access to the same real-time information.

Study Halls

Students may be assigned or choose to have a study hall period. The study hall is a quiet environment and attendance is mandatory. However, students may use their study hall period to work in the library, music rooms, or drama room. Students who choose to work in other areas should report directly to those areas at the start of the period and sign in appropriately. Failure to sign in appropriately will result in a detention being issued. Mistakes can be fixed, however signing in correctly will save a student time.

Student ID Cards

Students will receive an individual picture ID card at the beginning of each year which they are expected to carry at all times while in school. ID cards are necessary for free admittance to school events, checking out library materials, using school computers, and for use in the Lanyard Pass System. Your ID card must be placed in the lanyard.

Work Permits

The State of Wisconsin requires students to bring the following to get their permit:

1. Proof of Age: Original Birth Certificate, Baptismal Record, Driver's License, or State-issued Identification Card (not school ID).
2. Letter from employer with company name, address and telephone number stating the intent to employ the minor along with the job duties, hours of work and time of day the minor will be working.
3. Letter from the minor's parent, guardian or court-ordered foster parent while the minor is under their care and supervision consenting to the employment. As an alternative, the parent, guardian or foster parent may countersign the employer's letter.
4. The minor's social security card. Just the number is not acceptable. If the student does not have their actual card, they can go to the Social Security Administration and obtain a letter which states the number assigned to the student.
5. Statutory permit fee of \$10.00. The employer is required to pay the permit fee. If the minor advances the fee, the employer shall reimburse the minor no later than the minor's first paycheck.
6. The School address that the minor attends or school district.

Visitors

Student visitors are not permitted in the building without an administrator's approval. This approval should be received at least one school day before a visit is to take place. Unauthorized visitors who are in the building or on school grounds between 7:00 a.m. and 5:00 p.m. are in violation of the city loitering ordinance #11.06.

ACADEMIC HONESTY #6175

All school work submitted for the purpose of meeting course requirements must represent the efforts of the individual student. To help maintain an atmosphere of mutual trust and confidence among students and faculty to ensure that each student is judged solely according to his or her own merits, the School District of Waukesha has established the following honor code: No School District of Waukesha student will unfairly advance his or her own academic performance nor will the student in any way intentionally limit or impede the academic performance or intellectual pursuits of other students of the School District of Waukesha community. Any form of academic dishonesty is prohibited. Academic dishonesty includes, but is not limited to:

- plagiarism
- forgery
- copying or stealing another person's work
- allowing another person to copy one's own work
- doing another person's class work
- creating more than one copy of one's work for distribution
- intentionally accessing another's material for the purpose of using it as one's own
- downloading information from other sources and presenting it as one's own
- unauthorized copying of software
- unauthorized use of hard copy or software to develop one's own software

Repeated violations of this policy at the high school level will result in disciplinary action up to and including removal from class with a grade of F and/or other disciplinary consequences. Student and parent appeals of any consequences resulting from violations of this policy shall follow established channels of communications up to and including filing of a complaint under policy #1312.

STUDENT ATTENDANCE #5113

The School District of Waukesha believes that student attendance is of critical importance to success in school. Habits of good student attendance are skills developed over time that carry over into the world of work or further schooling once a student ceases to attend the School District of Waukesha.

In accordance with state law, all parents must cause children between six (6) and 18 years of age to attend school unless the child has graduated, is excused by the school attendance officer or is enrolled in an alternative program leading toward graduation. The responsibility for monitoring and encouraging attendance is shared by the parents, schools and the community.

The superintendent shall develop guidelines for student attendance that include the following:

- parent, student, teacher and administrator responsibilities
- definitions of excused absences and trancies
- notification procedures
- truancy filing
- any public information necessary to implement this policy

GUIDELINES FOR STUDENT ATTENDANCE #5113G

In accordance with state law, all children between six and 18 years of age must attend school unless they are excused in accordance with definitions and responsibilities in the policy (see section I).

Note: A student who turns 18 after a school year starts remains under the Compulsory School Attendance Law until the "end of the school term, quarter or semester of the school year in which the child becomes 18 years of age."

Principals may implement an earned privilege system with attendance incentives for grades 9-12 with faculty involvement and site council consensus.

No student shall leave his/her building while school is in session without permission from their parent/guardian and the building principal. Pupils are required to be in their assigned program, classes, or activities at all times during the school day. Unless approved by the principal based on a written request by the parent(s), ninth and tenth grade high school students may not leave school premises during the school day, including lunch period. Juniors may be allowed to leave the campus during lunch period, only with written parental permission and administration approval on file in the school office. The building administration may allow seniors who have demonstrated a high level of maturity and personal responsibility to leave school premises for the lunch period and up to one class period if they do not have a class scheduled during that period. Students given this privilege must have parent permission and must either leave the campus or report to an administratively assigned area. Parents of minor students may revoke this privilege for any reason at any time. The administration may revoke this privilege for educational or disciplinary reasons at any time. Appropriate exceptions to the above closed campus requirements may be made by the principal for students with special class schedules. Each secondary student's parent/guardian is to call the school attendance office as soon as possible after 7:00 a.m. each day when the student will be absent with the parent's knowledge and consent. Each elementary parent/guardian is to call the school as soon as possible before 9:00 a.m. Failure to contact the principal's office may result in a telephone call or a personal visit. The building principal, or the principal's designee, at each of the district's schools shall serve as that school's attendance officer.

I. Definitions and Responsibilities

The attendance officer shall determine daily which pupils enrolled in the school are absent and designate each absence as excused or truant or habitually truant, as defined below.

- A. Excused absence – acceptable excuses include illness, funerals, medical, family/home emergencies, religious holidays, suspensions, family trips, those ordered to shelter care or secure detention, or a court subpoena. Assignments may be made up. It is the responsibility of the student to arrange for and complete assignments missed due to an excused absence.

Note: Parents are allowed to excuse their children from school for up to 10 days in a school year if the request is made in writing in advance of the absence.

Family/home emergencies do not include family vacations taken on school days. Family/home emergencies are to be limited to half days but in normal circumstances would not exceed two school days. A school attendance officer may require a parent/guardian to provide a medical excuse by a physician for any verification of illness. Prior to any request for medical verification, phone calls, written communication, and/or conferences with parent(s) and/or eligible student will be held regarding student absences. This correspondence and communication at the various levels regarding attendance shall be consistent from school to school. Parent Excused Absence -- Student absences excused by the parent will be classified as either accepted or accepted but not recommended by the school attendance officer in accordance with criteria established for this purpose. These criteria for accepted and accepted but not recommended include the student's overall attendance record and academic status for the proposed absence.

Accepted but not recommended activities include: non-school athletic events (such as Brewer's opening day), "skip days", rock concerts or job interviews not related to a school co-op apprenticeship or other school program. Student absence requests shall be submitted to the school attendance office prior to the proposed absence. The request shall be made on a school district form provided for this purpose and available in the main office of each school. Students who are truant may forfeit make-up privileges as dictated by state law and may place themselves and their parents/guardians in jeopardy of violating the compulsory school attendance laws of the state of Wisconsin. Make-up arrangements for an excused absence shall be at the initiative of the student and/or parent. Make-up provisions may differ among teachers, depending upon the nature of the class and the type of work missed. Alternative assignments may be a viable option in some situations. It is the student's responsibility to check with each teacher prior to the absence to determine the make-up arrangements. When the pre-approved absence is part of the 10 days that a parent may excuse a student, missed assignments must be completed.

Note: For requesting a preplanned and/or extended absence, the principal's office shall be notified before the absence. Requests for preplanned absences must be submitted on a district approved form. Make up of class work may be allowed at the discretion of the attendance officer.

However, the parent should realize that in primary level classes, very little work can be done outside of the classroom. Parents must realize that time out of the classroom will mean that some valuable academic experiences will be missed.

B. Tardiness – Shall be defined as follows:

Middle and High School: Any student who arrives to school within 10 minutes after the starting bell for the day or class period/block will be considered tardy. Any student who arrives after 10 minutes will be marked absent.

A pattern of tardiness on the part of any student shall be brought to the attention of the student's parent/guardian. If it appears that the student is negligent with being at school/class on time, appropriate disciplinary action shall be taken, including possible municipal citations.

C. Truancy – Defined as any absence of any portion of a school day or absence for one or more days from school during which the principal has not been notified in writing or by phone of the reason for the acceptable absence by the parent/guardian of the pupil who is absent. In the case of truancy, strict procedural steps will be followed where the parents, the student and school staff will be involved. Tardiness that is not excused shall be considered truancy. Make-up privileges for truanies are at the discretion of the school and the student will be subject to disciplinary procedures. Students with truanies that are approved for make-up work are responsible for arranging with each teacher the make up of any assignment or test which has been missed.

D. Habitual Truant – A pupil who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester.

II. Administrative Directives and Procedures for Handling and Reporting Attendance and/or Withdrawal Problems

B. Truancy Reporting, Notice Requirements and Timeline for Filing With Juvenile Court

Truancy filing may be either through the Municipal Ordinance (city) and/or through the County Juvenile Court System.

1. Age considerations and procedures for truancy filing

a. Students in the following categories call for different types of responses on the part of administrators, counselors and teachers:

- 1) under 17 years of age
- 2) those at least 17 years of age but under age 18

b. Students under 17 years of age

1) Truancy from single class periods or school days should be filed by using the proper forms:

- a) Cover letter
- b) Municipal Court Forms, citations, or Non-Law Enforcement Referral Form 11-02 (Juvenile Court Form)
- c) Truancy referral information

2) A Truancy Referral or municipal citation will be filed after the student reaches habitual truant standing and the parent/guardian has been notified of the habitual truancy. Exceptions to this rule include the following categories:

- a) students who are runaways;
- b) students whose behavior pattern is improving following the period of attendance (for example: child was absent 50 days last year and this year is improving and is absent 30 days);
- c) students with illness or health problems where parents are being worked with by support staff and administration; and
- d) domestic problems (i.e. parents are receiving support services but cannot get the student up or awake in the morning to establish a pattern)

Note: With the above four examples, a collaborative team building level decision should be made weighing the effectiveness of the truancy referral system against the needs and responsiveness of the student/parents. If previous referrals have been ineffective in the above cases, an exception to the "must file truancy" rule will normally be granted.

3) In rare cases only will the administration take a case of a student who has not been referred for truancy for final year-end master list elimination, with records kept at the Central Office.

4) In the event that an exception is made to the truancy referral procedure, a letter will be sent to the Juvenile Court Intake Section/Department of Human Services or municipal court indicating the reason for such an exception. The parents will be notified of this communication.

c. Students at least 17 years of age but under the age of 18

- 1) filing for truancy for students in this age category should be considered after the facts of truanies, previous history and probability of an effective resolution by the courts has been taken into consideration
- 2) filing procedures for students between the ages of 17 and 18 follow the same procedure as children under 17

2. Timelines for filing/reporting truancy

a. State statutes do not dictate timelines for truancy referrals. This decision is left up to the principal utilizing the following timetable. Any student who has reached habitual truancy status shall have a truancy referral filed or municipal citation issued. The filing shall occur as soon as practicable.

b. Truancy referrals or reporting letters should include all necessary information.

III. Publicity and Recognition for Positive School Attendance

A. Recognition for Good Attendance

Schools are to recognize top attenders utilizing various recognition programs, including but not limited to announcements, student awards and newsletters.

B. Notification to Parents of Attendance Policies/Guidelines

Administration will periodically inform the parents through district publications of the policy and guidelines for student attendance. At the beginning of each school year and as often as may be needed, principals should provide appropriate summaries of attendance policies relating to their students.

ANTI-BULLYING POLICY #5135

It is the policy of the School District of Waukesha that students are entitled to a safe and respectful learning and work environment. Bullying has a harmful social, physical, psychological and academic impact on all persons involved. Bullying is prohibited in the School District of Waukesha.

This policy is designed to promote physical and emotional safety within the school district, including schools, school-related activities, district transportation arrangements, student trips and any other school-related functions (athletics and other extra-curricular activities). All district staff and volunteers will consistently, timely, and vigorously address any reported claim of bullying. All students, staff, and volunteers are expected to follow this policy. Retaliation against anyone involved in bullying or the reporting of bullying is prohibited. Each school district site shall provide students with an age-appropriate review of this policy at the beginning of each school year, upon enrollment if after that time, and when any incident of bullying occurs.

ANTI-BULLYING GUIDELINES #5135G

Definitions

Bullying is any deliberate or intentional behavior (words or actions) that involves an imbalance of power, intent to harm, threaten, intimidate, or humiliate. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, color, national origin, race, religion, gender, gender identity/expression, sexual orientation, physical attributes, physical or mental ability or disability, social or family status.

Bullying behavior is one-sided, involves a power differential and can be:

- Physical (e.g. assault, hitting, kicking, theft)

- Verbal (e.g. threatening or intimidating language, name-calling, racist remarks,.)
- Indirect (e.g. spreading cruel rumors, social exclusion and isolation, using technology in a hurtful manner – electronic aggression commonly referred to as cyber bullying) Cyber bullying includes, but is not limited to the use of e-mail, instant messages, text messages, digital pictures or images, cell phones, or website postings to threaten, harass or intimidate someone.
- Between students and students, students and adults, or adults and adults.

Bullying Roles include:

One who bullies, one who is bullied, and bystanders. Bystanders are those aware of bullying behavior. Bystanders who join and/or encourage bullying are considered to be in violation of this policy. Bystanders who knowingly ignore bullying are subject to investigation and consequences may be given.

Bullying is NOT back and forth, two-sided behavior such as:

- an argument or disagreement
- a fight

While the above behaviors are a violation of the student code of conduct, the behaviors will be handled differently than bullying situations according to Policy #5131G – Guidelines to Student Rights and Responsibilities.

Reporting Procedures

It is the responsibility of all students to report any bullying acts observed or experienced to an administrator or other authority. Each person concerned about bullying shall be given an opportunity to report verbally or in written form. All reports shall be taken seriously and clearly documented. There shall be no retaliation against individuals making such reports.

Sanctions

When it is determined that students participated in bullying behavior, the administration may take disciplinary action including warnings, exclusion from certain areas/activities of school, detention, suspension, expulsion and/or referral to law enforcement and/or social services, as appropriate. The disciplinary action shall include helping students learn accountability for their actions and to develop more appropriate future responses.

COMMUNICABLE DISEASES #5141.3

The School District of Waukesha assists other state and county agencies in the setting of appropriate health standards, in promoting the good health of students and their families and in educating students and staff in disease prevention and good health practices. The board recognizes its responsibility to inform appropriate staff and to outline responsibilities of various professionals when dealing with communicable diseases.

School district personnel (principals, teachers, counselors, social workers, and other support staff) are responsible for reporting communicable diseases to the local health officer (Waukesha County Department of Health and Human Services, Public Health Division) and school nurses. The parents of any student who is suspected of having a communicable disease shall be notified as soon as practicable. Students who are suspected of having a communicable diseases may be sent home by any teacher or principal. Employees and students are subject to temporary exclusion from the school environment if they are diagnosed as or suspected of having a communicable disease, such as, but not limited to, those listed in the guidelines. Records and information collected on students and staff with suspected or confirmed communicable disease are confidential and handled in accordance with state law and board policy on student and staff records.

DISCIPLINE #5114

Students are expected to display behavior that conforms to school rules and school board policies, and respects the rights of others at all times. When student behavior interferes with the educational purposes of the school, violates school rules or board policies, conflicts with the rights of others, or endangers the health or safety of others, disciplinary action may be necessary for the benefit of the individual and of the school.

The goals of disciplinary action are to protect the educational process, ensure the health and safety of all members of the school community, and to help students to grow in their capacity of self-discipline and responsibility. Professional staff members, in consultation with parents/guardians when appropriate or necessary, shall expect students to correct misbehavior and to conform to school rules and school board policies.

The board believes that Policy #5131 - Student Rights and Responsibilities should serve as a general guideline for acceptable student conduct.

STUDENT SUSPENSION #5114.1

In accordance with state statutes, a student may be suspended by the school principal for not more than five consecutive school days or, if a notice of expulsion hearing has been sent, for not more than fifteen consecutive school days if it is determined:

1. that the pupil is guilty of violating a school rule and school board policies or that while at school or on school grounds (at school includes after school and evening school sponsored activities) or under the supervision of a school authority endangered the property, health or safety of others; and
2. that the pupil's suspension is reasonably justified.

STUDENT EXPULSION #5114.2

In accordance with state statutes, students may be expelled from school by the board if:

- I. It finds the student guilty of repeated refusal or neglect to obey school rules and school board policies; or finds the student knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; or finds that while the student was at school, on school premises, at school-related functions, or under the supervision of a school authority, he/she endangered the property, health, or safety of others; or endangered the property, health or safety of any employee or school board member; or finds a student who is at least 16 years old who repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority; or finds a student, while at school or while under the supervision of a school authority, possessed a firearm; and
- II. It is satisfied that the interest of the school demands a student's expulsion.
- III. In addition to the grounds for expulsion as stated above, the board may expel from school a pupil who is at least 16 years old if it finds that the pupil repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct does not constitute grounds for expulsion under the preceding paragraph and is satisfied that the interest of the school demands the pupil's expulsion.

DRESS CODE #5132

Unless a more specific uniform dress code has been determined by a specific school, among student rights is that of dressing and grooming themselves for school and school-related activities as they and their parents/guardians wish. Specifically included within the scope of this right is the display of political statements and/or commercial messages on behalf of legal products and services.

However, students are expected to exercise the above right responsibly, in accordance with accepted community standards regarding:

- health and safety
- vulgarity and/or obscenity
- sexual innuendo
- disruption of the educational process

Students are prohibited from the wearing of hats or other headwear and coats in school on regular school days. The principal of any school may allow exceptions to this policy for any legitimate reason or in the celebration of a specified pep rally, spirit day or hat day. Clothing, jewelry, body art, or any accessory advertising alcohol, tobacco or other drugs are at a counter purpose with District AODA programs and therefore deemed inappropriate. Serious and repeated violations of this policy may result in parent notification and/or other consequences.

The administration, in conjunction with the Health and Physical Education Department, will provide directives to students on an annual basis on appropriate swimwear in physical education classes. Included in the directives will be information on properly fastened suits, coverage, suits prohibited, and alternatives for

students needing options.

GRADING POLICY #5121

Grades are a very important measurement of a student's success in school and represent a student's progress toward achieving state standards. The purpose of this policy is to communicate a consistent and fair grading policy that will assist the schools in reporting to students and parents as well as outlining expectations for learners.

I. Grading Best Practices

The superintendent shall develop a grading best practices document which shall be current, be available, and required of all instructional staff. The superintendent or designee shall also include a continuous staff development program and implementation/revision strategy to implement this grading policy.

II. Grading

A. Elementary Level

All schools will report on student progress each trimester with a fall progress report to occur during October. Trimester grades will be recorded on the student's permanent record.

B. Secondary Level

Grades are relative to a particular course and represent the level of student achievement relative to understanding and mastery of the designed curricular skills and concepts and state standards. Students are evaluated on a quarterly basis, but only semester grades are permanent records and generate credit.

Pluses and minuses are to be used and do have an impact on grade points awarded. A plus is worth .33 while a minus reduces the grade points by .33. (Example: C = 2.0, C+ = 2.33, B- = 2.67, B = 3.0, etc.)

Specific courses are designated for "weighted" grades. An additional 1.00 of grade points is added for a weighted course for grades of A+ through C-. Grades of D+ and below are given "regular" course grade point equivalencies.

A student receives 1/2 credit for each semester of a full time course which is completed with the grade D- or better. If a student repeats a course which has been failed or passed with a D+, D or D- the higher grade is recorded on the student record and the student receives a grade of R for the first course taken.

If a student fails the first semester of a year long course and passes the second semester with a C- or better, the student is awarded credit for the entire course, but the awarded grade points remain unchanged (F/C Rule). A student may receive credit for the first semester of a year long course by demonstrating competency for the content covered during the first semester, during the second semester. This must be documented in a written plan and must be approved by the principal.

Incompletes may be assigned with administrative approval; work must be completed by the end of the next grading period. Incompletes not made up become F's.

III. Grading Scales

Scales represent a letter grade equivalent for a given range of percentage, grade points, and weighted grade equivalents. Scales must contain as equal intervals as possible.

In order to develop consistent rubrics for assessing the content area, teachers shall collaborate with grade level colleagues, other teachers instructing the same course, building administration, or department chairpersons in choosing the appropriate grading scale.

NOTE: Weighted grading applies only to Advanced Placement courses beginning with the Class of 2005.

GRADUATION #5127

I. Graduation Requirements

In order to graduate from a School District of Waukesha high school a student must have earned credits in high school level courses and be enrolled in a class or participating in a Board-approved activity during each class period of each school day while attending high school as outlined below:

| Discipline | Credits Required | 9 | 10 | 11 | 12 |
|--|------------------|---|-----|-----|----|
| Social Studies | 3.5* | R | R | R | R |
| English (Including a literature, composition and a speech/drama elective) | 4.0 | R | R | R | R |
| Mathematics | 3.0** | R | R | R | E |
| Science | 3.0*** | R | R | R | E |
| Physical Education | 1.5***** R | R | R/E | R/E | |
| Health | .5 | R | | | |
| Electives | 9.5**** | E | E | E | E |
| TOTAL | 25 | | | | |

R = Indicates grade level in which the required course is offered and normally taken

E = Indicates elective at that grade level

* = Requirements for classes of 2006-2008: .5 credit Contemporary World Cultures, .5 credit Government, 1.0 credit World History, 1.0 credit US History, .5 credit Economics

Requirements for class of 2009 and beyond: .5 credit United States in a Global Perspective OR Introduction to AP Social Studies, .5 credit Government, 1.0 credit World History, 1.0 credit US History, .5 credit Economics

** = Ninth graders are required to take either Algebra I, Algebra IA, or a more advanced math course.

Students taking Algebra I and Honors Geometry in middle school must take at least 2 additional math credits in grades 9-12 to meet the graduation requirement in math. The Algebra I and Honors Geometry course(s) taken in middle school will count toward the total of 25 credits required for graduation but will not count in the high school GPA.

*** = All students must take one course listed in each of the following 3 strands of science:

Strand 1: Biology I or AP Biology

Strand 2: Chemistry I or Applied Science – C or AP Chemistry

Strand 3: Physics I or Physics and Technology or Applied Science – P or AP Physics

Depending on the student's course selections, additional science coursework may be needed to obtain the 3.0 science credits needed for graduation.

Students taking a high school science course while in middle school must take at least two additional science credits in grades 9-12 to meet the graduation requirement in science. The high school science course taken while in middle school will count toward the total of 25 credits required for graduation but will not count in the high school GPA.

**** = Level I foreign language courses taken in middle school will count as part of the 25 credits required for high school graduation, but will not count in

the high school GPA.

***** = All students must take one semester of physical education in grades 9, 10, and one semester course in either grades 11 or 12. Physical Education 9 and Physical Education 10 are required of students in those grades. Students may choose any of the physical education electives (except Officiating) to satisfy the remaining physical education requirement in grades 11 or 12.

- II. A student who has successfully completed a Board-approved alternative program but has not met the above 25 credit requirement may participate in commencement exercises and receive an appropriate diploma.

GANGS AND GANG ACTIVITY PROHIBITED #5133

The School District of Waukesha recognizes that the presence of gangs, gang activity, and gang affiliations can cause a disruption of or interfere with school, school activities, and school safety. Gang activity, identifiers, or membership is contrary to the mission of the School District of Waukesha and is thereby prohibited.

I. Gang Activity, Identification, and Membership

Gang activity includes, but is not limited to, intimidating or threatening others, participating in and/or enticing others to participate in any form of physical violence involving persons or property; displaying or possessing of gang symbols; soliciting others for membership; requesting payment of dues, insurance, or other forms of protection from any individual or group; or other illegal activity as defined by municipal ordinance or state statute. Gang identifiers, which may change periodically, are signs, gestures, insignia, symbol, colors or combinations of colors, clothing, wearing apparel, or accessories which are intended to publicly demonstrate an affiliation of a student with a gang. Examples of gang identifiers include, but are not limited to: stars, arrows, pitchforks, crowns, identifying numbers, groups of names, initials, or acronyms.

An individual can be considered in gang membership when they meet any of the following:

- Self-admission of gang membership
- Paraphernalia or photographs of gang activities
- Gang-related tattoos, notes, markings, letters to indicate gang affiliation
- Gang-related clothing or colors worn to indicate gang affiliation
- Display of gang markings or slogans on personal property
- Witness statement of alleged membership
- Leading or participating in gang activity
- Assisting a known gang member in gang activity
- Correspondence such as notes, letters, etc. of gang activity

II. Administrative Action

1. School administrators shall cooperate with law enforcement officials to monitor and deter gangs and gang activity to the fullest extent allowed.
2. School administrators shall monitor student behavior to identify gang involvement.
3. Students may not wear or display any gang identifiers while on school property, in school vehicles, or at school-sponsored activities.
4. School administrators shall make all students and parents aware of this policy on an annual basis.
5. School administrators shall use their discretion in determining which disciplinary actions listed in the policy shall be applied to individual situations.

Violation of this prohibition of gang activity will result in notification of parents/guardians or legal custodians and disciplinary action which may include: application of approved school disciplinary practices and procedures; notification of law enforcement officials; suspension from school pending parent/student conference with school; multi-day suspension from school; recommendation for expulsion.

PUPIL REMOVAL FROM CLASSROOM #5130

I. Philosophy/Scope:

The District is committed to maintaining a favorable academic atmosphere in all of its classrooms. Teachers are expected to create a positive learning climate for students in their classrooms and to maintain proper order. All students are expected to behave in the classrooms in such a manner that a positive learning atmosphere can be established. Students are also expected to abide by all rules of behavior established by the Board of Education, school administration and classroom teachers.

Student behavior that is dangerous, disruptive, and unruly or that substantially interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below. In addition, the student may be subject to disciplinary action in accordance with Board of Education Policies, school and classroom rules.

Such unacceptable behaviors include, but are not limited to:

- behavior that interferes, creates an intimidating, hostile or offensive classroom environment. (Board Policy 5131)
- possession or use of a weapon or other item that might cause bodily harm to themselves or others. (Board Policy 5131.7)
- being under the influence of alcohol or other controlled substances or controlled substance analogs, or otherwise in violation of District alcohol, tobacco and other drug policies. (Board Policies 5131.6 and 1331)
- disruption or intimidation caused by gang or group symbols, gestures, or posturing. (Board Policy 5131)
- pushing or striking or harassment of a student or staff member. (Board Policy 5131)
- obstruction of classroom activities or other intentional action taken to attempt to prevent the staff member from exercising his/her assigned duties. (Board Policy 5131)
- interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear or disruptive means. (Board Policy 5131)
- dressing or grooming in a manner that presents a danger to health or safety, causes interference with work or creates classroom disorder. (Board Policy 5132)
- willful damage to school or another person's personal property. (Board Policy 5131)
- foul or abusive language or gestures (Board Policy 5131)

This policy is meant to complement the Student Rights and Responsibilities policy #5131 which governs pupil behavior in all school environments.

A student in a special education program or on a 504 plan may be removed and placed if such placement is in accordance with state and federal laws.

Students may be removed from class for a variety of reasons, not all of them disciplinary. The teacher will clearly delineate if the reason for the removal was disciplinary and whether or not the removal should trigger the placement procedures and notification process listed below.

A teacher who removes a student from class to the school office for disciplinary reasons will notify the principal/designee immediately, including the reason(s) for the removal.

STUDENT ALCOHOL AND/OR OTHER DRUG USE #5131.6

It is the policy of the School District of Waukesha that students have the right to attend school in an environment that is free from the non-medical use of alcohol, drugs and mood-altering substances. These substances interfere with the learning environment of students and the performance of students. The use, possession, sale or intent to sell, transfer of drugs, drug paraphernalia (as defined in state statutes) or alcohol, or having illegal drugs, steroids or prohibited performance-enhancing drugs, chemicals or alcohol in a student's body in or on school property, in any district owned or contracted vehicle or at school-sponsored events is considered dangerous and unsafe to others, and therefore is prohibited. Having chemicals in one's body is defined for purposes of this policy as having any amount of the substance in one's body. The administration is authorized to utilize breath testing devices (as approved by the Department of Transportation) for purpose of determining the presence of alcohol in the student's breath when there is reasonable suspicion to do so.

WEAPONS IN SCHOOL #5131.7

It is the policy of the School District of Waukesha to provide a safe and healthy environment for all persons on its premises or attending any of its activities or functions. Possession, use or storage of a weapon on school property, on school vehicles, or at any school-related event is prohibited. This prohibition does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty. Weapons are defined as any object that by its design and/or use can cause bodily or property damage and include but are not limited to the following. Any student violating this policy shall be subject to penalties outlined in state law, may be suspended, and may be reviewed for expulsion. Included in the definition of weapons are:

1. Knives --
 - Pocket knives
 - Buck/Hunting/Household Knives: with a blade length in excess of 4 inches
 - Switch Blade
 - Gravity/Butterfly knives
2. Guns -- (Handgun & Shoulder)
 - Firearm
 - Airgun
 - Imitation Hand-Guns
3. Ammunition for guns
4. Martial Arts Weapons --
 - Nunchakus (numbchucks)
 - Kubotans
 - Throwing Stars
5. Clubs --
 - Any hand-held object/device used offensively or defensively to strike, immobilize or incapacitate persons which may be made from wood, steel or other materials and includes manufactured devices.
6. Chemical Weapons --
 - Chemical irritant, tear gas, pepper sprays, or any similar substance used to cause bodily discomfort, panic or damage to property that is dispensed by compressed air or other vehicle.
7. Electric Weapons --
 - Any device which is designed, redesigned, used or intended to be used offensively or defensively, to immobilize or incapacitate persons by means of electric current.
8. Explosive Devices --
 - Any improvised device which actually/reportedly contains explosive material and a means of detonation, directly, remotely or with a timer either present or readily capable of being inserted or attached. This may be in the form of a pipe or similar casing with the ends plugged, crimped or otherwise sealed and a fuse or similar detonator sticking out of same.
9. Others -- Objects may become weapons depending on use or as further defined by state law.

Waukesha Police Department shall be notified anytime a student is found to possess any of the above.

No one shall have any kind of toy weapon or imitation weapon on school grounds, on school buses or at any school-sponsored function. Depending on the facts and circumstances in each case, students may be suspended for violating this rule and the police may be notified. If warranted, further consequence may include recommendation for an expulsion hearing. Examples of toy or imitation weapons under this policy include, but are not limited to: water guns, poppers, caps, non-working replicas of weapons, war souvenirs, cap guns, Cub Scout knives and manufactured ammunition which has been used (spent shell casings). All gun violations (firearms) will be brought to the school board for an expulsion hearing. Any student or employee wishing to bring an item to school or on school grounds for any educational, demonstration or teaching purposes must have prior administrative approval. Law enforcement officers will be summoned to the schools in a situation involving a weapon which presents an immediate threat to safety. If the situation does not allow an opportunity to contact law enforcement officials immediately, school staff and administration shall attempt to diffuse and control the situation until law enforcement officials can be summoned. If in the judgment of school personnel, cooperation in surrendering the weapon is not evident, the individual should be kept under supervision until law enforcement personnel arrive and disarm the suspect.

STUDENT RIGHTS AND RESPONSIBILITIES #5131

In a democratic society, it is proper that students be granted, within their school community, certain kinds of rights. Along with those rights, the school can legitimately expect students to accept certain responsibilities. No right is absolute. When the exercise of individual rights infringes on the rights of others or unduly interferes with the normal operation of the school, restraint must be exercised. The board shall direct the superintendent and/or designee to develop guidelines establishing general rules for student conduct, rights and responsibilities. The superintendent and/or designee in turn shall direct individual building principals to develop specific codes that conform to the general guidelines set down by the superintendent and/or designee while taking into account the unique character of individual buildings. The codes of conduct shall be made available to the students and parents at the beginning of each school year. They shall conform to board policies, state and federal laws, and recognized practices of due process. The success of these codes requires the good faith effort of students, parents and educators. The administration, with the approval of the Superintendent, may require staff, parent, and student meetings as a condition of participation to explain these rights and responsibilities contained in this policy and its guidelines.

GUIDELINES TO STUDENT RIGHTS AND RESPONSIBILITIES #5131G

The purpose of this guideline is to define and identify basic student rights and responsibilities and to make it known that actions will be taken should students be in violation of their responsibilities. It is important that students know both their rights and the consequences for unacceptable behavior. In addition, they should be made aware of the process for handling infractions of school policy. This guideline is available to parents and students through distribution by each of the elementary schools and in the student handbook developed at each of the secondary schools in the district.

I. Student Rights and Privileges

The courts, legislators and schools have recognized that the student has the same basic rights as any other citizen. This section describes these student rights and privileges. Students should recognize that while exercising these rights and privileges, they may not interfere with the rights of others.

- A. Student Government/Council: Students have the right to establish and conduct a student government with maximum cooperation possible from the administration. When recommending action, the council will specify the reason the action is desired. When responding to council recommendations, the administration will specify reasons for the decision reached. The administration has the responsibility to deal with council recommendations promptly.

- B. Freedom of Speech: Each student has the right to form, hold and express opinions and beliefs so long as the expression does not disrupt the normal operations of the school.
- C. Posting, Flyers, Outside Publications, Visible Symbols, Student Publications
1. Posting: Students shall have the right to post any literature in any designated posting area. Information of a commercial nature shall be reviewed by the administration to determine if the content is school related for the particular school or program. If the material is considered obscene, libelous, or disruptive of the educational environment the administration may remove the material. The name and address of the person posting the material must either be listed on the literature itself or registered in the principal's office.
 2. Flyers: Distribution of flyers shall conform to the rules and procedures set forth for posting. Students may not distribute flyers during instructional time.
 3. Outside Publications: The distribution of materials shall conform to the rules and procedures set forth in the previous two sections.
 4. Visible Symbols: Students shall have the right to wear buttons, armbands and other badges of symbolic expression provided these expressions are not obscene, libelous or disruptive of the educational environment.
 5. Student Publications: Student publications that are prepared, distributed in, and sponsored by the school shall be produced by students. Editing shall be done by student editors chosen by the publication staff. The principal or designated representative shall be accorded the opportunity to review material to be printed prior to publication and distribution. The principal or designee may suspend publication and distribution of material if, in his/her professional judgment, the material is obscene, vulgar, profane or libelous; or inconsistent with the educational mission of the district or the fundamental values of public school education; is disruptive or potentially disruptive to the educational environment; advocates the use of drugs or alcohol; encourages irresponsible sexual behavior; gives the impression that the school is not neutral on political issues; violates the district's non-discrimination policy; violates the privacy or other rights of students or other individuals; or is unsuitable for its potential audience. In implementing this policy, the District will comply with applicable state and federal law.
Staff and students responsible for student publications will make known to the student body their editorial policies and standards for acceptance or rejection of material.
- D. Lockers: Every student has the right to the use of the locker which has been assigned to him/her. The lockers remain the property of the school district. This policy does not preclude periodic inspections for the purposes of cleaning lockers or, for example such actions as recovering library materials and textbooks. School administrators or their designees may search lockers with or without prior notice to the student. The student must use the locker assigned to them by the professional staff of the school.
- E. Search and Seizure: Students shall have the right to be free from arbitrary or illegal search and seizure by school authorities. Search and seizure shall conform to the legal requirement of reasonable suspicion that a school rule, regulation or possible violation of a state law has occurred. Any official, employee, or agent of the school district is prohibited from conducting a strip search of any pupil. The District reserves the right to search (whether through the consent of the student or by way of reasonable suspicion of illegal activity, activity which violates school rules, or possession of contraband) any property or items brought onto school property by students, including, but not limited to: bags, backpacks, purses, other containers, articles of clothing, vehicles, and electronic communication devices. Motor vehicles, and their contents and containers, driven to school and on school premises, are subject to search under this section. Additionally, students who park vehicles on school property will be required to sign a consent form, indicating that they will agree to abide by all rules regarding parking and consent to searches of their vehicles.
- F. Electronic communication devices: At no time may cell phones or other items be used in locker rooms or rest rooms. Students may gain access to school phones or their personal phone with permission from authorized staff. Devices not approved will be confiscated and, depending on the intended use or purpose, will be kept or returned to parents/guardians or student or turned over to law enforcement.
- G. Participation in Ceremonies: The student has the privilege to participate in school-related ceremonies for his/her recognition subject to the guidelines and rules established by the building principal or district. However, if the student chooses not to attend the ceremony, he/she has the responsibility to make arrangements with the person in charge.
- H. Use of Facilities: Any student or group of students is eligible to use school facilities with proper administrative approval of the supervision if these activities are school related and are consistent with board policy. Use of school facilities for non-school activities are subject to the provisions of Policy #1330-Use of School Facilities.
- I. Dress/Grooming: Among student rights is that of dressing and grooming themselves as they and their parents/guardians wish unless the school has adopted a dress code in accordance with School Board Policy. Specifically, included within the scope of this right is the display of political statements and/or commercial messages on behalf of legal products and services. Clothing advertising alcohol, tobacco or other drugs are at a counter purpose with District AODA programs and therefore deemed inappropriate. However, students are expected to exercise the above right responsibly, in accordance with accepted community standards regarding health and safety; vulgarity; and/or obscenity; sexual innuendo; board goals and objectives; and disruption of the educational process.
- J. Hats/Coats: Students are prohibited from wearing hats and other headwear and coats in school during the school day.
- K. Pregnancy: A student who is pregnant or a school-age parent has the right to be a fully participating member of the school community.
- L. Athletics: Students may participate in athletics subject to provisions of these guidelines and addendum. The school board encourages full participation by all pupils in all recreational school programs and extracurricular programs.
- M. Co-Curricular Activities: Students may participate in school activities carrying no academic credit subject to provisions stated in these guidelines and addendum. The school board encourages full participation by all elementary pupils in all recreational school programs and extracurricular programs at that level.
- N. Student Records: Access to student records will conform to state and federal laws and school board policy. A summary of school board policy concerning student records shall be made available in the principal's office.

II. Student Responsibilities

- A. If the school is to function effectively and students are to be free to pursue their education, all students must accept responsibilities and meet certain

expectations. Student behavior that interferes with the educational process or violates the rights or safety of others will not be tolerated. Students are expected to comply with school and classroom rules, school board policies and state and federal laws at all times.

- B. The following actions at school, on school premises or at school-related functions, or under the supervision of a school authority, are subject to disciplinary action. Furthermore, students who are active participants in co-curricular activities and athletics represent the School District of Waukesha and are, therefore, expected to follow these guidelines in all their actions in the community. These guidelines are in effect on a 12 month basis throughout the calendar year.

Students will be disciplined for unacceptable conduct. Such conduct includes but is not limited to the following action:

1. Defiance of authority
 2. Disorderly or disruptive conduct, including fighting and foul or abusive language or gestures
 3. Illegal gambling
 4. Harassing, threatening or intimidating others
 5. Loitering
 6. Possession of weapons or dangerous articles, including laser pens and/or pointing devices (as defined by local police, state statutes or other board policies)
 7. Possession or use of tobacco in any form
 8. Record and identification falsification, including violation of the academic honesty policy
 9. Setting false fire alarms
 10. Misuse or destruction of any school equipment, technology, data, or facilities
 11. Setting fires
 12. Sexual harassment or assault
 13. Repeated tardiness
 14. Theft, robbery or extortion
 15. Use, possession, sale, distribution or being under the influence of alcohol or any other illegal controlled substance, including unauthorized use of any over-the-counter mood-altering drugs
 16. Unauthorized use of pagers or other two-way communication devices (see page 2, F)
 17. Vandalism
 18. Willful disobedience
 19. Arrests or convictions in the community, such as an ordinance violation, a misdemeanor, a felony, or a traffic violation on or adjacent to school property, related to student safety or contrary to the educational environment.
 20. Violation of state and/or district Bus Rider Rules.
 21. Hazing - For purposes of this policy, hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board. Examples of physical and mental health shall include, but not be limited to, whipping, forced calisthenics, other forced physical activity, or forced conduct which could result in extreme embarrassment. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.
 22. Bullying – For purposes of this policy, bullying is defined as any deliberate or intentional behavior (words or actions) that involves an imbalance of power, intent to harm, threaten, intimidate, or humiliate. The behavior may be motivated by an actual or perceived distinguishing characteristic such as, but not limited to: age, color, national origin, race, religion, gender, gender identity/expression, sexual orientation, physical attributes, physical or mental ability or disability, social or family status. Each school shall provide for a process of reporting bullying and keeping records of instances and consequences for bullying that resulted in serious discipline.
 23. Any behavior listed above, when transmitted via electronic means (including, but not limited to the Internet, blogs, e-mails or social networking sites) or any interactive and digital electronics or cell phones used as a delivery mechanism.
- C. Disciplinary action should promote individual student growth, and foster future acceptance of responsibility. Its goal is to eliminate behaviors and situations which interfere with the educational process. It should take place whenever possible at the most appropriate level, i.e. when or where the problem arises or occurs.
- D. The exact nature of disciplinary action depends on the circumstances of each individual case. Consequences of actions which interfere with the educational process, violate the rights or safety of others, violate school or classroom rules, school board policies or state or federal laws may include, but are not limited to, any of the following:
1. Teacher or staff conference with student
 2. Teacher-parent contact by phone or letter
 3. Detention
 4. Referral to a counselor, social worker, Student Assistance Program (SAP), etc.
 5. Referral to an assistant principal
 6. Administrator-parent contact by phone or letter
 7. Restricted privileges including suspension from co-curricular or athletic events
 8. Parental conferences at school with a teacher and/or a counselor and/or an assistant principal
 9. Suspension, in-school and out-of-school
 10. Recommendations for expulsion by the school board

In addition, those offenses that are violations of local ordinances or state law will be referred to law enforcement. Any student who is determined to have brought a gun to school will be brought before the Board of Education for an expulsion hearing.

- E. If a student engages in inappropriate behavior not specifically cited in this document, the behavior shall be dealt with in a manner that reflects the

spirit of this document.

Students who refer themselves to the proper school authorities for alcohol and other drug infractions prior to disciplinary actions shall be given special consideration if a prescribed educational/treatment program is sought and completed.

F. Due Process and Disciplinary Procedures

Procedures for disciplining students will be consistent with state and federal laws. Principals may establish other procedures to govern the school not specifically mentioned in the state and federal laws so long as they are not in conflict with those laws and rules.

1. Certain standards and procedures should be observed if there is to be a fair consideration of the application of rules and regulations.
 - a. Rules, regulations and penalties should be made readily available, in writing, to the student body.
 - b. The student has a right to be informed of specific reasons for an action.
 - c. Disciplinary action shall conform to the provisions set forth in the student responsibilities section of this document and in accordance with state law.
 - d. School authorities have an obligation to apply rules, regulations and discipline without prejudice and in a nondiscriminatory manner. If a teacher or administrator does not feel that he/she can handle a case on its merit, he/she shall pass the case to a suitable substitute or the next highest person in authority. In accordance with Board Policy #5131.1, any student who believes that she or he has been discriminated against may file a complaint with the Superintendent of Schools.
2. In order to provide consistent, flexible, and confident leadership in disciplinary matters, the School District of Waukesha provides an appeal procedure open both to students and/or their parents/guardians.
 - a. Students have the right to full and impartial review of disciplinary action resulting in out of school suspension or expulsion from school in accordance with state law.
 - b. If a satisfactory conclusion cannot be reached, the student may appeal a case within five days. The sequence of appeals shall be principal, superintendent or his/her designee. Complaints involving policy, operations or programs, or procedures may be appealed to the Board of Education under its general complaint procedure Policy #1312.

CO-CURRICULAR ACTIVITY AND ATHLETIC RIGHTS AND RESPONSIBILITIES

I. Philosophy

Co-curricular activities and athletics are considered a regular part of the educational program and offer opportunities that are unique. The privilege of participating in athletic programs and activities is extended to all students providing they are willing to assume certain responsibilities. The greatest benefit for student participants is to be a credit to themselves, their parents, school and community.

Therefore, it is always expected that student participants display the following:

- high standards of social behavior,
- outstanding sportsmanship,
- proper respect for members of their organizations, opponents and those in authority, to include teachers, coaches and officials, and
- use language which is socially acceptable; profanity will not be tolerated.

This document is designed to provide information to parents and students regarding School District of Waukesha athletics and activities, grades 9 - 12. The WIAA and its guidelines govern many of the rules and regulations in this booklet. The Athletics and Activities Director is responsible for enforcing an athletic and activities code to which School District of Waukesha students must adhere. It is required that all students and parents involved in athletics and activities listed in Sections II and III read, understand, and sign documentation as determined by administration indicating their understanding of the information contained in this document. Ignorance of the rules within this document is not a valid excuse for noncompliance.

II. Athletic Eligibility

- A. Medical Eligibility: At the beginning of each season all athletes must have a School District of Waukesha physical card or alternative year card on file.
- B. Academic Eligibility: To be eligible for interscholastic athletic participation, a student must be enrolled as a full time student and
 1. receive no more than one failing quarter grade during the most recent grading period; and
 2. maintain a minimum 2.0 grade point average each quarter, and either quarter or semester grades for courses may be used in making this determination.

NOTE: Students enrolled in a special education or at-risk program who do not achieve a 2.0 grade point average may be declared eligible if satisfactory progress is being made in their IEP or individualized program. Decisions pertaining to eligibility will be made by the school's administration with consultation and recommendation from the students' IEP committee/teachers.

To regain eligibility following academic suspension, a student must wait until the next progress report period or the end of that quarter when the grade point average is again computed, except in the event that a course is made up during summer school. All students wishing to gain academic eligibility for the fall sports season must adhere to guidelines established by the WIAA.

Any approved grades of incomplete must be removed within the first 15 days of the next quarter.

- C. Age: A student shall be ineligible for interscholastic athletic competition if he/she reaches his/her 19th birthday before August 1 of any school year.
- D. Financial Obligations:
 1. The established athletic fee is required per high school sport. (A cap per family has been established. The fee may be waived for free/reduced lunch participants.)
 2. All financial obligations must be settled prior to participation in any subsequent sport.
 3. Athletes and/or their parents will be held financially responsible for any lost, misplaced, or damaged equipment.

III. Activity Eligibility

- A. Definitions: In this code/section, major student activities are defined as those activities that meet the following criteria: include aspects of competition and travel, consistency in membership, meeting times during the school day, and represent the school in a public manner. Only these major activities are subject to eligibility determinations and mandatory disciplinary consequences for code violations. A consistent district-wide list of such activities shall be published by each school to the students on an annual basis. Examples:

| | | |
|--------------------|---|--------------|
| Academic Decathlon | HOSA | |
| Art Club | Mock Trial | |
| DECA | Activities that engage in public performances and/or represent the student body | |
| Debate | FBLA | One Act Play |
| FCCLA | Student Council | |
| Forensics | TRI-M | |

For other activities that do not meet the above criteria, consequences for code violations may be applied depending on the nature of the offense.

- B. Academic Eligibility: To be eligible for participation in a major school activity, students must:
1. receive no more than one failing quarter grade during the most recent grading period; and
 2. maintain a minimum 2.0 grade point average each quarter, and either quarter or semester grades for courses may be used in making this determination. (Note: Academic Decathlon will have its GPA eligibility determined according to National Academic Decathlon criteria.)

NOTE: Students enrolled in a special education or at-risk program who do not achieve a 2.0 grade point average may be declared eligible if satisfactory progress is being made in their IEP or individualized program. Decisions pertaining to eligibility will be made by the school's administration with consultation and recommendation from the students' IEP committee/teachers.

To regain eligibility following academic suspension, a student must wait until the next progress report period or until the end of that quarter when the grade point average is again computed, except if a course is made up during summer school.

- C. Financial Obligations
1. All financial obligations must be settled prior to participation in any activity.
 2. Students and/or their parents will be held financially responsible for any lost, misplaced, or damaged equipment.
- D. Club Sports (rugby, cross-country ski team, ski racing team, etc.)
1. All club sports not sanctioned by the WIAA will be considered activities.
 2. All students must submit a School District of Waukesha physical card, or alternative year card, prior to participation.
 3. No school district participation fee will be assessed for involvement in club sports.
- E. Activities that are part of an academic class or earn a grade or credit are not subject to the activity eligibility section listed above.

IV. Rules of Conduct

In compliance with WIAA regulations and School District of Waukesha policy, the following rules of conduct have been established:

A student participating in athletics and activities is bound by the Rules of Conduct. Students participating in athletics and activities are under the requirements of the code at all times during the calendar year (or 365 days and nights per year). The rules of conduct shall be enforced year-round.

- A. A participant will be suspended from interscholastic athletics and/or activities for the following reasons:
1. Possession or use of tobacco including chewing tobacco.
 2. Possession, use, distribution or sale of illegal drugs or controlled substances, including "look alike" drugs as defined by Wisconsin State Law.
 3. Possession, consumption, or sale of intoxicants including all fermented malt beverages, (including beer, non-alcoholic beer, malt liquor) wine and all intoxicating liquors as defined by Wisconsin State Law.
 4. Failure to leave an environment in a reasonable amount of time in which alcohol and other drugs are being used illegally.
 5. Attending a party, gathering, social event, or being in a motor vehicle where the student was aware or should have been aware that alcohol or drugs were being illegally consumed by minors, school age students, college students or persons under 21.
 6. Conduct, in or out of school, including any criminal act, misdemeanor, or serious municipal violation, which makes students unqualified to represent the ideals, principles, and standards of their school, community and the Wisconsin Interscholastic Athletic Association.
 7. Any of the other offenses listed in Appendix B under "unacceptable conduct".
- B. Student Absence: Under normal circumstances, students must attend the last 50% of their classes the day of an event or practice in order to participate in that event or practice. All absences must conform to the attendance policies. Students suspended from school may not participate in any rehearsals, practices or events while under suspension.
- C. Additional Rules: Athletes may be required to follow any additional rules set by individual coaches/advisors, providing those rules have been filed with the Athletic and Activities Director and distributed to all participants and parents. These rules may not be contrary to the School District of Waukesha Rules of Conduct or the rules and regulations of the WIAA.

V. Investigation and Enforcement

Alleged violations of the Rules of Conduct may be presented to the Athletics and Activities Director or his/her supervisor or designee by a parent, coach, advisor, student, teacher, administrator, school district employee, law enforcement officer, or other responsible community member. Unless impractical or untimely, all

alleged violations must be submitted in writing, must be signed, and must state the essential supporting details of the alleged violation. The Athletics and Activities Director shall determine the validity of the alleged violation, and shall take the following action:

1. Give the student oral notice of the alleged violation.
2. Provide the student an opportunity to present his/her version of the incident.
3. Give the student an explanation of the information, which the school authorities have received, that may support a finding that he/she has violated the Rules of Conduct.
4. The Athletics and Activities Director will have communication with the parents.
5. The Athletics and Activities Director must make a determination as to whether the student has violated the Rules of Conduct. If it is determined that the student has violated the Rules of Conduct, the Athletics and Activities Director shall provide the family with written notice of this suspension and the reason for said suspension.
6. The students and parents shall have the right to appeal. You have seven (7) days to appeal upon notification from the school.

VI. Penalties - Athletic

- First Violation: Suspension from participation for up to 20% of the entire season's contests (refer to Appendix A).
- Second Violation: Suspension from participation in 50% of the entire season's contests (refer to Appendix A).
- Third Violation: Suspension from participation for one calendar year from the date of notification.
- Fourth Violation: Permanent suspension from participation in high school athletics and activities.

In all cases, the student will be suspended immediately from participation in the above stated number of contests in the current sport. If the student is not participating in athletics at the time of the violation (or insufficient contests remain in the current season) the suspension shall be enforced at the beginning of the next sport season in which the student participates. Any student who attempts to make up his/her suspension through involvement during another sports season, must participate in that sport for its duration after the suspension has been served in order to fulfill the disciplinary requirement. During suspension, athletes will be expected to attend all scheduled practices and team meetings unless otherwise directed by the activities director.

VII. Penalties - Activities

For students participating in activities any of the offenses listed in the student rights and responsibilities policy under "unacceptable conduct" (Appendix B) may be considered an activity rule of conduct. Consequences for code violations shall be up to the discretion of the activities director with consultation from the activity advisor. If the activity includes a related class that earns a grade, a consequence that would result in the lowering of a student's grade would normally not be used. Due to the different nature of the activities offered in the district, consequences include but are not limited to:

- extra duty within the activity
- community service hours (in school or in the community)
- removal for one or more of the events or performances
- complete removal from the activity (serious offenses), or
- other consequence

(The consequences above are not in any order.)

Consequences shall be as consistent as practicable from school to school and activity to activity. To ensure consistency school to school, activities directors from schools shall consult with other schools when administering consequences for activities violation. The Athletics and Activities Director may modify penalties when warranted by extenuating circumstances. In all cases, the student will be suspended immediately from participation in the current activity. If the student is not participating in an activity at the time of the violation (or insufficient performances/events remain in the current season) the suspension shall be enforced at the beginning of the next season in which the student participates. Any student who attempts to make up his/her suspension through involvement in another activity must participate in that activity for its duration after the suspension has been served in order to fulfill the disciplinary requirement.

VIII. Dually Participating Students

When a student is involved in both athletic and major activities, consequences must be given in the athletic area. Consequences imposed in athletics may be taken into account when imposing activity penalties.

IX. Honesty and Cooperation Clause

Students involved in co-curricular athletics and activities shall be verbally counseled about honesty before and during disciplinary procedures. Since honesty is expected, any finding of dishonesty during disciplinary investigations or during disciplinary procedures may result in an extension (up to doubling) of any penalty authorized in this guideline. All students are expected to cooperate with investigations. If a student does not cooperate, as determined by the administration, they could be subject to suspensions from athletic/activity events and/or school.

X. Violations Requiring Additional Penalties - Drugs

Any code violation that involves the following will result in an extension (up to doubling) of any penalty authorized in this guideline: organizing, hosting, or having gatherings where drinking or use of controlled substances takes place; selling, providing, or distributing alcohol or controlled substances, or; using anabolic/androgenic steroids, or human growth hormone.

XI. Appeal Procedure For Co-Curricular Activities and Athletics

The sequence of appeals will be directed to the building principal, then to the superintendent or his/her designee. The building principal and superintendent or his/her designee may uphold, modify or reverse a penalty imposed by the athletics and activities director following an appeal. An appeal must be submitted in

writing (letter, e-mail, and/or fax) and must include a reason(s) for the appeal. The appeal must be submitted to the building principal within seven (7) days upon notification of suspension from the athletics and activities director at the school. After receiving the decision from the building principal, an appeal to the superintendent or his/her designee must be received within seven (7) days. The penalty for an offense will begin immediately upon conclusion of the investigation.

APPENDIX A

| SPORT | Up to 20%* | 50%* |
|------------------------------|------------------------------|------------------------------|
| Cross Country (10) | 2 meets | 5 meets |
| Football (9) | 2 games | 5 games |
| Football Freshmen (8) | 2 games | 4 games |
| Football Cheerleading (9) | 2 games | 5 games |
| Football Pom Pons (9) | 2 games | 5 games |
| Soccer (24) | 5 games | 12 games |
| Swimming (15) | 3 meets | 7 meets |
| Volleyball (15) | 3 meets, multiples = 1 event | 8 meets, multiples = 1 event |
| Basketball (22) | 4 games | 11 games |
| Basketball Cheerleading (22) | 4 games | 11 games |
| Basketball Pom Pons (22) | 4 games | 11 games |
| Hockey (20) | 4 games | 10 games |
| Wrestling (14) | 3 meets, multiples = 1 event | 7 meets, multiples = 1 event |
| Golf (14) | 3 meets | 7 meets |
| Softball (20) | 4 games | 10 games |
| Track (20) | 4 meets | 10 meets |
| Baseball (30) | 6 games | 15 games |
| Tennis (14) | 3 meets, multiples = 1 event | 7 meets, multiples = 1 event |
| Gymnastics (14) | 3 meets | 7 meets |

Note: All percentages are based on the maximum number of games allowed by the WIAA during the regular season. "Multiples" are tournaments in which the athletes compete against more than one opponent in the course of the day.

* Penalties may or will be subject to doubling per Section IX and X of the Co-Curricular Activity and Athletic Rights and Responsibilities.

APPENDIX B

Unacceptable conduct includes, but is not limited, to the following:

1. Defiance of authority
2. Disorderly or disruptive conduct, including fighting and foul or abusive language or gestures
3. Illegal gambling
4. Harassing, threatening or intimidating others
5. Loitering
6. Possession of weapons or dangerous articles, including laser pens and/or pointing devices (as defined by local police, state statutes or other board policies)
7. Possession or use of tobacco in any form
8. Record and identification falsification, including violation of the academic honesty policy
9. Setting false fire alarms
10. Misuse or destruction of any school equipment, technology, data, or facilities
11. Setting fires

12. Sexual harassment or assault
13. Repeated tardiness
14. Theft, robbery or extortion
15. Use, possession, sale, distribution or being under the influence of alcohol or any other illegal controlled substance, including unauthorized use of any over-the-counter mood-altering drugs
16. Unauthorized use of pagers or other two-way communication devices (see page 2, F)
17. Vandalism
18. Willful disobedience
19. Arrests or convictions in the community, such as an ordinance violation, a misdemeanor, a felony, or a traffic violation on or adjacent to school property, related to student safety or contrary to the educational environment.
20. Violation of state and/or district Bus Rider Rules.
21. Attending a party, gathering, social event, or being in a motor vehicle where the student reasonably should have known that alcohol or other drugs were present or being consumed by minors.
22. Hazing - For purposes of this policy, hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board. Examples of physical and mental health shall include, but not be limited to, whipping, forced calisthenics, other forced physical activity, or forced conduct which could result in extreme embarrassment. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.
23. Bullying – For purposes of this policy, bullying is defined as deliberately hurtful behavior that is repeated over a period of time, making it difficult for the person concerned to defend him/herself. Bullying disrupts a student's ability to learn and a school's ability to educate its students in a safe environment. This can take the form of name-calling, violence, threatened violence, isolation, ridicule or indirect action such as spreading unpleasant information or stories about someone, and can also include any written or verbal expression or physical act or gesture or a repeated hurtful behavior pattern directed toward another person. Each school shall provide for a process of reporting bullying and keeping records of instances and consequences for bullying that resulted in serious discipline.
24. Any behavior listed above, when transmitted via electronic means (including, but not limited to the Internet, blogs, e-mails or social networking sites) or any interactive and digital electronics or cell phones used as a delivery mechanism.

EMERGENCY NURSING SERVICES #5141.1

Emergency nursing services for School District of Waukesha students shall be provided by calling 9-1-1 and requesting an EMT/Paramedic unit. Medical direction for Emergency Nursing Services will be provided by a medical advisor (physician) appointed by the superintendent for a two year term. The appointment will begin on July 1 of odd-numbered years. Each school year, parent/guardian shall be required to complete a "Health Room Form for Emergency or Illness."

ADMINISTERING MEDICATION TO STUDENTS #5141.2

When, under exceptional circumstances, a student is required to take oral medication during school hours, only the building principal or his/her authorized designee shall administer this medication in compliance with these regulations:

- I. The Physician:
 - A. shall have "directional" contact with the person who is assigned to administer the medication by completing the "Authorization to Administer Prescribed Medication" form and/or any "Health Care Plan" or other appropriate form;
 - B. must express a willingness to accept direct communication from the person who is administering the medication;
 - C. must state, in writing, on the "Authorization to Administer Prescribed Medication" form and/or "Health Care Plan" form, the specific conditions under which he/she should be contacted regarding the condition or reaction of the student who is receiving the medication.
- II. The Parent/Guardian:
 - A. will give written consent for a member of the school staff to administer medication; this written consent must be given on the "Authorization" form and/or "Health Care Plan" form;
 - B. must assume responsibility for informing the building principal of any changes in the child's condition, a change in the dosage and/or the medication;
 - C. will arrange to deliver the medication to the building principal;
 - D. will provide the medication in accordance with the procedures which are stipulated in the administrative guidelines;
 - E. is responsible for reminding his/her child to take medication at a specific time.
- III. Non-Prescription Medication

Oral non-prescription medication may only be administered in compliance with the written instruction of the student's parent or guardian and only after the parent (guardian) gives his/her consent in writing. If the dosage authorized by the parent (guardian) exceeds the manufacturer's recommendation for age/weight, then a physician's signature is required before the medication will be administered.

TECHNOLOGY ACCEPTABLE USE POLICY #6150

This policy is intended to provide students, staff and citizens with parameters for acceptable and legal use of computers, hardware, and software accessed within the District, as well as telecommunications equipment, and phone or network lines that are owned or leased by the District. The District recognizes that educational technology is a valued resource for students and teachers in the implementation of the District curriculum. The District believes that all students should have access to and learn about educational technologies. The District is committed to providing the appropriate hardware, software, staff development and support to make this possible. The successful utilization of these technologies requires the responsibility of each staff member and student to use these tools for the express purpose of learning within the context of District curricula. Students, staff and citizens in the School District of Waukesha who have access to district technology at schools must use it in accordance with established guidelines. Personal technologies (items brought into school by students or staff) must be used within the established acceptable use guidelines and in accordance with Policy #5131G – Guidelines to Student Rights and Responsibilities and Policy #4515 – Employee Use of Electronic Communication Devices. The use of the equipment or software, including Internet usage for any reason, shall be only for legitimate educational purposes including school work, assignments, research, lesson preparation or completion, peer communications, career or college and technical school searches or job searches, and or other information gathering or sharing as it relates to education or the person's job responsibilities. Uses for personal financial gain, entertainment, recreational or purely personal uses are not authorized. Students or staff using these resources for purposes not clearly articulated in this policy or guidelines are required to request and receive written permission from a teacher or job supervisor. All uses shall conform to copyright laws. The ethical, legal and appropriate use of these resources will be taught to all students in the district's curriculum. In order to ensure proper use of

the Internet for educational purposes, staff shall exercise appropriate and consistent supervision of all students using Internet resources in the schools. Such supervision shall include: 1) specific bookmark lists age-appropriate search engines, and electronic resources for children at the elementary and middle school level, and 2) both bookmark lists, electronic resources and pre-planned student research requests appropriate to assignments, as well as random and periodic checks of recently viewed web sites by using history lists at the high school level. In accordance with requirements of the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (NCIPA), all equipment connecting to the Internet from any connection located within all district facilities will be blocked or filtered. The district will make best efforts to prevent users from accessing or transmitting visual depictions of material deemed obscene, child pornography, and any material deemed harmful to minors as those terms are defined in CIPA. It will also make best efforts to prevent users from accessing or transmitting offensive, disruptive, or harmful data or any "inappropriate matter" as that term is used in the NCIPA. In addition, the district will also make best efforts to prevent unauthorized access to its system and files including "hacking," and unauthorized disclosure, use, or dissemination of personal identification information of minors. The district acknowledges that no blocking or filtering mechanism is capable of stopping all inappropriate content all of the time. The best filtering system is good staff supervision of student computer use. It is the responsibility of the staff to make best efforts to guide and to monitor students in effective and appropriate use of the district's computer system including unauthorized disclosure, use, and dissemination of personal identification information regarding minors on the Internet. All users are required to report inappropriate materials or materials that are harmful to minors to staff or principals/administrators. Use of technology systems is a privilege which may be revoked at the district's discretion. Users of the technology systems must file an authorization and release form to be granted those user privileges. The superintendent or designee shall develop administrative guidelines and directives as necessary to assist in the interpretation and implementation of this board policy and guidelines. Use of personal technologies is permitted on school property in accordance with building established rules. Students providing their own equipment acknowledge that his/her choice to use their personal technologies (including hardware, software and Internet access) in a Waukesha school building, on school grounds, or at a school-sponsored activity at any location that in any manner that would otherwise violate this policy or school rules will subject the student to discipline. Such discipline may include confiscation of the student-provided technology, loss of Waukesha computer privileges, and other penalties and disciplinary actions up to and including suspension and expulsion. In addition, those offenses that are violations of local ordinances or state law will be referred to law enforcement.

GUIDELINES FOR TECHNOLOGY ACCEPTABLE USE #6150G

Technology systems users must be granted authorization access by completion of appropriate district form. The use of technology systems must be in support of education and research and be consistent with the educational objectives of the School District of Waukesha as outlined in School Board policy and curriculum.

GENERAL GUIDELINES

The School District of Waukesha includes the following guidelines for our acceptable use policy. Users are expected to abide by the following:

1. Represent your school and yourself in a positive manner. Do not use profane, obscene, derogatory, threatening or otherwise inappropriate language, symbols or pictures.
2. All electronic data, including e-mail, has no guarantee of privacy. In addition, the District reserves the right to inspect all accounts to ensure they are used in accordance with District policies.
3. Maintain the security of your password. Do not use any user name or password except your own. Do not tamper, harm or destroy data, accounts, systems, networks or hardware of any user, network or school property. Do not attempt to defeat or exploit the security capabilities of any District technology systems or obtain unauthorized access. Attempting to evade, disable, or "crack" passwords and other security provisions or assisting others in doing so is also a violation of this policy.
4. All activities must be consistent with educational objectives. No illegal use or misuse will be allowed. Transmission of any material in violation of any federal or state regulation is prohibited. Respect copyright and other intellectual-property rights. Damaging information or modifying it without authorization is unethical, a violation of district policies, and may be a felony in Wisconsin. This includes altering data, introducing viruses, or deliberately damaging files.
5. Refrain from any activities which lead to personal or financial gain. Use for political and commercial purposes is also prohibited. Do not use for recreational, entertainment or purely personal purposes unrelated to school work or job responsibilities.
6. Software licensed by the District must only be used in accordance with the applicable license. Other software installed must follow licensing agreements and be in support of the District's educational objectives.
7. Students who are issued devices by the District which can also be used at home shall abide by the guidelines stated in the District Technology Home Use policy.
8. Use of personal technologies is permitted on school property with the permission of a building administrator or classroom teacher. Students may not use personal devices to compromise the integrity of the instructional or assessment program. Students may not use personal devices in locations where there is an expectation of privacy or when the device distracts others or interferes with the operation of the school.
9. Students must access the Internet using the District's filtered access.
10. Accept responsibility for your own work, maintaining the integrity of what you create. Keep backup copies of important work.
11. Ask permission or clarification from a teacher or supervisor on any aspect of this policy or guidelines that is unclear to you before using the equipment.

CONSEQUENCES

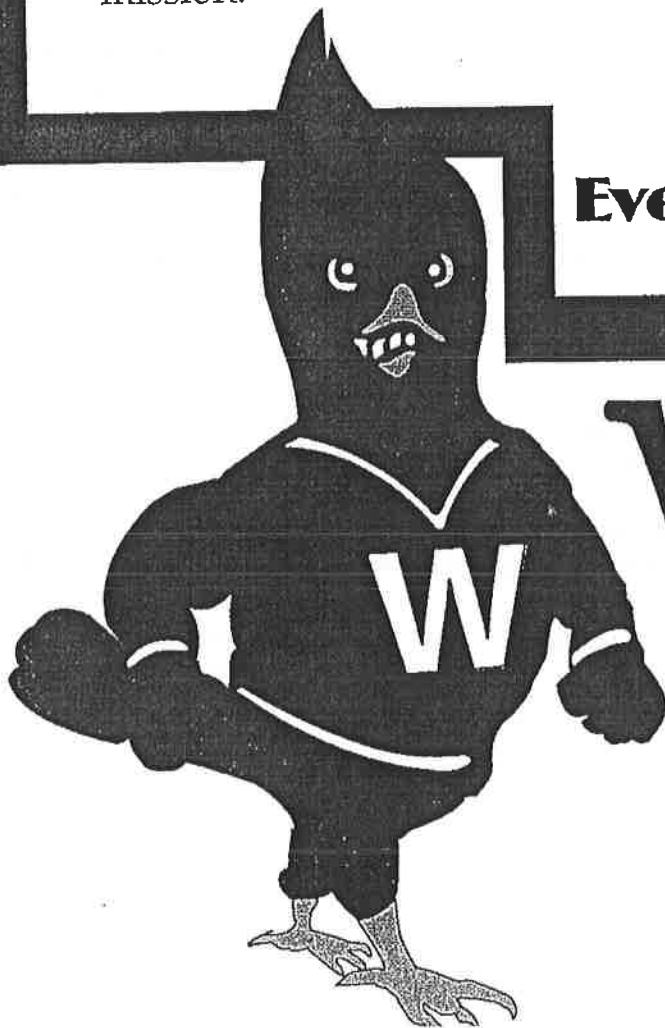
Inappropriate use of hardware, software or communication technologies may result in a loss of privileges. Offenses may result in suspensions and long-term loss of privileges. Offenses are subject to progressive discipline, up to and including suspension and expulsion, as outlined in Policy #5131G-Guidelines to Student Rights and Responsibilities and employee contracts. In addition, violations may result in financial charges for repair, replacement or services as well as legal action. Appeals may be made to the Superintendent or designee.

Waukesha South

Home of the Blackshirts

We believe that students deserve an educational environment where each will have the opportunity to explore dreams, realize talents, and demonstrate a passion for learning. We believe that all students deserve to be surrounded by adults who expect high achievement. Waukesha South High School, using a collaborative approach, will become a world class educational facility as measured by performance indicators, technology access and use, and 21st-century curriculum. With a world class educational program, students will leave Waukesha South High School with the skills necessary to be successful in the era of globalization and a technology centered economy. We believe that with a deep commitment to these goals, we can assure that all students fulfill the mission:

**Learning, Growing,
Succeeding
Every Person, Every Day**



WWS