

**STUDENT HANDBOOK
ACKNOWLEDGEMENT FORM**

By signing below, I acknowledge that the handbook and school dance code of conduct has been explained to me and that I understand the consequences associated with certain behaviors.

Grade: 9 10 11 12 **Homeroom:** _____
(Circle)

Student Name – Printed:

Student Name – Signature:

Today's Date: _____

Please return signed form to your homeroom teacher or
the Student Services Office.

Thank you.

SCHOOL DANCE CODE OF CONDUCT

1. I will abide by all rules in the student handbook.
2. I will dance appropriately.
 - No body against body dancing
 - No groping (inappropriate hand touching)
 - No provocative dancing/grinding
3. I will dress appropriately for the occasion.
4. I will use controlled and appropriate language. I will not use vulgar, profane, obscene language, or gestures.
5. I will cooperate and obey the directions of the chaperones at the dance.
6. The use of tobacco, alcohol, and/or drugs prior to or at the dance will not be tolerated. If this occurs, it will be dealt with by administration and appropriate consequences will follow. Please refer to the handbook, page 40, regarding consequences.

I agree to and obey the school dance code of conduct.

Please sign on the Acknowledgement Form - opposite page.



**Wausau East High School
Home of the LumberJacks**

**2607 N 18th Street
Wausau, Wisconsin 54403
(715) 261-0650
FAX (715) 845-2913**

Cale Bushman
Principal

Deb Foster
Athletic/Activities Director

Joe Svitak
Associate Principal
Programming & SPED

Jason Sinz
Associate Principal
Student Services

**Wausau School District Administrative Center
415 Seymour Street
P.O. Box 359
Wausau, Wisconsin 54403
(715) 261-0500
FAX (715) 261-2580**

This handbook belongs to:

Name _____

Grade _____

Locker # _____

Homeroom _____

Teacher: _____

WSD Continuous Nondiscrimination Notice

The Wausau School District does not discriminate against individuals on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Federal Law prohibits discrimination in education and employment on the basis of age, race, color, national origin, sex, religion or disability.

Anyone who believes that the Wausau School District has inadequately applied the principles and/or regulations of Title VI, Title VII, Title IX, Section 504 or the Americans with Disabilities Act, may file a complaint with the WSD Equity Director at the Longfellow Administration Center, 415 Seymour Street, Wausau, Wisconsin 54402-0359, or by telephone at 715-261-0500.

Hmong

Lub Wausau School District txwv tsis pub leejtwg ua saib tsis taus ib tus neeg twg txawm yog hais tias nej yog pojniam los yog txivneej, yog haiv neeg dabtsi, ntseeg dabtsi, poj koob yawm txwv yog leejtwg, nyiam pojniam los yog txivneej li cas, muaj mob nkeeg li cas los yog xiam oob qhab li cas. Kevcai nyob rau tebhawv no txwv tsis pub leejtwg yuav ua saib tsis tau nej yog nej tuaj nrhiav haujlwm ntawm peb txawm yog nej yog haiv neeg twg, muaj hnub nyooq li cas, cev nqaij daim ntaw yog xim dabtsi, nyiam pojniam txivneej, ntseeg dabtsi, los yog muaj kev xiam oob qhab li cas.

Yog leejtwg ntseeg tau hais tias lub tsev kawm ntawv Wausau School District ua tsis raws li txojcai thiab/los yog cov lus teev tseg nyob rau Title VI, Title VII, Title IX, Section 504 los yog Txojcai Tiv Thaiv Haiv neeg Mekas uas Xiam Oob Qhab, nej sau tau ib tsab ntawv tsis txaus siab tuaj rau tus saib xyuas tej teebmeem zoo li no uas yog tus WSD Equity Director nyob tom Longfellow Administration Center, 415 Seymour Street, Wausau, Wisconsin 54402-0359, los yog hu rau nws ntawm tus xovtooj 715-261-0549.

Spanish

El Distrito Escolar de Wausau no discrimina contra las personas por motivos de sexo, raza, religión, nacionalidad, ancestro, credo, embarazo, estado civil, orientación sexual, o discapacidad física, emocional, mental o de aprendizaje. Le Ley Federal prohíbe cualquier tipo de discriminación en la educación y empleo por motivos de edad, raza, color, nacionalidad, sexo, religión o discapacidad.

Cualquier persona que crea que el Distrito Escolar de Wausau ha aplicado inadecuadamente los principios y/o reglas del Título VI, Título VII, Título IX, Sección 504 o del Acta para Americanos con Discapacidades, podrá presentar una denuncia ante el Director de Igualdad del Distrito Escolar de Wausau al Centro de Administración Longfellow, 415 Seymour Street, Wausau, Wisconsin 54402-0359, or por teléfono al 715-261-0596.

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Wausau East High School

MISSION STATEMENT

**The Mission of Wausau East High School is to positively
Impact the future by helping students reach their full
Potential in a rigorous learning environment of
RESPECT, INTEGRITY, COMPASSION, and EXCELLENCE.**

CORE VALUES

**Wausau East students and staff live by a set of Core Values
that form the bedrock of good character.**

**Our Core Values give us strength,
regulate our behavior, and unite us to meet any
challenge and succeed.**

RESPECT

We believe everyone at our school possesses qualities and traits worthy of admiration, so we respect the dignity of each person, as well as the personal property of others.

INTEGRITY

We strive to exemplify ethical and moral behavior.

Lumberjacks do not lie, cheat, or steal.

Our qualities of honesty, maturity, dedication, trust, and dependability compel us to act responsibly and hold ourselves and each other accountable for our actions and our language.

COMPASSION

Compassion means valuing the connections we have with other living beings, identifying, and being sympathetic with another's situation, understanding without judgment, and offering help when a need is discovered.

EXCELLENCE

Excellence is the spirit of selfless determination, discipline, and dedication found at East, while in the classroom or in any extracurricular activity.

It leads to the highest order of discipline for teachers and students.

It inspires the determination to achieve the highest standard of excellence in every endeavor.

IB LEARNER PROFILE

The aim of all IB programmes is to develop internationally-minded people who, recognising their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. IB learners strive to be:

Reflective

Give thoughtful consideration to your own learning and experience.
You are able to assess and understand your strengths and limitations in order to support your learning and personal development.

Open-minded

Understand and appreciate your own culture and personal histories, and are open to the perspectives, values and traditions of other individuals and communities.

You seek and evaluate a range of points of view, and you are willing to grow from the experience.

Risk-takers

Approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies.

You are brave and articulate in defending your beliefs.

Caring

Show empathy, compassion and respect towards the needs and feelings of others.

You have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

Balanced

Understand the importance of intellectual, physical and emotional balance to achieve personal well-being for yourself and others.



Principled

Act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities.

You take responsibility for your own actions and the consequences that accompany them.

Knowledgeable

Explore concepts, ideas and issues that have local and global significance. In so doing, you acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

Inquirers

Have a natural curiosity and learn to acquire the skills necessary to conduct inquiry and research and show independence in learning. You actively enjoy learning and this love of learning will be sustained throughout their lives.

Communicators

Understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. You are willing to work in collaboration with others.

Thinkers

Exercise initiative in applying thinking skills critically and creatively to recognise and approach complex problems, and make reasoned, ethical decisions.



Wausau East High School Behavior Matrix



Make it a great day! Do it the Lumberjack way!

	Respect	Integrity	Compassion	Excellence
Commons	<ul style="list-style-type: none"> • Use acceptable volume, tone and language. • Sit on the seats. • Use table manners. • Clean up after yourself. • Respect other's personal space and privacy. 	<ul style="list-style-type: none"> • Wait your turn in line. • Pay for purchases. • Attend assigned lunch. • Stay in commons area. 	<ul style="list-style-type: none"> • Be welcoming to all. • Be polite to everyone. • Help those in need. • Be patient. • Allow traffic flow. 	<ul style="list-style-type: none"> • Recycle. • Pick up even if it isn't yours. • Move away from conflict.
Hallways	<ul style="list-style-type: none"> • Allow traffic flow. • Keep moving and stay to the right. • Use acceptable volume, tone and language. • Maintain personal space. 	<ul style="list-style-type: none"> • Pick up after yourself. • Turn lost items into the office. • Present school ID/planner at request of staff. • Keep lockers locked. 	<ul style="list-style-type: none"> • Help those who need assistance. • Be kind to others with words. • Respect property of others. • Apologize if you bump into somebody. • Move over to text. 	<ul style="list-style-type: none"> • Focus on your own business. • Manage passing time efficiently. • Be on time for all classes. • Respect pass privilege by going directly to approved destination. • Maintain orderly behavior.
Restrooms	<ul style="list-style-type: none"> • Go, flush, wash, leave. • Use all equipment and supplies as intended. • Maintain a clean environment. 	<ul style="list-style-type: none"> • Report unsafe or unhealthy conditions. • Keep bathroom smoke, chew, drug and graffiti free. 	<ul style="list-style-type: none"> • Respect the privacy of others. • Make room for others. 	<ul style="list-style-type: none"> • Use bathroom before school, during lunch or at passing time. • Conserve resources (paper, towels and water). • Use bathroom in a timely manner.
Bus Area	<ul style="list-style-type: none"> • Keep hands and feet to yourself. • Keep bus clean. • Stay seated, facing front. • Use acceptable voice volume and tone. 	<ul style="list-style-type: none"> • Be a positive role model. • Use manners and acceptable language. • Follow the rules and listen to the adults. 	<ul style="list-style-type: none"> • Make room for others. • Be kind. 	<ul style="list-style-type: none"> • Engage in positive behavior. • Notify bus driver of problems. • Focus on your own business. • Move away from conflict.

Classroom	<ul style="list-style-type: none"> Follow classroom expectations. Respect and follow the directions of all staff, including substitutes. Take care of materials and equipment. Practice productive discussion tactics: listen, speak in turn, respond. Practice safe behavior. Respect others' right to learn. 	<ul style="list-style-type: none"> Attend class daily. Be on time for classes. Bring materials for class. Take responsibility for your learning. Do your own work. 	<ul style="list-style-type: none"> Support and encourage each other. Model positive behavior. Work cooperatively with others. 	<ul style="list-style-type: none"> Be productive in class and resource time. Seek out help and ask questions when needed. Be an active participant in your learning. Put forth your best effort daily.
Technology	<ul style="list-style-type: none"> Follow acceptable use policy in student agenda. Maintain care of equipment. Turn off and put away all personal electronic devices. 	<ul style="list-style-type: none"> Use equipment for intended purposes. Visit only school appropriate websites. Follow staff directions on technology use. 	<ul style="list-style-type: none"> Think before you send. Use acceptable language. Use your own account to identify yourself. 	<ul style="list-style-type: none"> Report technology misuse or problems. Use time wisely. Stay productive and on task.
All School Settings	<ul style="list-style-type: none"> Follow dress code. Use acceptable language. Maintain personal space. Respect others' right to learn. Exhibit a positive attitude and representation of our school. 	<ul style="list-style-type: none"> Notify adults of any unsafe behavior. Clean up after self. Follow expectations for designated areas. Follow direction of all staff members or any adult in the building. 	<ul style="list-style-type: none"> Think before you speak or act. Offer a solution to a problem. Be friendly, welcome others. Move away from those making poor choices. Be kind, considerate and honest in all you do. 	<ul style="list-style-type: none"> Take responsibility for your behavior. Be ready to learn every day. Be on time for all classes, appointments and activities. Always give your best effort. Be a positive role model for Wausau East.

FACULTY and STAFF MEMBERS

Ag/Natural Resources

Joe Staszak *

Art

Vong Lao

Joel Pataconi *

Attendance Director

Derek Steinke

Audio-Visual

Glenn Peters

Business Education

Trevor Knight *

Counselors

John Boulanger *

Missy Cayley

Katie Gilles

Manee Vongphakdy

English Language

Seth Clendenning

English

Kelly Clark

Rachel Jackson

Ann Landretti

Michelle Lindell

Kelly Rohr

Danelle Tylinski

Debra Watz

Jamie Woller *

Hlee Yang

Family/Con Ed

Haley Abel *

Amanda Van Oosten

Global Languages

Jody Krieg * – S

Jannel McCallum – S

Elizabeth Towey - F

Ramona Winter-Leigh – G

IB

Darlene Beattie *

Librarian

Paula Hase

Mathematics

George Adams

Jacob Engel

Atina Faulks

Matt Herminath

Doris Martin *

Tom McCormick

Matt Natzke

Megan Roth

Felicia Schuster

Betsy Stangel

Music

Kirsten Hornby *

Rico Jaeger

Robert Perkins

Physical Education

Shawn Moretti

Dina Rasmussen-Spear *

Pat Ratkovich

Jessica Truax

Psychologist

Matthew Mitchell

School Nurse

Julie Welch

Science

David Blaskowski

Dave Coenen *

Mark Ekiss

Jacob Engel

Connie Farmer

Bruce Maatta

James McFarlane

Kristine Sladek

Chuck Woelfel

Social Studies

Paul Clark

John Lakus

Dave Lee

Tim Olson

Ben Petersen

Christy Powell *

Tom Tourtillott

Brent Zinkel

Special Services

John Cayley

William Giese

Connie Heise

Robert Hughes

Stacey Larsen

Lou Livingston

Brenda Meyer

Susan Schlunkmann

Phil Sturm *

Speech Pathologist

Sally Hawbaker

Tech Education

Elizabeth Kysely

Mark Poppe *

Jake Stachovak

Administrative

Technical Support

Bob Groene

Chris Rajek

Homebound Instr.

T B D

Project Base Learning

Oliver Burrows *

Social Worker

Kelly Perdue

*Department Chair

CLERICAL AND TEACHER AIDES

Erick Amaya Gonzalez	EL Assistant
Connie Behnke	Business Office / Bookkeeper
Sara Denissen	Commons Supervisor
Jennifer Gabriel	SPED Para Professional
Cindy Hollander	Student Services Secretary
April Krumrie	SPED Para Professional
Tow Lor	SPED Para Professional
Teresa Maney	SPED Para Professional
Kendall Misoni	Principal's Secretary
Carly Moeller	SPED Para Professional
Robin Mueller	SPED Para Professional
Kim Olson	SPED Para Professional
Jill Palecek	Attendance Secretary
Nancy Peters	Nurse's Assistant
Dale Pahl	SPED Para Professional
Kimberly Rivera-Cerrato	EL Assistant
Dana Schubring	Receptionist
Elissa Steinke	Athletic Secretary
Yee Thao	EL Assistant
Gina Walters	Guidance Secretary
Deb Woller	Programming Secretary
Lisa Wolters	Library Assistant

CUSTODIAL/HOUSEKEEPERS

Logan Davidowski	Janet Schmidt
Vicki Deckert	Kathy Simonis
Arlowe Erickson	Luke Tappan
Kevin Erickson	Blia Xiong
Paul Kraus	Ge Xiong
Myles Laufenburg	Khoua Xiong
Chong Lee	

NUTRITION SERVICES

Gina Burmeister	Kristie Krause
Colleen Crowley	Luann Pahl
Sara Helmer	Pam Raduechel
Sarah Johnson	Sue Rye
Dawn Johnson	Sheree Schnoor
Abby Konkol	Lisa Taylor
	Margaret Wolfe

CAREER CENTER - Der Lo

RESOURCE OFFICER - Officer Nick Stetzer & Badge

2020-2021 Calendar

September

Aug 27-28-29	Teacher Inservice
1	First day of School
7	Labor Day – No Classes
24	Academic Awards Assembly (grades 10-11-12) 1:00 pm
27-Oct 3	Homecoming Week

October

12	Columbus Day (Observed)
28	1 st Quarter Ends
29-30	District-wide Professional Development – No Classes
31	Halloween

November

2	2 nd Quarter Begins
11	Veterans Day
27	Non-Contract Day – No Classes
26-27	Thanksgiving Day/Break (No Classes)

December

25	Christmas
23-31	Winter Break (No Classes)

January

1	New Year's Day
4	Classes Resume
9	Junior Girls Ball
15	End of 2nd Quarter/1st Semester
18	District-wide Professional Development – No Classes
19	3 rd Quarter Begins

February

19	District-wide Professional Development – No Classes
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March

19	End of 3rd Quarter
21	4 th Quarter begins
28-Apr 2	Spring Break (No Classes)

April

2	Good Friday (No Classes)
4	Easter
19	National Honor Society Induction – 7:00 pm Auditorium
24	Prom

May

7	District-wide Professional Learning – No Classes
5	Senior Scholarship Night 7:00 pm in Auditorium
18	Senior Academic Awards Assembly in Gym 1:00 pm
19	C.A.F.E. (Cultural Arts Fair at East) 5:00-8:00 pm
24	East Graduation
28	District-wide Professional Development – No Classes
31	Memorial Day Observed

June

3 Students' Last Day / 4th Quarter Ends

4 Teachers' Last Day

2020-21 East High Schedule

***** "A" Schedule *****

1st Bell	7:40
Period 1	7:45 - 8:35
<i>Announcements & Pledge 7:45 - 7:50</i>	
Period 2	8:40 - 9:25
Period 3	9:30 -10:15
Period 4	10:20 -11:05
Period 5	
<u>First Lunch</u>	<u>Second Lunch</u>
11:10-11:40 Lunch	11:10-11:55 Class
11:45-12:30 Class	12:00-12:30 Lunch
Period 6	12:35 - 1:20
Period 7	1:25 - 2:10
Period 8	2:15 - 3:00

***** "B" Schedule *****

<u>Wednesday</u>	<u>Thursday</u>
Teacher Collaboration 7:35 – 8:20	Teacher Collaboration
Period 2 8:30 – 9:50 Period 1
Period 4 9:55 – 11:15 Period 3
Period 6	Period 5
<u>First Lunch</u>	<u>Second Lunch</u>
11:20-11:50 Lunch	11:20-12:40 Class
11:55- 1:15 Class	12:45- 1:15 Lunch
HR/Tutorial 1:20 – 1:35 HR/Tutorial
Period 8 1:40 – 3:00 Period 7

"A" Schedule or "B" Schedule ...

<u>Starting the week of</u>	<u>Schedule</u>	<u>Starting the week of</u>	<u>Schedule</u>
September 1	A	January 19	A
September 8	B	January 25	B
September 14	A	February 1	A
September 21	B	February 8	B
September 28 (Homecoming)	A	February 15	A
October 5	B	February 22	B
October 12	A	March 1	A
October 19	B	March 8	B
October 26	A	March 15	A
November 2	B	March 22	B
November 9	A	March 29-April 2 (Spring Break)	
November 16	B	April 5	A
November 23 (Thanksgiving Wk)	A	April 12	B
November 30	B	April 19	A
December 7	A	April 26	B
December 14	B	May 3	A
December 21	A	May 10	B
December 23-Jan 1 Winter Break		May 17	A
January 4	A	May 24	A
January 11 (Final Exam Schedule)	A		

GUIDANCE and COUNSELING PROGRAM

The Guidance and Counseling program at East High School assists all students in career choices and in making informed and individually appropriate social, educational, and vocational choices. Students are encouraged to make an appointment with a counselor to become acquainted and learn about the services available. This can be the introduction to future visits as needs arise. Appointments are made through the secretary in the Counseling Office.

At East, we have four counselors. Students are assigned to their counselor according to the initial of their last name. New assignments are being established.

<u>Initial of Last Name</u>	<u>Counselor</u>
A – F	John Boulanger
G - Mc	Missy Cayley
Me - R	Manee Vongphakdy
S - Z	Katie Gilles

SCHOOL CODE NUMBERS - Scholastic Aptitude Test/American College Testing Program/Financial Aide Form/Family Financial Statement - Code Number - 502-415

STUDENT FEES

Student Fees for 2020-21 school year are \$30. Additional fees may be required for classes, courses and/or lab fees. Please call the school Business Office if you have questions.

NOTE: This DOES NOT include the ***ATHLETIC USER FEE (\$50)*** (\$75 for the sport of LaCrosse) assessed for each sport season or the ***ACTIVITY CODE FEE (\$25)*** assessed for each extra-curricular activity the student may choose to participate in.

* Fees subject to change per Board Policy.

PARKING: \$40 per full year per student charge for student parking.
(Please see General Policies Parking for further explanation.)

YEARBOOK: The yearbook is also a separate fee of **\$55** until Oct 1.
\$57 after October 1. Extras are usually not ordered.

ACADEMIC / GRADUATION REQUIREMENTS

The responsibility for completing all graduation requirements is that of the students. While the teachers and counselors will assist the student in planning the program, they are not expected to relieve the student of this responsibility.

STUDENTS WILL NEED 23 CREDITS FOR GRADUATION.

4 credits in English

(The requirement must include English 9, English 10, one composition course and one literature course.)

3 1/2 credits in Social Studies

(2 credits in U.S. History, 1 credit in World History, and 1/2 credit selected from Economics, Political Science, Sociology, Psychology, E.S.P., Racial Minorities, or Anthropology.) [Modern History I.B., a 2-year 2-credit course, can substitute for World History]

3 credits in Mathematics

(Computer Programming classes do not satisfy the three-year math requirement. All high school students will take a formative, end-of-year assessment in mathematics at the end of the 9th, 10th, and 11th grades. Information from these assessments will be used to develop appropriate interventions and enrichment activities designed to assist the student in achieving maximum success.)

3 credits in Science of which 1 credit must be in Biology

1 1/2 credits in Physical Education and 1/2 credit in Health

1/2 credit in Finance Literacy

An Economics, Personal Financial Literacy or Financial Literacy course may be taken during a semester of a student's Sophomore, Junior or Senior year.

7 credits in Electives

These seven credits should be spread over the four years/eight semesters.

The following required courses should be taken during the year (.5 credit each semester) as indicated below:

FRESHMEN

1 cr English 9
1 cr Mathematics
1 cr U.S. History I
1 cr Physical Science or Biology
.5 cr Physical Education I
.5 cr Health

JUNIORS

1 cr English (Composition or Literature)
1 cr Mathematics
1 cr World History
1 cr Science Requirement
.5 cr Physical Education Elective

SOPHOMORES

1 cr English 10
1 cr Mathematics
1 cr U.S. History II
1 cr Biology I (if not taken Freshman year)
.5 cr Physical Education Elective
.5 cr Finance Literacy (either So-Jr-Sr yr)

SENIORS

1 cr English (Composition or Literature)
.5 cr Social Studies Requirement
.5 cr Finance Literacy (either So-Jr-Sr yr)

*All students are required to pass the

.5 cr Finance Literacy (either So-Jr-Sr yr) Civics/Citizenship Exam

CLASS RANK / GPA RANKING / HONOR ROLL – Class rank, GPA ranking and Honor Roll is done only twice a year, at the end of 1st and 2nd Semesters. Soon after the report cards are out, and most changes have been made, a decision is made to finalize and do Class rank and GPA ranking by Class. Medals, for Academic Awards, are awarded as: 3.5-3.749 is Bronze; 3.75-3.999-Silver; 4.0 is Gold.

Honor Roll determination is based on a 3.5 to 4.0 semester GPA. The honor roll is then submitted for publication.

DROPPING A CLASS – Any student wishing to drop a course during the semester must complete a Schedule Change Form.

- Students have the first two weeks to drop a class.
- Any drops occurring during weeks three through nine will be recorded as a WP or a WF.
- After quarter grades are issued, any drops will be recorded on transcripts as an F.
- All drops must be approved by the teacher and parent/guardian.
- Exceptions will only be made for extenuating circumstances and must be approved by the teacher, parent/guardian, and Administration.

WF grades will be calculated into the semester GPA. WP grades will not be calculated in the semester GPA. Both WP and WF will be recorded on the student's transcript. All students are required to maintain full time status.

EARLY GRADUATION - The Wausau School District accepts a philosophy of education, which recognizes the individual differences among students. For this reason, it will permit early graduation following completion of the junior year or first semester of the senior year dependent upon the following factors:

1. The application for early graduation has been submitted to the high school principal by the parent or guardian of the student or the student if they are 18 years of age. This application must be received no later than December 1.
2. The building principal and high school counselor have granted permission following conferences with faculty members who have worked with the student. (Social and emotional factors are to be evaluated in addition to academic achievements.)
3. All present academic requirements are to be met.

GRADING - The meaning of the letter and number symbols used in evaluation are as follows:

Achievement Grade

A - Excellent	I - Incomplete
B - Above Average	M - Medical
C - Average	N - No Credit
D - Below Average	S - Satisfactory
E - Passing for reasons other than Scholastic Achievement	U - Unsatisfactory
F - Failure	WF - Withdraw Failing
	WP - Withdraw Passing

HIGH SCHOOL LOAD – All students must take a minimum of 6 one-half credit courses per semester. Students planning on graduation before the end of their senior year should plan ahead by seeing their counselor in their sophomore and junior years.

INCOMPLETE GRADE POLICY – Incompletes will only be issued at semester grading periods and only if there are extenuating circumstances. Incomplete course work needs to be completed by the following mid-quarter or by an extended deadline specified by the teacher. Failure to complete the course work in the specified time frame will result in the student receiving a failing grade.

PROGRESS REPORTS - At mid-quarter reports indicating student's progress are published in the Parent Portal. Paper copies can be requested if needed. We suggest that if at any time parents are concerned about the progress of their child, please contact the school. Reports may also be sent earlier or later by teachers if they see a change in a student's performance.

REPORT CARDS - Grades measuring achievement and effort will be given at the end of each quarter. These grades will evaluate performance for that quarter only. Quarter grades are not recorded on the transcript. Final grades will be given at the end of each semester in all courses. Students should be aware that semester grades are calculated in a number of different ways by the faculty.

If students have questions about their grades or did not receive a credit at all, please contact the teacher involved or the Programming Office.

Additional Information: Students interested in enrolling in a course at West High School must first notify their counselor and follow the appropriate procedure.

Students repeating a course should notify their counselor. This is to ensure that proper credit is received.

SCHOOL FOREST - The School Forest TA program is an extracurricular activity, not an educational field trip. Here are some guidelines:

1. Any individual that desires to serve as a teacher assistant at the School Forest must meet at least ONE of the following requirements:
 - A. Have completed a School Forest Leadership Course.
 - B. Had previous experience as a teacher assistant at the School Forest.
 - C. Obtain references of at least three professional staff members recommending them as a teacher assistant.
2. School Forest teacher assistants should have their absence approved by their classroom teachers at least two weeks prior to going to the School Forest. Enrollment in a School Forest Leadership Course does not guarantee that individual an opportunity to serve as teacher assistants. This is an extracurricular activity and a privilege to go out to work with younger students at the School forest. Students must have good grades, no attendance or behavior issues, and no athletic code violations.
3. While this is a unique learning opportunity for East High students, their education and classroom obligations take first priority. Any missed work must be prearranged with the teacher whose class you will miss. If a teacher requests you to be in class, then you must comply and attend class unless other arrangements with that teacher have been made ahead of time. If students do not comply, then teachers shall dock their grade accordingly.

EARLY COLLEGE CREDIT PROGRAM (Refer to School District Policy #6220)

The Early College Credit Program allows all public high school juniors and seniors who meet certain requirements to take post secondary courses at a UW institution or a Wisconsin Technical College or one of Wisconsin's participating private institutions of higher education. If the course taken is approved by the school board, and is not comparable to a course offered in the district, the student will receive both high school and postsecondary credit for a successfully completed course. Students and/or their parents are responsible for transportation between the school and the college. To qualify for the Early College Credit Program:

1. The student has completed 10th grade
2. The student is in good academic standing
3. The student notifies the District of his/her intent to attend a postsecondary institution in accordance with the timelines established in state law
4. The student satisfies the requested postsecondary institution's admission requirements
5. The student is not a "Child At Risk" as defined in state law
6. The student has not exceeded 18 postsecondary credits through the Early College Credit Program at the expense of the District

Return an initial application form to the Counseling Office no later than March 1, for a course to be taken in the fall semester, or October 1 for a course to be taken in the spring semester.

The school district will pay an institution of higher education for any course that is taken for high school credit and that is not comparable to a course offered in the school district.

The student will pay for any course that is taken for high school credit and that is comparable to a course offered in the school district.

The student will pay for a postsecondary course taken at an institution of higher education or technical college that is taken for postsecondary credit only.

The student will pay for incidental college fees such as parking, and for equipment, tools, and supplies that will become the property of the student.

If a student receives a failing grade, or fails to complete a course for which the District has made payment, the Board shall request reimbursement for all costs related to the course. In the event that the District fails to be reimbursed, the student shall not be considered in good standing for future Early College Credit coursework.

Any additional credits beyond 18 shall be taken at the expense of the student.

WAUSAU EAST GENERAL SCHOOL POLICIES

ACCESS TO RECORDS - Parents and students have a right to see their records. Any parent who wishes to see their child's records should request this information through the Counseling Department.

AGE OF MAJORITY - East High School recognizes that when students reach the Age of Majority they are afforded all the rights and privileges of adulthood. Students may, upon reaching 18 years of age, assume full responsibility for their report card, attendance and other school related procedures and activities. In order to accomplish this, the student must meet with the Associate Principal/designee and file the appropriate form yearly.

Adult students are not exempt from complying with the rules or policies enacted by the Wausau Board of Education or East High School. By State Statutes, school boards are authorized to make rules, including rules pertaining to student conduct, or to delegate this rule making function to the district's administrators or teachers. School rules made under the authority of the State Statutes are binding on pupils regardless of age. Adult students are also subject to the same disciplinary procedures as students under the age of 18.

If the administration believes a student is abusing the Age of Majority privilege, it may be revoked.

BUSES - All students who live more than two miles from school are provided with free transportation. Because of the serious nature of busing students, the school reserves the right to suspend any students who are causing a problem from riding a school bus for a period of time. The Associate Principal/designee should be contacted regarding bus service concerns.

COMPUTER DATA, INTERNET AND PROGRAMS

The school policy dealing with computer offenses of modifying, destroying, accessing, possessing and copying data and support documentation is in compliance with Wisconsin Statute 943.7. Any violations may lead to suspension or termination of computer use privileges as per the following occurrences.

- | | |
|--------------------------|---|
| 1 st offense: | The student will lose their computer usage for a period of two weeks. The student may elect to write a paper explaining why their offense cannot be allowed at Wausau East High School. |
| 2 nd offense: | The student will lose their privileges for a 4-week period. |
| 3 rd offense: | The student will lose their privileges for the rest of the year or for the duration of their enrollment at Wausau East High School. |

Any of these steps may be bypassed, by administration, depending on the severity of the offense.

Should any student violate the law while using computers, referral may be made to civil authorities for criminal prosecution. Should any student's computer usage result in other legal action; such as action to recover civil damages and penalties, etc., the school district may pursue such legal action. Additional disciplinary action, coinciding

with existing policy regarding unacceptable behavior, may be enforced at any time in the consequence process.

DRESS CODE - To maintain the health or safety of students and not disrupt the learning process, the Wausau East Administration has established the following rules:

- During the school day, coats/jackets, hats, caps, bandanas, head coverings, sunglasses shall be taken off and placed in the student's locker immediately after the student enters the building.
- Clothing should always completely cover the torso (i.e., no bare midriffs or off the shoulders). When standing up, the shirt must touch the top of pants or skirt.
- Excessively short skirts are not allowed. Short shorts need to totally cover the bottom. A recommended length would be mid-thigh.
- Clothing items such as backless, halter, strapless, and spaghetti-strapped tops are not allowed. All tops must provide full coverage and be high enough in front to eliminate chest cleavage. Undergarments must be worn and shall not be visible.
- Students choosing to wear low-rise pants need to make sure their undergarments are not exposed. Pants need to be secured around the waist/hip area. Boxer shorts and/or briefs should not be visible. Shirts considered undergarments may not be worn.
- Shoes must be worn at all times.
- Any fashion (dress, accessory, or hairstyle) that is distracting from the learning process or presents a safety risk; displays suggestive, offensive, obscene, sexually degrading, or racially motivated graphics or statements (e.g., Hooters, Playboy); or pertains to drugs, alcohol or tobacco products is not permitted.
- Wallet chains are not permitted.
- Gang colors, symbols or identification may not be worn (i.e., bandanas, jackets, caps, etc... and this includes tattoos that are visible).
- The school reserves the right to require students to change or cover clothing deemed out of code.

The school personnel along with administration will use discretion to make decisions regarding the appropriateness of each student's dress and possible consequences for violation of this policy. Students will be required to change into appropriate clothing. This may include being sent home to change clothes or a parent being required to bring in a change of clothes. Repeated violations of dress code can result in further disciplinary consequences being taken. With student and parent support and the use of common sense in terms of the attire's appropriateness for school, issues can be easily resolved.

DRUG AND ALCOHOL ABUSE – The Board of Education recognizes that drug and alcohol abuse is a serious problem within the secondary schools of the nation. The Board recognizes, moreover, that drug and alcohol abuse is a behavioral/medical problem. To address the problem, it is necessary to have cooperation and communication with parents. Parents are urged to contact the school with any concerns they may have pertaining to drugs or alcohol problems. The schools, in turn, will also stay in contact with the parents and/or guardians of students. Any student exhibiting a continuing problem or suspected of being under the influence of drugs or

alcohol is to be referred to the designated administrator, counselor, health personnel, and/or community agencies.

Teacher Referral of Suspected Problem

1. A teacher suspecting drug or alcohol use and/or possession will refer the individual immediately to the principal or an appointed designee.
2. The principal or his/her designee will attempt to determine the student's involvement with drugs or alcohol. If drug or alcohol use is suspected, the student could be referred to a counselor, school nurse, or other appropriate person. If drug or alcohol use is established as the problem by the principal or his/her designee, parents will be notified immediately. Police authorities will also be notified. The student will be sent home for the duration of the day or suspended until it is determined by administration the student can continue to function in the school environment.
3. A counselor in consultation with one of the Associate Principals may begin an evaluation of the student to include school performance, attendance, disciplinary action, personal relationships and other pertinent data.
4. The counselor will meet with the student to attempt to determine the probable level of drug involvement and to make recommendations regarding subsequent actions.
5. An intervention meeting may be held with an administrator, counselor, the student and parents. At the meeting, the student and parents are presented the data gathered. It is explained that the behavior cited is inappropriate and unacceptable. To facilitate positive behavior changes, the student and parents will be informed of possible sources of help as well as the consequences of continued unacceptable behaviors.
6. A staffing may be held with the student's teachers to inform them of the previous proceedings and forthcoming procedure. The parents will be informed of all choices and/or consequences involving the student in the future.

Student Self-Referral

1. A counselor sought out by a student will try to help the student or will refer the student to an appropriate community agency.
2. Confidentiality will be maintained by the counselor who will encourage the student to talk with his/her parents and seek additional help. Only those individuals who need to know will be involved. An intervention meeting may be used if appropriate.

FIELD TRIPS - Various classes throughout the year make use of field trips. Parents must fill out parental permission sheets in order for students to participate in field trips. Transportation is normally provided by the school district and students are expected to use it.

FIRE DRILLS - Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys promptly and leaves the building by the prescribed route as quickly as possible. Please refer to and follow posted signs in each classroom. The teacher in each

classroom will give the students instructions. The fire drill is meant for everyone, the building must be evacuated!

GRAPHIC CALCULATORS – The playing of video games on a graphic calculator/ computer is strictly prohibited. A student violating this policy is subject to teacher discretion – the teacher may erase the game program or refer the student to the office for disciplinary action. Please report theft to the Student Services Office.

GYM LOCKERS - are assigned by Physical Education Teachers. ***Be sure to securely lock your PE locker each time you use it.*** These lockers are also property of East High and may be searched by East Officials randomly or with reasonable suspicion. Please report any theft to your PE teacher and to the Student Services Office.

HALL LOCKERS - are assigned to *all students*. ***Keep your combination to yourself!! Be sure to secure your locker each time you use it.*** The lockers remain property of East High School, and may be searched by East Officials randomly or with reasonable suspicion. Students are responsible for damages and repair to their assigned lockers. Please report any vandalism or theft to the Student Services Office. Please note that the offices use lockers to distribute information throughout the year. NOTE: All lockers will have combination padlocks. Replacement cost is \$10.

INSURANCE - The school district does not carry insurance that covers students. Families may purchase commercial student insurance which covers their participation in school activities.

LUNCH PROGRAM – How does it work?

1. Make payments (in designated payment box) into the student’s account before 9 AM in order for the deposit to go into the account for that day. Please deposit cash and/or a check made out to Wausau Schools Nutrition Service, in a prepaid envelope, with name and ID number, and place it in the payment box. **Cash at time of purchase is not accepted.** If you have more than one student in East High, you can write one check for lunch and designate on the envelope how much is for each student.
2. The Nutrition Service cashier assists students in scanning their card. The computer reads the barcode or the number the student has entered to deduct the cost of the items selected from the student’s account.
3. 2020-21 Nutrition Service Meal Prices:

	<u>Breakfast</u>	<u>Lunch</u>
High School	\$1.55	\$2.90
Reduced-Price	No Charge	\$.40
Adults/Visitors	\$1.95	\$3.55
Milk	\$.45	\$.45

MEDICATIONS: Students are not allowed to carry medication in their backpacks, purses, etc. Please bring to the Nurses’ Office for proper documentation.

MESSAGES – If messages are of an ***emergency nature***, the office staff will make every effort to deliver them without delay. However, it is not possible to accept and hand deliver all of the telephone messages that come to the high school without interrupting classes and interfering with the learning environment the school faculty and staff work so hard to maintain.

POSTERS - Permission to put up any posters at Wausau East must be obtained from a school administrator. Posters should pertain to Wausau East activities and be of appropriate size, material and subject matter. No posters or signs will be allowed that promote any type of business or commercial activity.

RESOURCE CENTERS

RESOURCE CENTERS AVAILABLE: An information sheet will be available and handed out at the beginning of each semester to students.

ASSIGNED RESOURCE CENTER: in an attempt to reach academic success, students who received a 'D' or 'F' will be assigned to an academic resource center. If at the next grading period the student is passing with a 'C' or better, they will be allowed to choose a resource center. A student may also be assigned to a resource for additional assistance by a teacher who completes an academic intervention form.

RESOURCE EXPECTATIONS:

Students will submit ID cards, or the teacher will identify the students (through Infinite Campus as necessary), at the beginning of the class period. Attendance will be taken for all students within the first ten minutes of each period. Students must arrive on time. Students attending academic resources must bring meaningful work with them. Computers in the resource centers are for educational use only. Students must adhere to all school policies of no food, beverages, cell phones and other electronic devices in the academic resource centers. All students, including students with incentive privileges, must stay in resource for the entire period.

CAREER CENTER has many resources available to help students with career exploration and is open during the school hours -

- *College and technical school catalogs and regular visits from college reps
- *Scholarship/Financial aid information and college admission or application forms
- *Post-Secondary Planning: Career resource library, occupational guides and military

COMMONS is a privilege and eligible to students who are passing their classes with a 'C' or better. If a student earns a 'D' or 'F', the student will be required and assigned to a subject specific resource center until the time of the next grading period.

Commons is never available during the lunch hour. Students must sign-in like any other resource center with a valid ID and remain in the commons for the entire period.

- Students found in the commons when not permitted will be given 1 warning. Further violations will lead to disciplinary consequences.

LIBRARY - The library is a quieter research and study facility. Operational hours are from 7:00 AM–3:15 PM. Students can checkout materials for 15 school days as long as they have no overdue books or fines. To renew a book or item, talk to library staff. A replacement cost or fine is charged for lost or damaged materials. See the library web page on the East website for more detailed information on library procedures. The library offers over 15,000 print and digital items, including audiobooks and ebooks through OverDrive, and many subscription databases. We also carry the physical copy of the Wausau Daily Herald. Ask the library front desk for remote access codes to our subscription databases. A color printer (\$.25 per page), copy machine and a scanner are also available for student use. The library has 30 workstations for dual monitor hookups to student Chromebooks as well as four computers available with subject specific software like Adobe Premier & Logger Pro.

LIBRARY RESOURCE: Students who choose the library for a resource must have homework to do or be quietly reading. At the beginning of the period, students place their ID card in a basket. Students may sign in once a semester without their ID; after

that, they will be redirected to another resource. ID cards will be returned at the end of the period. Students with incentive privileges need to follow the same procedures and stay for the entire class period. Food is not allowed in the library; however, cell phone use is allowed and coffee and hot chocolate are available for purchase.

SKATEBOARDS/ROLLERBLADES/SCOOTERS/HOVERBOARDS –

are prohibited from being on school grounds. This includes the steps, sidewalks, and parking lots surrounding the building. Violations may result in confiscation of the item and/or receive a municipal citation.

STUDENT AGENDAS – Student agendas must be used and signed by a staff member when a student is to be in the hall other than passing time. Replacement cost for an additional agenda is \$5 and may be purchased in the Student Services Office.

STUDENT ID CARDS - All students must carry a *current school year* ID card.

ID cards are used as tickets to school activities or sport events, to check out materials from the Library, for the School Lunch Program, check in for resource centers, and for the purpose of identification. Students who fail to identify themselves by name or ID to staff, maybe subject to disciplinary action. This is a school safety issue.

ID's are issued to all students at the beginning of the school year. The first card is furnished to the student; if lost or card is damaged, **replacement cost is \$5** and can be purchased in the Student Services Office.

STUDENT PARKING LOT AND PARKING PERMITS – Each student who wishes to use the student parking lot must purchase a parking permit in the Business Office. Cost is \$40 if purchased for full year, \$30 if purchased in Q2, \$20 if purchased in Q3, \$10 if purchased in Q4. A parking registration card needs to be filled out each time and turned into the Business Office to obtain a parking tag. This tag ***MUST BE PLACED INSIDE ON REARVIEW MIRROR***. If a student drives more than one vehicle (this includes mopeds and motorcycles) to school or buys a different vehicle, he/she must purchase an additional parking tag for \$2. Temporary Parking Pass (one or two days) may be purchased for \$2. A student may not purchase additional parking tags for other students for a reduced price—consequences could be loss of parking privileges for those involved.

Parking in the student parking lot (Lot A-B-D) is on a first come first serve basis.

Students parking in the student parking lot must park in a legal parking space.

Students who violate the parking regulations of the school will be issued a parking citation through the City of Wausau. If problems continue, the privilege of parking may be denied at East High School. The administration reserves the right to deny students from access to parking privileges.

Students are not allowed to be in the student parking lot except when going to or coming from their vehicle. **Students are also not allowed to sit in their vehicles in the student parking lot.** The primary reasons for both of these rules is the protection of student vehicles from damage and vandalism. Violation of these rules will result in appropriate disciplinary measures being taken.

As is the case with student lockers, students who park a vehicle on School District property, should have a lowered expectation of privacy. Cars may be searched if

reasonable suspicion has been determined by administration. Canine units/local authorities may be used to randomly search vehicles.

Any student observed driving dangerously on school property will be referred to the Wausau Police Department for appropriate legal action as well as being subject to possible school disciplinary action. No loitering at the end of the school day.

STUDENT VISITORS – Student visitors need to be approved by Administration.

SCHOOL STORE – “JACK SHACK”

The Jack Shack is our school store. It is run by students from Business or Marketing Classes. It will carry items promoting school spirit, snacks, and basic school supplies. Stop by the Jack Shack – help run it by being in a Business or Marketing Class.

TEXTBOOK POLICY - In many courses, students will be given a textbook.

When the book is issued, a book condition slip is filled out. If the book is damaged or not returned at the end of the school year, then a fine is levied for the repair or replacement of the book. If the book is found and turned in any time after the close of the current school year, a \$1 fee is the only charge. It is important that student's sign in ink in the areas provided in each of the assigned books.

THEFTS - If an article is stolen, it should be reported to your classroom teacher, then the School Resource Officer and Student Services Principal. Every effort will be made by school personnel to recover stolen property. For insurance reasons, we ask that students fill out a theft report in the Student Services Office. A copy of this report will be filed with the Wausau Police Department.

TORNADO SAFETY RULES - When a tornado approaches our area, your immediate action may mean life or death. The intercom system will be used, when possible, to inform students of threatening conditions. Please refer to and follow posted signs in each classroom. REMEMBER: Tornado WATCH means tornadoes may develop; Tornado WARNING means a tornado has actually been sighted.

USE OF SURVEILLANCE CAMERAS – In the interest of the health and safety for all students and staff, East High School maintains video surveillance cameras.

WITHDRAWAL PROCEDURES FROM SCHOOL - Students who withdraw (move/transfer/leave) from school must obtain the proper forms from the Guidance Office. These forms should be completed with signatures from all teachers, appropriate offices, and Associate Principals, and turned back into the Guidance Office before leaving school.

WORK PERMITS - If you need a work permit, please bring the following:

1. Original Birth Certificate, Baptismal Certificate, or valid Drivers' License
2. Social Security Card
3. Parental permission
4. Signed letter from the employer stating the job you will be doing
5. \$10 fee

Bring all of the above to the Main Office to obtain your work permit. These items should be left at the office in the morning to assure that your permit will be ready when you leave school at the end of the day.

Students need to be present to sign the work permit before it is released.

Work permits may be denied or suspended by the Associate Principal/designee, due to excessive unexcused absences.

ATTENDANCE REGULATIONS

Attendance and academic performance are closely related. All students are expected to attend school regularly and to be on time for classes in order to benefit more fully from the instructional program. The high school attendance policies are designed to develop student's punctuality, self-discipline, and responsibility. All students, parents, and staff in the Wausau School District are required to observe the compulsory school attendance law. Regular school attendance is one of the essentials to school success and is an important part of the high school record each student is establishing. All students are required to be in their scheduled class including a resource center when the bell rings each period.

ATTENDANCE PROCEDURES

1. Parents are asked to contact the attendance office between 7:30 AM-1:00 PM on the day their child will be absent from school (715-261-0690). After 24 hours, should no call be received, the absence will be considered unexcused.
2. Students returning to school after having missed a portion of the day should report directly to the attendance office when they have returned to school.
3. Students who wish to go home, due to illness, must check out through the Nurses' Office.
4. **Parents/guardians are allowed to excuse their child up to ten days per year without a medical note. Absences excused with medical notes are excused without using the ten days previously mentioned.**

EXCUSED ABSENCES

All excused absences require parent/guardian/legal custodian written or verbal verification which is to be submitted to Attendance in advance of the absence or prior to re-admittance to school.

For future/extended absences, students are required to obtain and complete an **ANTICIPATED ABSENCE** form, which is then returned to the Attendance Office prior to the absence. Students bear the responsibility to make up all missed work. However, Administration reserves the right to make all final attendance decisions.

The following are excusable reasons for absence:

- *Personal Illness – This absence falls under the ten days allowed for parental excuse unless a note from a physician is provided.
- *Funerals and religious services as requested by the parents/guardians.
- *Professional appointments that could not be scheduled outside of the regular school day. (If part or all of the school day is missed due to a medical appointment, a note from the physician must be provided to the Attendance Office. If a note is not provided, the absence will fall under the ten days allowed for parental excuse.)
- *Serious, personal or family crisis.

- *Student is not in proper physical and/or mental condition to attend school in accordance with State Statute 118.15(3)(a).
- *Family vacations or activities. (This absence falls under the ten days allowed for parental excuse.)
- *Attendance at special events of educational value as approved by the school.
- *Suspension from school.

If excused absences exceed ten per semester, the school may notify parents that further absences would require a doctor's excuse. This authority is granted to school administrators under State Statute 118.15.

LEAVING SCHOOL DURING SCHOOL HOURS

All students who must leave the school grounds during the school day must report to the Attendance Office to sign out. A telephone call or signed authorization from parent/guardian must be presented to properly sign out.

A student with permission to leave school during the school day will be issued a pass from the Attendance Office staff. Upon returning, the student should report to the attendance office to sign in. No student absences will be excused if a student leaves without receiving permission from the Attendance Office before leaving campus.

LEAVING THE BUILDING

Students are not allowed to leave the school building during the instructional day with the exception of lunch hour, at which time, students may exit the building but must remain in designated areas within the East High campus.

Open Campus Lunch Privilege: the Wausau School District extends the privilege of one open or off-campus lunch per day to juniors, seniors, and second-semester sophomores, at Wausau East School. Once approved or not, students are notified via their email. All other students will have a closed campus lunch.

To obtain and retain this Open Campus Lunch Privilege, a student must have the following:

1. Parental Permission
 - A student's custodial parent/guardian must give written permission for their child to participate in the open campus lunch program. *Request forms are available at the beginning of the year for Juniors/Seniors and request forms are available to Sophomores/Juniors/Seniors for 2nd semester.*
 - Any student whose custodial parent/guardian withdraws consent for open campus lunch privilege shall surrender the opportunity for an open campus lunch.
2. Passing Grades
 - Students must demonstrate academic success in all courses taken. No student may have a previous quarter (1st-2nd-3rd quarter) failing grade and retain the open campus lunch privilege. Summer school grades will not be used in this determination.
 - An open campus privilege for transfer students will be determined by grade reports from their previous school or until such time as they establish an academic record at the end of the next quarter's grading period at Wausau East High School.
3. Good Attendance
 - A student who has unexcused absences (3) or unexcused tardies (5) shall forfeit their open campus lunch privilege for the remainder of the grading period.

- Any day of questionable attendance may be interpreted as an unexcused absence.
 - Students are required to attend all mandatory class meetings and assemblies. Failing to attend these functions will be considered an unexcused absence.
 - Excused absences are limited to the equivalent of 10 days per semester.
 - Students must respect the length of the lunch period. Any student who leaves for lunch before their assigned lunch period, or who returns after their assigned lunch period, shall be considered unexcused and may have their open campus lunch privilege revoked.
4. Good Behavior
- Any student who is suspended from school for behavioral issues will lose their open campus lunch privilege for the remainder of that grading period or as determined by administration.
 - Additionally, any student whose behavior necessitates District or law enforcement intervention at an off-site location during the lunch period shall lose their open campus lunch privilege for the remainder of that grading period or as determined by administration.
 - No outstanding fees or fines from school (ie: business office, athletics, library, etc)
 - Principals may establish additional rules to ensure the safety of their students and that are beneficial to the development of good citizenship and character in keeping with the spirit of this policy.

Student Incentive Privileges: The Incentive Program is designed to offer Juniors and Seniors, who are in good standing, an opportunity to leave campus for *one open resource, same hour daily, for each semester*. This program is aimed at providing qualified Juniors/Seniors the opportunity for recognition and reward for a job well done. Once approved or not, students are notified via their email. **Please note that the resource hour may be changed during the semester by a request in Student Services.** Criteria for the Incentive Program is the same as Open Campus above. *Request forms will be available at the beginning of each semester for Juniors/Seniors.* Signed forms must be turned in to Student Services and approved before being allowed to leave campus for incentive.

MAKE-UP POLICY

It is the student's responsibility upon returning to school from any absence to check with the teachers involved for assignments and other work missed. The assigning of make-up work should not be construed as being a punishment for being absent, but rather a vehicle to assist students in covering the material that was missed.

When a parent requests homework for any amount of time, please notify the Attendance Office of your needs and allow 24 hours for the school to gather materials needed.

TARDINESS TO CLASS – On-Time Policy:

Wausau East exists to provide all students with the opportunity to be effective communicators, critical thinkers, and collaborative workers in order that they may become academically and vocationally proficient individuals. For students to acquire the knowledge and skills to become proficient they need to be in class on time every day. Regular and punctual school attendance is one of the most critical factors in a student's academic success. Punctuality is essential to promoting a learning environment that is free of classroom interruptions. Students are expected to arrive at school and all classes on time. A tardy will be recorded for each student who arrives

after the official start time for each class period. Students are required to monitor transition time between classes. The following on-time policy will be implemented to avoid classroom disruption, maximize student learning, and to instill the core values of respect, integrity, compassion, and excellence.

Definition of Tardy:

A student is considered tardy if he/she is not in the classroom with required materials when the passing bell rings.

Being in class on time every day holds students accountable for academic success:

- Minimizes disruption to the learning environment
- Develops a practical discipline (punctuality) that will be expected in the “real world”
- Demonstrates **respect** for the people in the community
- Promotes a culture of academic and vocational **integrity**, which leads to excellence

The following procedures will be used to record and document tardies:

- Classroom doors will close after the passing bell sounds
- Students not in the room after the door closes should be recorded for time arrived on Infinite Campus and marked as tardy. Beyond 10 minutes late = marked absent.
- Teachers will take attendance every period into Infinite Campus

On-Time Policy: To encourage students to be in class on time every day we have instituted the following policy:

- To encourage students to be in class on time every day the school as a whole will enact the following to encourage good attendance:

*Hall Sweeps:

- Hall sweeps will be conducted periodically (when necessary)
- Hall sweeps will occur when the faculty/staff is notified of a predetermined period and date
- Hall sweeps may be targeted (a predetermined specific area of the school) or school-wide
- Hall sweeps will take place as follows:
 - *Warning bell sounds; giving students 1 minute to get to class
 - *Administrators, counselors and Attendance Director will round up those students who are in the halls after the ringing of the passing bell and direct late students to the attendance office to obtain admit slips
 - *Once a late student has obtained an “admit” slip they will return to their respective class promptly and quietly
 - *Teachers will allow students with an “admit” slip to enter the classroom

*Class Attendance:

-All teachers will promptly take attendance at the beginning of each class period. The following on-time policy will be in force regarding classroom attendance:

*On-Time Policy

- | | |
|------------------------|--|
| -1 st Tardy | Student marked tardy via Infinite Campus |
| -2 nd Tardy | Student marked tardy via Infinite Campus |
| -3 rd Tardy | Student marked tardy via Infinite Campus;
the student receives a detention, |
| -4 th Tardy | Student marked tardy via Infinite Campus; |
| -5 th Tardy | Student marked tardy via Infinite Campus; |

the student receives additional detention, attempts are made to correct the problem
loss Incentive Privileges for Jrs/Srs for the quarter
loss Open Campus privileges

*Incentives:

- *The school will recognize good attendance via school-wide recognition program.
- *Random full class rewards.

Collaborative Effort: In order for the on-time policy to become an effective tool in helping the community of Wausau East High School fulfill its mission, all stakeholders (students, administrators, teachers, counselors, staff, and parents) must work together to ensure that students are present and in class on time each and every day.

- Students: will arrive on time to each and every class. They will attend after-school detentions and all other assigned interventions.
- Administrators: will monitor the hallways during passing periods; will assign detentions, suspensions, and other interventions deemed necessary.
- Attendance Director: will meet with habitually tardy students and make parent contacts; assist teachers who are not following on-time policy.
- Teachers: will take attendance promptly at the beginning of each class and provide a pass if teacher causes tardiness to a student's next class.
- Staff members: will monitor hallways in their areas during passing periods.
- Parents: will ensure that their child/ren arrives at school on time. Parents will support the on-time policy.

After-School Detention:

After-school detention will take place as teacher or administrator assigns. The student will sign in and begin working on homework or assignments. Detention begins at 3:05 pm and ends at 3:25 pm daily. Rules of conduct determined by staff.

TRUANCY

If a student is late consistently or misses school or classes within a school day without a legitimate excuse, the following steps will be taken:

1. An Associate Director/designee will meet with student to verify absence.
2. Parents will be notified as soon as possible. (If neither parent is at home during the day, a telephone number must be left with our Attendance Office.)
3. Students may be assigned detention or In School Suspension (ISS).
4. If a student continues to be truant, the following steps may be invoked:
 - Level 1-** Continued notification of parent and assignment of detentions or other disciplinary measures. An Associate Principal/designee will notify parent by phone or letter.
 - Level 2** -After additional class cuts, a meeting with the student's counselor will take place to provide educational counseling to determine if any curriculum modifications would resolve the truancy situation. The student may be required to participate in various intervention Programs as determined by the school.
 - Level 3** -A letter is sent to the parents requesting a conference which may include parents, student, counselor, Attendance Director/designee, School Social Worker, and School Psychologist. This group will evaluate the student's background, schedule, credits and ability, in an attempt to alleviate the problem. Program modification, testing under Chapter #115, continued counseling assistance or other decisions might be employed in an effort to assist the student.

Level 4 -Continued truancy will result in referral to Children's Court Services or issuance of a Truancy Citation.

Truancy is defined as: to be absent without a valid excuse from all or any part of the school day. Habitual Truant means a student who is absent from school without an acceptable excuse under sub. (14) of State Statute 118.15 for the following: Part or all of 5 or more days on which school is held during a school semester. If the student meets the state definition of being "habitually truant", a court referral or truancy citation may be initiated.

THE PERSONAL RESPONSIBILITY of WAUSAU EAST HIGH SCHOOL

As a student at East High School, you are expected to be aware of and to accept your individual responsibilities in the following areas:

I. The Teaching - Learning Process

You deserve the best instruction that East High School is capable of providing. For the efforts of the teachers to be as successful as possible and for you to work and achieve to the best of your ability, you must cooperate with the teachers. Like farming and healing, teaching is a cooperative art because it involves cooperation with nature to help it produce results. Teachers help the activity of learning that goes on in the minds of the students. Learning is a natural process and unless students work at gaining knowledge and understanding, "...no genuine learning ever occurs, no matter what teachers try to do to make it occur (Adler)."

II. Respect for the Rights of Others

Every right you have has attached to it an obligation. Your rights must be balanced against the rights of others, and their rights must be balanced against yours. Also, the purpose of the school and the requirements of the educational process must be weighted in deciding who has a right to do what and what behavior needs to be punished. That is why our society has laws and why a school has rules. However, if you are one of those students who want to take full advantage of your rights and opportunities at this school, while at the same time respecting the rights of others, we at Wausau East High School will support and help you.

III. Responsibility for Your Own Actions

You will be held responsible only for the things YOU do or fail to do. What others do or do not do is of little importance in determining whether or not you have accepted your responsibility as a student-citizen of Wausau East High School. If you choose to follow bad examples set by a few of the other students at East High School, you will be held responsible for your actions and your actions only. The decision will be yours, and so will the consequences. Your first responsibility, then, is to decide how you should conduct yourself while you are at school. Your second responsibility is to be prepared to accept the consequences of your actions.

PARENT/GUARDIAN RESPONSIBILITY

Parents/Guardians are an integral part of the discipline process at Wausau East High School. Every attempt will be made to work with parents in helping students learn appropriate behaviors. Many times the discipline measures taken by parents at home are far more effective in dealing with inappropriate school behaviors than anything the school can do. Because of this, parents will be notified whenever their child's behavior becomes a concern to school personnel. Parents are encouraged to call the school if they have concerns that the school can help with. Every effort will be made to assist parents when they call.

STUDENT CONDUCT EXPECTATIONS

The goal of Wausau East is to develop positive and constructive student behavior. Discipline is administered with the goal of changing student behavior and not merely punishing the student. Preventive and remedial help are sought for students with behavior problems. Counselors, psychologists, and other staff are enlisted to assist students to learn appropriate behaviors. However, when all other approaches fail, Wausau East will suspend students who are interfering with the education of other students, the ability of a teacher to instruct or with the operation of school in general. Student discipline will be enforced in a manner which respects the rights and recognizes the responsibilities of all students. The rights and responsibilities listed here also may help prevent discipline problems. Each student has a right to:

- expect and receive a quality education.
- attend school without fear of verbal harassment or physical harm.
- utilize school facilities and programs according to established school regulations and procedures.
- hold property free from theft or damage.
- expect courteous behavior from other students and school personnel.
- obtain help regarding drug or alcohol use/abuse from school staff members.
- form, hold and express opinions and beliefs so long as the expression does not disrupt the normal operation of the school.
- have access to all school rules to which they are subject.
- due process in the application of the Student Conduct Code.
- appeal an application of the Student Conduct Code through the appeal process outlined in the Code.

With these rights come responsibilities which students must accept for the good of the entire school community. Students who assume these responsibilities will be individually successful in school and help provide a positive school climate for others. Student's responsibilities include the following:

- understand and follow the guidelines outlined in this Student Handbook.
- attend school regularly, arrive on time, bring appropriate materials, be prepared to participate in class, and do assigned homework.
- work toward academic growth.
- respect the rights, feelings, and property of fellow students, parents, and school staff.
- conduct themselves properly while at school, to and from school, at any school related activity, or on school buses so as not to interfere with the rights of other students.
- properly care for, return, or pay for lost school-issued textbooks and other materials.
- be accountable for personal actions both as an individual and as part of a group

- reach out to other students and to school staff members in order to build bridges of understanding and cooperation.
- refrain from using profane and vulgar language.
- obey the laws concerning the possession and use of illegal drugs.
- cooperate with other students and staff members to promote the well-being, safety, and security of the school community.
- students who are not involved in co-curricular activities or receiving assistance from an instructor, are not to enter the building until 7:15 a.m. and are expected to leave the building 10 minutes after school dismissal.

STUDENT BEHAVIORS / OFFENSES RESULTING IN DISCIPLINARY ACTIONS

SCHOOL AND CLASS ATTENDANCE

1. Truancy from school / class cutting
2. Tardiness
3. Outside of school building / off of school grounds during day without permission
4. Leaving class or school grounds without authorization
5. Students present in the hallways without a proper pass

PERSONAL AND PROPERTY RIGHTS

1. Fighting or physical threats or acts of violence
2. Verbal/Sexual/Physical harassment or intimidation
3. Theft and/or vandalism of personal or school property
4. Threatening or harassing a staff member
5. Deliberate refusal to obey a teacher
6. Willful destruction of school property
7. Possession, selling, or consumption of alcohol and/or drugs
8. Gross immorality
9. Use of profane language / gestures
10. Smoking/Smokeless tobacco/Vaping/E cigarette devices/Juuling, etc
11. Improper Public Displays of Affection (at school and school sponsored activities)
12. Littering
13. Lying to school personnel
14. Inappropriate dress (see policy page 20)
15. Bare feet will not be permitted at any time
16. Disrespect / Insubordination to a teacher or member of staff
17. Anti-social behavior
18. Any activity, action or disturbance deemed by an administrator to be disruptive or inappropriate

MISCELLANEOUS

1. Possession of any implement in the school of any kind of weapon, such as a firearm, knife, ammunition, mace/pepper spray or possession of a "look alike" weapon i.e. toy pistol
2. Bomb threats or false alarm 911 calls
3. Tampering with fire alarms
4. Forgery - falsification of parental permission or school records
5. Possession or the use of any kinds of explosive, including fireworks, firecrackers or ammunition
6. Gambling of any sort

7. Use of annoyances such as water pistols, water balloons or noise makers
8. Refusal to identify or wrongly identifying (self) to school authorities
9. Infraction of bus rules and regulations
10. Cheating or plagiarism (see page 37)
11. Unauthorized modifying, destroying, accessing, possessing, copying, or sharing of computer data, software, and/or hardware – see p. 37.
12. Open beverages and/or food in hallways
13. Violations of parking / driving regulations
14. Throwing missiles and other objects
15. Distribution of materials unauthorized by the administration - including sales, publications, etc.
16. Commission of a crime
17. Possession of radios, head-phones, I-Pods, video games, and/or any other electronic devices against teachers expectations
18. Possession or use of electronic paging devices
19. Possession or use of video and still cameras is not allowed unless authorized by school personnel
20. Cell phones: the use of cell phones is allowed before and after school, passing time and during the lunch hour. Cell phone use is discouraged during class time unless the teacher allows its use; each teacher has a cell phone policy, with which students are expected to comply. Wall pocket holders are available in each classroom. Phones are a distraction and can be a detriment to learning as well as the emotional health of our students. Any student found violating the policy shall surrender the communication device and/or be subject to disciplinary action. Staff and administration shall annually inform students of this policy. Requests for exception to this prohibition may be made.

DISCIPLINARY ACTIONS

Authority to discipline lies with all of the adults employed at the school.

This includes secretaries, aides, janitors and cooks, as well as teachers and school administrators. These people have the responsibility of enforcing school rules and regulations and must be accorded respect.

Teachers have the right to expect that students will conduct themselves in a manner that will provide a positive atmosphere for both learning and teaching. Each teacher has developed classroom expectations for students covering grading, subject matter to be taught, and behavior. All students should be aware of these expectations and the consequences of failing to meet them. Teachers will refer incidents of major classroom disruptions and repeated misbehavior to the office for disciplinary action. Teachers do have the right to discipline students under their supervision. Students refusing to accept the disciplinary measures of teachers will be referred to the office.

Violation of school rules and misconduct will result in disciplinary action and/or corrective measures being taken. The corrective measures used will depend upon the nature of the behavior, the frequency and the degree to which the student is willing to try to correct the undesirable behavior. Disciplinary actions and corrective measures will normally begin at a minimal level and then proceed to more serious levels. These may include a citation from any law enforcement agency or a referral to the District Attorney and/or Children's Court Services. In this way, it is possible to allow for the

individual difference of students and situations without altering the basic principle of uniform, impartial disciplinary action.

Disciplinary actions and corrective measures that can be used by school personnel include those listed below:

STUDENT CONFERENCE

A meeting with the student, teacher, and/or school administrator is held to discuss the student's behavior and ways of correcting behavior and improving overall achievement.

PARENT CONTACT

Depending on the violation, a student's parent may be contacted by telephone or mail to inform the parent of the misbehavior and elicit support for correcting it.

PARENT CONFERENCE

The principal, associate principal, counselor or teacher may request a parent conference, with or without the student present, to insure parent understanding of the student's academic and/or behavior problem and to mobilize a cooperative effort to correct the difficulty.

CEASE AND DESIST ORDER

This order is issued in the first steps of peer conflict. Students are notified to eliminate contact with, or regarding, the other student(s). Failure to comply with a school issued cease and desist order will result in heightened consequences.

REFERRAL TO COUNSELOR OR SCHOOL PSYCHOLOGIST

The student is referred to one of the professionals to seek help for the student in correcting misbehavior.

FINANCIAL SETTLEMENT

Students and/or parents will be required to pay for damage done by the student to either school property and materials or the personal property of individuals.

COMMUNITY SERVICE

For certain circumstances, community service may be a possible option.

DETENTIONS

Detentions may be assigned by teachers or school administrators. Teachers may assign detentions, with the expectation that the student will serve that detention with the teacher. If a student fails to serve a detention assigned by a teacher, the incident will be referred to the school administration. Detentions will be served by students either during their lunch or after school. Students are to report for detention with study materials and work silently throughout the time on detention. Failure to serve assigned detention(s) will result in the student being assigned an In-School Suspension.

IN-SCHOOL SUSPENSION

For violations of the student code of conduct, a student may be assigned an In-School Suspension. During this day, a student will be in the In-School room, monitored by the Administration or office staff. Students will receive work from their classes, and are expected to work quietly on this during the day. During an In-School Suspension, the student loses their off campus lunch privileges and cannot participate in any school sponsored activities.

SUSPENSION FROM SCHOOL

For a serious violation of the student code, a student may be suspended from attending school for up to five days by a school administrator. While suspended from school the student is placed under the supervision of the student's parent(s) or guardian(s). A suspended student is not to be on school property during the period of suspension and cannot participate in any school sponsored activities. The purpose of a suspension is threefold:

1. It causes a close home-school contact, providing the opportunity for parents and school administrators to review the student's situation.
2. It separates a student from friends and the social activities at school
3. It protects the rights of other students to an education.

Whenever a student is suspended from school a parent or guardian is notified and in some cases a parent conference will be required. Suspensions from school are considered excused absences and students will be allowed to make up the work missed.

CITATION OR REFERRAL

For the most severe violation of the Student Conduct Code, a student may be subject to a citation from any law enforcement agency or a referral to the Marathon County Department of Social Services.

21st Century Survival Skills

CRITICAL THINKING AND PROBLEM SOLVING

Individuals demonstrate an ability to see past the present, synthesize information, think systematically and apply knowledge.

COLLABORATION ACROSS NETWORKS OF PEOPLE AND LEADING BY INFLUENCE

Individuals will develop the ability to work effectively and respectfully with diverse team members.

Individuals will lead others by using interpersonal skills to influence, guide and inspire the group to reach a goal.

AGILITY AND ADAPTABILITY

Individuals recognize the need for change and are able to adapt quickly.

INITIATIVE AND ENTREPRENEURIALISM

Individuals will be self-directed with a drive for results as they seek new opportunities, ideas and strategies for improvement.

EFFECTIVE ORAL AND WRITTEN COMMUNICATION

Individuals communicating in a clear, concise and focused manner based on respect where they express their thoughts clearly and listen to and read the message being communicated to them.

ACCESSING AND ANALYZING INFORMATION

Individuals will apply a variety of strategies to gather, analyze and evaluate information from available resources, including technology, as they advocate and practice safe, legal and responsible use of information.

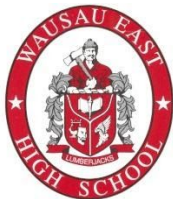
CURIOSITY AND IMAGINATION

Individuals with curiosity, imagination and creativity are innovative and develop new ideas.

CITIZENSHIP AND RESPONSIBILITY

Individuals will have the competencies required to be responsible, active and informed citizens which include an understanding of literacy, numeracy, the democratic process and global awareness.

CHEATING POLICY



Lumberjack students and staff live and work by a set of Core Values that form the bedrock of good character. Our Core Values give us strength, regulate our behavior, and unite us to meet any challenge and succeed. The following are our Core Values: Respect, Integrity, Compassion and Honoring Excellence.

The Core Value of Integrity demands that students strive to exemplify ethical and moral behavior. Lumberjack students will not lie, cheat or steal. Our qualities of honesty, maturity, dedication, trust and dependability compel us to act responsibly and hold ourselves and each other accountable for our actions and our language. Thus, it is expected that the grade a student earns is based upon work that the student has performed. Cheating is dishonest. It harms you and it harms the other students who do not cheat. We will, therefore, not condone or tolerate cheating in any form.

You are cheating if you:

- **Share your original work, either digitally or physically, or by any means whatsoever, with another student.**
- **Complete work for another student.**
- **Copy, fax, or duplicate assignments that will each be turned in as "original."**
- **Exchange assignments by print-out, disk transfer, or modem, then submit as "original."**
- **Write formulas, codes and keywords on your person or objects for use in a test.**
- **Use hidden reference sheets during a test.**
- **Use programmed material in watches or calculators when prohibited.**
- **Exchange answers with others (either giving or receiving answers).**
- **Take someone else's assignment and submit it as your own.**
- **Submit material (written or designed by someone else) without giving the name of the author/artist and/or source (e.g., plagiarizing or submitting work created by family, friends, or tutors).**
- **Use cell phones or any other electronic device with photographic, recording, or texting capabilities during a test or assignment.**
- **Change an answer on a test and return it to the teacher with the claim that the test was graded incorrectly.**
- **Do not follow additional specific guidelines on cheating as established by department, class, or a particular teacher.**

When a teacher learns that a student has committed a form of academic dishonesty, the teacher will immediately contact the parents or guardian of the student and an administrator to notify them of the incident.

Consequences for students found to be cheating may include, but are not limited to the following:

- **Designation of “F” or zero on exam/test/quiz/assignment.**
- **Making up assignments, retaking quizzes, exams or tests is at the discretion of the classroom teacher.**
- **In addition, students can expect that cheating may negatively affect their inclusion in the National Honor Society, scholarship selection process, Incentive and Open Campus lunch privileges and athletic/activity eligibility.**

ORGANIZATIONS AND ACTIVITIES

CO-CURRICULAR ACTIVITIES

The Board of Education provides and supports a comprehensive program of co-curricular activities. The co-curricular activities extend and complement the school's instructional program. Co-curricular activities provide students with valuable lifelong skills. Participants in co-curricular programs work cooperatively with fellow students to set and achieve group and personal objectives, acquire self-discipline and adhere to an exemplary code of conduct (please refer to the Athletic Code Handbook and Individual Coaches Expectations).

CLUBS AT EAST - Students wishing to join a club should contact the listed faculty advisor and listen for meeting times and places in the general announcements.

CLUBS

Career Club
 Computer Science Club
 Conservation/Invasive Species Club
 Cribbage Club
 *DECA
 DCI (Distressed Children & Infants)
 Dude Be Nice
 *East End Players (Drama)
 FCCLA (Family Career & Community Leaders of America)
 Fellowship of Christian Athletes
 *Forensics
 *FFA
 IB Student Organization
 International Club (French/German/Spanish)
 Intramurals
 Junior Girls Ball
 Key Club
 LGBTQ+
 Link Crew
 Lumberjack Loop (Broadcasting)
 *Math League
 National Honor Society
 *Prestige
 Prom
 Science Olympiad
 *SkillsUSA
 Student Council
 Tech Crew

FACULTY ADVISOR

Der Lo
 Hlee Yang
 Dave Coenen
 Dina Rasmussen-Spear
 Trevor Knight
 Ann Landretti
 Ramona Winter-Leigh
 Terry Riska
 Haley Abel
 Morgan Holland
 Kelly Rohr
 Joe Staszak
 Darlene Beattie
 Jody Krieg
 Rob Hughes
 Manee Vongphakdy
 Jess Truax / Jill Palecek
 Missy Cayley, Katie Gilles, Jason Sinz
 John Boulanger / Missy Cayley
 Liz Kysely
 George Adams
 Doris Martin
 Rico Jaeger
 Haley Abel
 James McFarlane
 Elizabeth Kysely
 Dina Rasmussen-Spear
 Glenn Peters

*Tophatters (Jazz Ensemble)	Robert Perkins
Trap & Skeet	Randy Ullmer
Wahiscan (Yearbook)	Jamie Woller
Wausau East/West Ride	Jeff Tobin
WEB (Wausau East Bikers)	Brent Zinkel
Wisconsin Interscholastic Horsemanship Assoc	Brenda Bargender
Young Democrats Club	Rob Hughes
Young Americans for Freedom	Dan Krcma
Youth Cultural Club	Seth Clendenning

*These groups are listed in the Activity Code and will be assessed a \$25 fee for participation.

FINE ARTS - Full length *Fall Play, *Winter One Acts, *Spring Musical, *Prestige,

*Tophatters (Jazz Ensemble), Orchestra, Band & Choir Concerts

INTERSCHOLASTIC ACADEMIC ACTIVITIES

*Debate Team, *Forensics Team, Student Newspaper, School Yearbook Staff

INTRA-MURALS

Flag Football, Volleyball, and Basketball is available throughout the school year.

Cost is \$5 per season event – see Mr Rob Hughes.

INTERSCHOLASTIC SPORTS

FALL ATHLETICS Boys: Cross Country; Football; Soccer

Girls: Cross Country; Cheer; Golf; Swimming; Tennis; Volleyball

WINTER ATHLETICS Boys: Basketball; Curling; Hockey; Skiing; Swimming; Wrestling

Girls: Basketball; Curling; Cheer; Hockey; Skiing

SPRING ATHLETICS Boys: Baseball; Golf; Lacrosse; Tennis; Track

Girls: LaCrosse; Soccer; Softball; Track

NATIONAL HONOR SOCIETY – Rules and Guidelines

The National Honor Society is the front-runner of organizations and societies that promote appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership and service. Thousands of schools are chartered and their chapters are following the National Honor Society Constitution.

Prerequisite Conditions for Selection:

- 1) Only those students who have attended the school the equivalent of one semester may be considered for membership.
- 2) Membership may be open to qualified juniors and seniors. The Faculty Council may decide to choose only one or a combination of these classes, according to local needs, conditions, or traditions.
- 3) Whatever classes are eligible in a given school; academic requirements must be the same for all candidates in all classes.
- 4) Similarly, there can be no specific quota or percentage of members per class.
- 5) A cumulative 3.333 GPA at the end of the first semester of the junior or senior year.
- 6) Our Wausau East Academic Awards Committee will review the students who have at least a 3.333 GPA and have completed the National Honor Society Information Request Form. (Please refer to the Information Request Form guidelines.) Students who have infractions that include violating one or more of the following: School Athletic Code, Wisconsin Criminal Code or received an Out-of-School Suspension will not qualify for the National Honor Society.

However, students with infractions are invited to appeal their qualification status by appealing before the Wausau East Academic Awards Committee. They may invite their parents or concerned faculty members to be present for the appeal meeting. Students will need to notify Miss Martin if they plan to appeal.

- 7) **Guidelines for completing the Information Request Form.**

Candidates are asked to submit information in writing detailing their involvement in

community activities, school activities and services. Students will be given about ten school days to complete the information request form.

The candidates will need to provide substantive information in three of the four categories listed on the information request form. It is important to note that the information the student writes on this form will be used as an introduction for each new member in the actual induction ceremony.

- 8) Students inducted into the society must maintain all the above standards or be subject to removal from the Wausau East Chapter of the National Honor Society. Students with infractions may appeal their removal through the same process as listed above in guideline number 6.

SCHOOL DANCES – Guidelines The following rules will be followed:

1. If you leave the dance, you DO NOT come back!
2. You must be a Wausau East/EEA student to attend Homecoming. Guests are only allowed for Junior Girls Ball and Prom. A guest permission form, available in the Business Office, must be completed and approved by an Associate Principal or Principal prior to purchasing tickets. The guest must be a current high school student or must have graduated from high school within the last two years, and be under 21 years of age. Administration reserves the right to approve or deny any student or non-student admission to the dance. Wausau East Juniors and Seniors only are eligible to purchase tickets from the Business Office.
3. Attire that is over revealing is not appropriate for any school dance.
4. Administration reserves the right to deem what constitutes inappropriate dress, behavior and/or dance moves and determines what warrants immediate removal.
5. All regular dances will end no later than 11:00 p.m.
6. Junior Girls Ball is the winter formal, an East event for which a Junior or Senior student from Wausau East is the inviter. JGB dance attendees will be allowed one guest. The final ticket sale date is concrete and cannot be adjusted for any reason due to contract policies with our caterers.

STUDENT COUNCIL - Student Council is open to any member of the Wausau East student body. Freshmen will elect representatives for Student Council in the fall. Student Council officers are elected in May.

USER'S FEE - The Board of Education has established a \$50 "User Fee" for athletics-except LaCrosse, fee is \$75. This fee must be paid before the athlete can draw equipment or begin to practice! The \$50 (\$75) per sport fee is to be paid to the Wausau East Business Office. This fee is non-refundable. Participants switching sports during mid-season will be expected to pay the User Fee for each sport. The User Fee will be paid by each athlete and no multiple family considerations are provided. The District will not adopt policies relating to User Fee and the organization, administration and "playing time" of any individual in a sport! A reduced rate (\$25) will be made available to students based on the hot lunch eligibility criteria.

**RULES FOR APPROPRIATE ADULT & STUDENT
BEHAVIOR AT WAUSAU EAST ATHLETIC EVENTS**

The policy on crowd behavior is to provide participants, officials and spectators with all the respect that is due them and to ensure their safety. We believe that the following rules and recommendations will assist in meeting that goal, ensuring that all fans meet our Core Values of Respect, Integrity, Compassion, and Honoring Excellence.

1. All fans are expected to be in the designated spectator area during the extra-curricular event. No loitering is allowed.
2. Abusive language and gestures toward officials, participants, and spectators are prohibited. Any cheers that ridicule, insult, use profanity, have no relevance to supporting our team, or intentionally target an individual player or coach are prohibited.
3. Antics involving paper airplanes, coin throwing, toilet paper, or similar behavior will not be allowed. The possession of any type of projectile is prohibited.
4. Use or possession of any controlled substance or alcoholic beverage is prohibited. Tobacco is not allowed on school district grounds or at school events.
5. Only authorized cheerleaders are permitted to lead their cheering sections.
6. All types of noise makers are prohibited in the gymnasium, swimming pool, and hockey arena. Any noise maker which may interfere with the progress of an outdoor extra-curricular event will be prohibited, i.e. whistle/air horn.
7. Signs, banners, and pennants are prohibited unless approved by the Administration. All signs should be positive and supportive of our team.
8. Any action endangering the safety of participants, spectators, or officials is prohibited.

Consequences for Violations:

1. Immediate ejection from the event and turned over to police when necessary.
2. Suspension from school for a student is possible. In addition ...
Violation 1: 2 week suspension from athletic events
Violation 2: Season long removal from athletic events
3. Further suspension as determined by the Athletic Director and Administration.
4. Any packages containing noisemakers, beverages, projectiles, etc., will be confiscated and may or may not be returned at the end of the contest.

Appeal to any decisions as determined by the Athletic Director and Administration would follow the established method as published in this handbook.

2020-21 HEAD COACHING STAFF

ACTIVITY/ATHLETIC DIRECTOR: Deb Foster

Athletic Secretary: Elissa Steinke

FALL SPORTS

Cheer Team

Elissa Steinke

Soccer-Boys

Michael Johnson

Cross Country (B/G)

Tim Olson

Swimming-Girls

Derek Steinke

Football

Henry Kremnitzer

Tennis-Girls

Tim Zahl

Girls Golf (Coop)

Lisa Peck

Volleyball

Sarah Fisher

WINTER SPORTS

Basketball-Boys

Troy Pieper

Basketball-Girls

Jeff Waldvogel

Curling (Boys/Girls)

Kate Florek

Girls Hockey Coop

Jacques du Vair

Hockey

Chris Marlowe

Nordic Skiing E/W

Tracy Gorzek

Alpine Skiing

Jeff Tobin

Cheer Team

Elissa Steinke

Swimming-Boys

Derek Steinke

Wrestling

Matt Natzke

SPRING SPORTS

Baseball

Steve Heinrich

Golf

Buck Welsh

Lacrosse B E/W

Travis Brown

Lacrosse G E/W

Tony Imhoff

Soccer-Girls

Melissa Murphy

Softball

Derek Steinke

Tennis-Boys

Tim Zahl

Track-Boys

Mark Ekiss

Track-Girls

Tim Olson

WAUSAU EAST HIGH SCHOOL PLEDGE

Hail to thee, Wausau High
We thy sons and daughters, sing thy praises to the sky.
Red and white, flying high
To thee we pledge our loyalty forever – Wausau High

WAUSAU SCHOOL SONG

Go, Wausau East and win this game tonight.
We're all behind you and we're cheering while you fight.
So fight, fight, for Wausau East and lead us on to fame.
Come on and cheer for our Alma Mater and we will win this game.
U – Rah – Rah

WAUSAU SCHOOL DISTRICT POLICIES

APPEAL PROCESS

All students shall have the right to due process of law in the application of the Student Conduct Code or other school rules. The following due process procedure is available to any student or parent who wishes to challenge a school policy or decision.

Step One: The complaint or challenge can be appealed first to any of the Associate Principals if the original action was taken by school personnel other than a school administrator.

Step Two: The complaint or challenge can be appealed to the school Principal if the original action was taken by any of the Associate Principals. This step would also apply to a student and parents who have utilized step one of this procedure and wish to appeal that decision further.

Step Three: If a student and parent wish to challenge the decision of the Principal, their challenge or complaint can be taken to the Director of Pupil Services at the District Administration Center.

This appeal must be made within ten (10) school days from the date the principal makes his/her decision from step two. At this level, the student and parent will be asked to put the complaint or challenge into writing. The high school Principal will also submit a written statement explaining the school's decision.

The Director of Pupil Services will confirm or reject the principal's decision within ten (10) school days from the date when the student and parent submitted their complaint or challenge to the Director of Pupil Services. The Director of Pupil Services and Special Education is the official designee of the Superintendent of the Wausau School District in such matters.

Step Four: The next appeal would be to the Wausau Board of Education. Appeals must be placed on the Board agenda at least five (5) days prior to a regularly scheduled Board meeting.

Students and parents have recourse through the civil courts and the State Superintendent's office if they are not satisfied with the local district's decision.

CODE OF STUDENT CONDUCT

The Wausau School Board has adopted a code of student conduct in compliance with Wisconsin Act 335 regarding the welfare and discipline of students. The Wausau School District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment, conducive to teaching and to the learning process. As a result, a teacher may temporarily remove a student from his or her class if the student violates the terms of the code of conduct. In addition, long-term removal from the class is possible as well.

According to the code of conduct, a student may be removed from class for the following reasons:

- Behavior that violates the Wausau School District's policies on suspension and expulsion.
- Behavior that violates the behavioral rules and expectations in the Parent/Student Handbook.
- Behavior which is disruptive, dangerous, or unruly.
- Behavior which interferes with the ability of the teacher to teach effectively.
- Behavior which is inconsistent with class decorum and the ability of others to learn.

Procedures to be followed when a student is removed from class:

- A student who is removed from class must report to the Student Services Office, where a determination will be made in conjunction with an administrator as to whether short-term or long-term removal from class will be appropriate.
- The teacher will contact the parents of the student within 24 hours to notify them of the removal.
- An administrator will send a written notice of the removal to the parents.
- For the duration of a short-term removal, students must report to the **Student Services Office**, or an appropriate **resource center as assigned by an administrator**. If appropriate, long-term removal will result in a permanent, alternative course placement.

DRESS CODE (POLICY 5700)

Responsibility for the personal appearance of students enrolled in the Wausau School District shall normally rest with the students themselves and their parents/guardians. Student dress or grooming shall not, however, affect the health or safety of students or disrupt the learning process within the classroom or school.

To assure a healthy and safe school environment for students, the following student dress code guidelines will be enforced:

1. During the school day, hats, caps, bandannas, head coverings, and jackets shall be taken off and placed in the student's locker soon after the student enters the building. These items shall not be worn in the classroom and they shall not be worn in the school building except when the student has immediately entered or is leaving the building.
2. Students will not be permitted to wear any clothing that contains pictures and/or writing referencing alcoholic beverages, tobacco products, sexual references, profanity, promotion of gambling, illegal drugs, and/or gangs.
3. Medallions or other jewelry that identify gang members or gang affiliation or that represent a gang shall also not be worn or displayed in school or at school events. Also, gang clothing is not always restricted to an item of clothing, but may include the way in which a particular item of clothing is worn. No gang insignia may be worn, possessed, used, distributed, displayed, carried, or sold by any student on school grounds or at school-related activities at any time. The reference to "gang insignia" would also encompass items of clothing that signify gang activity by the manners in which they are worn.

This code is not intended to limit the right of the building and/or District administration to establish rules or restrictions regarding other paraphernalia or dress that disrupts or threatens to disrupt the learning environment of any school.

If there is a disagreement between students and/or parents/guardians and staff regarding the appropriateness of clothing or other paraphernalia, the principal will use his/her discretion to make the final decision.

Students who violate the rules will be subject to collection of the inappropriate item(s) and/or sent home by the administration for appropriate wearing apparel. A parent/guardian conference will be called to return inappropriate item(s). Repeated violations of school rules may constitute grounds for suspension or other appropriate action to correct the situation.

PROHIBITION AGAINST HARASSMENT AND DISCRIMINATION (POLICY 5706)

The Wausau School District prohibits bullying and hazing or the threat of such activities by a student or group of students against other students or personnel. The Board of Education considers these actions to be a violation of its obligation to provide a safe, secure, flexible, inviting and well-maintained environment that nurtures student well-being and enhances teaching and learning, and determines them disruptive to the academic atmosphere.

Bullying

Bullying is defined as the repeated intimidation of others by the real or threatened infliction of physical, verbal, non-verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. Such conduct based on race, ethnicity, disability, gender, or sexual orientation may contribute to harassment and discrimination in the school environment. Bullying may include, but is not limited to

1. Verbal taunts
2. Spreading rumors, name-calling, and put-downs
3. Extortion of money or possessions
4. Exclusion from peer groups within the school
5. Threatening another person
6. Manipulating friendships
7. Posting or sending mean-spirited messages about someone using cell phones, electronic mail, internet-based communications, texting, websites, blogs, etc. (also known as cyberbullying)
8. Organizing others to threaten, tease, or exclude a targeted individual, or any of the above

Students who engage in any act of bullying at school, at a school function, or in connection to any activity sponsored by the District, or while enroute to or from school are subject to disciplinary action in accordance with Board Policy 5705, up to and including suspension or expulsion. In addition, cyber-bullying can result in discipline whether it occurs on or off school property, irrespective of whether it involves an electronic device at school, at home, or at a third-party location, if it results in a substantial disruption of the school learning environment.

Students and employees shall be informed annually of this prohibition via the parent/student handbook, employee handbook, or other such publications. This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions or debate, which is protected by state or federal law.

Hazing

Hazing is defined as any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights, or that creates physical or mental discomfort, or that results in property damage or theft, and is directed against

a student for the purpose of being initiated into, affiliating with, holding office in (collectively called "initiation activities"), or maintaining membership in any organization, club, or athletic team sponsored or supported by the District and whose membership is totally or predominately other students from the District. Hazing is prohibited and applies to any and all student-sponsored and adult-sponsored activities that have not been approved by the District. An example of an approved school-sponsored initiation activity is the ceremony for the induction of students into the National Honor Society.

Students engaging in any hazing or hazing-type behavior that is in any way connected to any activity sponsored or supported by the District will be subject to disciplinary actions in accordance with Board Policy 5705, up to and including suspension or expulsion. Students and employees shall be informed annually of this prohibition via the parent/student handbook, employee handbook, or other such publications.

Reporting / Retaliation

The School Board shall comply with the Wisconsin statutes that require school boards to provide an instructional program designed to give students knowledge of effective means by which they may recognize, avoid, prevent, and halt physically or psychologically intrusive or abusive situations that may be harmful to them. Any student who feels that he or she is the victim of bullying or hazing should contact the building principal or his/her designee, or follow the complaint procedure provided in Board Policy 5405.

Students and others are prohibited from retaliating against those who report incidents of bullying or hazing or who assist in an investigation. Students and others who retaliate shall be subject to discipline consistent with District policies and procedures up to and including suspension or expulsion.

Employees who participate in, allow, or knowingly fail to enforce this policy will be subject to disciplinary action.

Furthermore, as may be required by law, law enforcement officials shall be notified of bullying, cyberbullying, or hazing incidents.

Support

Students who have been bullied, cyberbullied, or hazed will be supported by:

1. Being offered an opportunity to discuss the incident with a Pupil Services' staff member or other staff of their choice.
2. Being offered on-going support with the goal of restoring self-esteem, confidence, and a feeling of safety in the school environment.
3. Being offered encouragement to report further incidents.

Students who have bullied, cyberbullied, or hazed will be supported by:

1. Being offered an opportunity to discuss the incident with an administrator, Pupil Services' staff member, or other staff member.
2. Identifying the bullying behavior, the need to change, and support to change.
3. Working to discover why the student became involved in the act of bullying.
4. Enlisting the assistance of the parents/guardians to assist in changing the behavior/attitude of the student.

Cross Ref.: Board Policy 4300, Sexual Harassment
Board Policy 4205, Complaint Procedures
Board Policy 5400, Compliance Statement
Board Policy 5405, Complaint Procedures
Board Policy 5705, Student Discipline
Board Policy 5708, Code of Student Conduct
WSD Parent/Student Handbook
WSD Employee Handbook

Legal Ref.: Wisconsin Statute 118.01(2)(d), 118.13, 118.46(2), 120-13(1), 948.51 (2)
Title VI of the Civil Rights Act of 1964
Title IX of the Education Amendments of 1972
Section 504 of the Rehabilitation Act of 1973
Americans With Disabilities Act
US Constitution, Equal Protection Clause of the 14th Amendment

Adopted: April 19, 2004

Revised and Approved: June 9, 2014

UNLAWFUL HARASSMENT/SEXUAL HARASSMENT (POLICY 5707)

The Wausau School District shall maintain an educational environment that is free from unlawful harassment including sexual harassment.

In general, unlawful harassment involves persistent and unwelcome conduct, advances, gestures or words (either written or spoken), that are based on any legally protected areas including: ancestry, color, creed, marital or parental status, national origin, pregnancy, race, religion, sex, sexual orientation or physical, mental, emotional, or learning disability. Sexual harassment is one type of unlawful harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

Unlawful harassment based on any of the legally protected areas listed above exists when it:

1. Unreasonably interferes with a student's educational opportunities; or
2. Creates an intimidating, hostile or offensive learning environment; or
3. Implies that submission to such conduct is made an explicit or implicit condition of receiving grades or credit; or
4. Implies that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

EXAMPLES OF SEXUAL HARASSMENT

Examples of prohibited conduct include, but are not limited to the following:

1. Lewd or sexually suggestive comments
2. Unwelcome sexual flirtations, touching, advances, or propositions
3. Offensive language or jokes of a sexual nature
4. Slurs and any other verbal, graphic, or physical conduct relating to an individual's gender
5. Any display of sexually explicit pictures, greeting cards, articles, books, magazines, photos, or cartoons
6. Spreading rumors of a sexual nature
7. Sexual harassment through the use of the Internet or other telecommunications technologies
8. Blocking normal movements, threatening, or stalking behavior
9. Unwelcome physical contact including touching, patting, or grabbing a person or their clothing
10. Unwelcome person-to-person contact including bumping and/or rubbing against a person

Harassment may be subtle, manipulative, and is not always obvious. Harassment may occur between genders or within the same gender. Offenders can be principals,

teachers, coaches, staff members, students, and non-employees such as contractors or vendors.

Harassment, including sexual harassment, may occur between students or may involve students and staff members.

The Board of Education will not tolerate any form of unlawful harassment, including sexual harassment. Anyone who violates this policy will be subject to disciplinary action up to the fullest extent possible.

INFORMAL COMPLAINT PROCEDURE (POLICY 5405)

An individual who believes he or she has been subjected to discrimination or unlawful harassment in education or educational opportunities shall promptly report it to the building principal or a guidance counselor.

If the individual is uncomfortable discussing the concern at this level, he/she shall report it to the Title IX/Discrimination Complaint Officer or Superintendent of Schools. A prompt and impartial investigation will occur with a response to the complainant within five (5) school days.

If the response to the informal complaint is not satisfactory to the complainant, he/she may initiate a formal complaint according to the steps listed below. Individuals may choose to forego the informal complaint process and initiate a formal complaint at any time.

Formal Complaint Procedure

1. A written statement of the complaint shall be prepared with a signature by the complainant. Written complaints should contain the names of all parties involved, the date the discrimination or unlawful harassment occurred, details about the discrimination or unlawful harassment, and signature of the complainant. The Discrimination/Harassment Complaint Form, attached to this policy, may be utilized for this purpose. The written complaint shall be submitted to the Title IX/Discrimination Complaint Officer at the Longfellow Administration Center, 415 Seymour Street, Wausau, Wisconsin 54402-0359.
2. Upon receipt of the written complaint, the complaint officer or his/her designee shall further investigate the complaint and reply in writing to the complainant with specific findings and conclusions of the investigation within fifteen (15) days, unless the parties mutually agree to an extension.
3. If the complainant wishes to appeal the response to the formal complaint, he/she may submit a signed statement of appeal to the Superintendent of Schools within fifteen (15) days, unless the parties mutually agree to an extension.
4. The Superintendent of Schools shall review the details of the investigation and may further investigate the complaint if necessary. A written response will be issued to the complainant within fifteen (15) days, unless the parties mutually agree to an extension.
5. If the complainant wishes to appeal the response from the Superintendent of Schools, he/she may submit a signed statement of appeal to the Board of Education within fifteen (15) days, unless the parties mutually agree to an extension.
6. In an attempt to resolve the complaint, the Board of Education shall meet in closed session as early as practicable. The Board Clerk shall send a copy of the Board's

disposition of the appeal to each concerned party within five (5) days of this meeting, unless the parties mutually agree to an extension.

7. If the complainant receives a negative determination from the board, an appeal may be made to the State Superintendent of Public Instruction within thirty (30) days according to Section 118.13(2) (b), Wisconsin Statutes.

A complaint or appeal based on Title IX, Title VI, Section 504, or the Americans with Disabilities Act may also be made to the Office of Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, Illinois 60606.

Confidentiality

Formal complaints will be subject to thorough review and immediate investigation by the Title IX/Discrimination Complaint Officer or his/her designee. It is important for these procedures to respect and advance the rights of all parties, including the protection of personal privacy interests and the protection of the reputations of all parties.

In order to ensure fair procedures and to protect these interests, all parties are encouraged to keep these matters confidential. All investigation and reviewing offices are responsible for ensuring confidentiality.

Nevertheless, the District cannot promise anonymity to individuals filing complaints, including those reporting discrimination and harassment, or that it will not disclose information from individuals filing complaints. In certain situations, it may be necessary to reveal the content and the source for the complaint in order to properly investigate and resolve the complaint, or as required by state and federal law.

Investigation

1. The District shall provide prompt, thorough, and impartial investigation of the complaint.
2. The Title IX/Discrimination Complaint Officer or his/her designee will conduct or oversee the investigation.
3. If the investigation reveals evidence that discrimination or unlawful harassment has occurred, the District will take immediate action to stop the discrimination or harassment.

Non-Retaliation

This policy expressly prohibits retaliation of any kind against any student reporting a complaint or assisting in the investigation of a complaint. Such students may not be adversely affected in any manner related to their education or educational opportunities. Such retaliation is illegal under Section 118.13, Wisconsin Statutes.

No District employee or student shall attempt to restrain, interfere with, coerce, discriminate or take reprisal action against the complainant or his/her witnesses during or after the presentation, processing, and resolution of a complaint.

Monitoring

The District shall follow-up to ensure that any occurrence of discrimination or unlawful harassment has ceased and that no retaliatory action has been taken against the complainant.

Complaint Procedure/Special Education

Discrimination complaints related to the identification, evaluation, educational placement, or the provision of free appropriate public education of a child with

special needs shall be processed in accordance with established appeal procedures outlined in the District's Special Education Policies and Procedures Handbook.

Complaint Procedure/Federal Programs

Discrimination complaints relating to programs specifically governed by federal law or regulation [e.g. EDGAR (Education Department General Administrative Regulations) complaints] shall be referred directly to the State Superintendent of Public Instruction.

Dissemination of Discrimination Complaint Procedures

The adopted discrimination complaint procedures shall be disseminated to students, parents/guardians, employees, and others to inform them about the proper process for making a complaint. The information shall be published in student/parent/staff handbooks and shall be posted in staff lounges and guidance offices.

EXPULSION PROCEDURES (5750)

The Wausau School District recognizes the need for a policy to explain the reasons for pupil expulsion.

The Board may expel a student from school when it is satisfied that the interest of the school demands expulsion.

Expulsion is an action of the Board denying a student the right to attend the Wausau School District and take part in school activities for a period which may extend at a maximum to the student's 21st birthday.

The Board may expel a student from school when:

1. The student has repeatedly refused or neglected to obey school or school Board rules; or
2. The student knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made to destroy any school property by means of explosives; or
3. The student has engaged in conduct while at school or while under the supervision of a school authority which endangers the property, health, or safety of others; or
4. The student while not at school or while not under the supervision of a school authority engaged in conduct which endangered the property, health or safety of others under the supervision of a school authority; or
5. The student has endangered the property, health or safety of any employee or school Board member of the school district in which the pupil is enrolled; or
6. The student engaged in conduct that endangers a person or property including making a threat to the health or safety of a person or making a threat to damage property; or
7. The student, who is at least 16 years old, has 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
8. The Board is satisfied that the interest of the school demands the student's expulsion

The Wausau School District will not enroll a student who is currently under an expulsion order from another educational agency.

HEALTH SERVICES

1. The Wausau School District's registered nurses function as health services administrators and provide direct and on-call nursing services to all schools.
2. A health aide/health room is available at the secondary schools for students who

become ill, injured, require medication, or have any health concerns.

3. Health services shall be provided according to the Wausau School District Health Care Policy and Procedure Manual and per the Emergency Nursing Plan.
4. Confidential student health and immunization records are maintained in the health office.

Administration of Medication

1. Medications administered/supervised at school by designated staff are to be locked in the health services office.
2. Physician and parent medication consent forms are required if a student takes prescription medications administered/supervised by designated staff. Students observed by school personnel self-administering unauthorized medications may be reported to their parents and local authorities.
3. Only a parent medication consent form is required if a student takes over-the-counter medications administered/supervised by designated staff.
 - Acetaminophen or Ibuprofen can be provided by the health office if an Acetaminophen/Ibuprofen Consent Form is signed by the parent.
4. Medication policy and procedure is to be followed as outlined in the **Wausau School District Health Policy and Procedure Manual**.

JUVENILE JUSTICE CODE

If you are 17 years old and commit a crime in Wisconsin, you will be treated as an adult in criminal court. This means you could be placed on adult probation, go to jail, or be sentenced to prison. If you are convicted of a crime, even though you are 17, your record will be a matter of public record and will likely be with you for the rest of your life. A felony in Wisconsin is a crime for which you can be sentenced to prison and which may place restrictions on you for the rest of your life. You should realize that at age 17 or 18, by virtue of your age, you are more likely to commit a felony than someone in any other age group. A likelihood of young adults committing a felony exists because of who they spend time with. Any person younger than 18 who is the victim of a crime is considered a minor. Many crimes against minors are felonies.

Consider the following:

1. If at age 17 or older you cause any intentional physical harm to a minor, even if they consent to it, the act is a felony crime.
2. If at age 17 or older you have any sexual contact with a minor younger than 16, it is a felony even if the minor consents to the act. If the minor is 16 or 17, the act is still a crime, even if the minor consents you could go to jail.
3. If you are 17 or older and transfer a dangerous weapon to a minor, you have committed a felony.

Understand that once you turn 17 in Wisconsin, any crime you commit will result in you being treated as an adult and you will face adult penalties.

Understand that crimes involving victims younger than 18 will likely be felonies punishable by prison even if the victim consented to the act. Make your future decisions accordingly.

LOCKER

Each student will be assigned a hall locker on the first day of school. Lockers are made available for student use in storing school supplies and personal items

necessary for use at school. They are not to be used for any other purposes without prior approval. **STUDENTS ARE TO KEEP THEIR ASSIGNED LOCKER UNLESS IT IS CHANGED BY THE ISSUING TEACHER OR THE OFFICE.**

LOCKER ROOM PRIVACY (POLICY 5723)

The Wausau School District shall observe measures intended to protect the privacy rights of individuals using school locker rooms. The following provisions outline the extent to which that protection can and will be provided:

1. Locker rooms are provided for the use of physical education students, athletes, and other activity groups and individuals authorized by the building principal or by Board policy. No one will be permitted to enter the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Interviews may take place outside of the locker room consistent with applicable school rules and/or Board policies.
2. Cameras (including cell phone cameras), video recorders, or other devices to record or transfer images cannot be used in the locker room at any time.
3. Cell phone use is prohibited in the locker room.

Students and staff violating this policy shall be subject to disciplinary action and possible legal referral. Other persons violating this policy may be subject to penalties outlined in state law. Policy enforcement shall be the responsibility of the building principal or designee.

This policy shall be publicized annually and posted in each District locker room.

LOCKER POLICY/SEARCHES OF STUDENT STORAGE AREAS (POLICY #5725)

Student lockers and storage areas are provided by the Wausau School District for the convenience of the student to be used solely and exclusively for the storage of outer garments, footwear, and school-related materials. No student shall use these storage places for any other purpose. Items brought to school or those stored in school are not insured for reimbursement by the District.

School lockers and storage areas assigned to a student are District property. The District retains ownership and possessory control of all student lockers, desks, and storage spaces.

Furthermore, the District designates building principals, associate principals, activity directors, police liaison officers, attendance officers, fire department personnel, custodians, or other school employees designated by the District Administrator or building principal as persons who may conduct searches of these areas. Use of these spaces by those other than the assigned student is prohibited. At no time does the District relinquish exclusive control of such lockers.

Periodic general inspections of student assigned storage spaces may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. Use of dogs that specialize in detecting illegal drugs may be utilized in searching school premises including lockers and vehicles parked on school property. School personnel shall maintain a passkey to all lockers and storage areas for access at all times. Students shall not be allowed to secure their lockers or storage areas in any way whatsoever other than the locking mechanism provided by the school.

Any unauthorized item found as a result of the search may be removed. Items removed may be held by the school for return to the student's parent/guardian (without liability to the school for safekeeping) unless the inspecting authority suspects that possession or storage of the unauthorized item found involves a violation of law in which case the suspect material removed shall be turned over to law enforcement officials. The student and his/her parent/guardian shall be notified by the inspecting authority of items removed and of the delivery thereof to law enforcement officials in cases of contents so disposed of, and of the parent/guardian right to obtain other items removed.

PERSONAL SEARCHES (POLICY #5730)

A student's person and/or personal effects (i.e. purse, book bag, etc.) may be searched, with an adult witness present when feasible, whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

If a "pat down" search of a student's person is conducted, it will be conducted in private by a school authority of the same sex, and with an adult witness present.

If the school authority has reasonable suspicion to believe that a student has on his or her person an item imminently dangerous to the student or to others, a more intrusive search of the student's person may be conducted. Such a search may only be conducted in private by a law enforcement official of the same sex, with a school authority of the same sex present, and only upon the prior approval of the District Administrator or his/her designee, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.

This policy is in force at school and at school-sponsored activities.

PLAGIARISM POLICY

The student must be actively involved in the learning process, acquiring for one's self as much knowledge as possible. Plagiarism, where another's work is substituted for one's own, harms the student and compromises the integrity of the academic process. For this reason, plagiarism cannot be tolerated.

Plagiarism will be defined as follows:

- The act of appropriating the literary composition of another, or parts or passages of one's writings, or the ideas or language of the same, and passing them off as the product of one's own mind.
- To be liable for plagiarism, it is not necessary to exactly duplicate another's literary work, it being sufficient if unfair use of such work is made by lifting a substantial portion thereof. (*Black's Law Dictionary*)
- Online resources, such as turnitin.com, will be used as a monitoring system for plagiarized works.

Plagiarism is most frequently committed in the following ways:

1. Word-for-word copying of phrases and sentences without acknowledging the source.
2. Paraphrasing, substituting approximately equivalent terms from another's work without acknowledging the source.
3. Lifting selected phrases from another's work and inserting them into one's own writing, even if they are changed into new patterns, without acknowledging the source.

*If more than two teachers agree that a paper is plagiarized,
It will be considered plagiarized.*

Student Consequences

1. Any student who has plagiarized assigned work will receive no credit for that work.
2. Freshmen may be given an alternative assignment at the teacher's discretion.
3. If plagiarism is verified and a zero is assigned, it should be made clear that the zero is for that particular assignment only.
If the zero has a major impact upon the quarter or semester grade, this information should be given to the student.
4. If plagiarism is strongly in evidence but not verified, an alternative assignment may be given to the student without credit to the original paper.

POLICE-SCHOOL LIAISON OFFICER PROGRAM (POLICY #5735)

Within our society, the school holds a central place among agencies that affect the ideas and activities of children. Beyond the family, school is the first institution to have the opportunity to perceive and analyze the problems of children. It is logical, therefore, that if outward symptoms of antisocial behavior (delinquency) are discernible at the school level, then it is appropriate to implement a program aimed primarily at prevention of this behavior through education, communication, and understanding between the school/ youth/police and the community (i.e., School Resource Officer Program).

The concept of the School Resource Officer (SRO) Program may be defined as a resource person and an educational aide in addition to being a law enforcement officer, who by definition, has an obligation to serve, protect, and uphold the law. It is felt by police, students, and educators alike, that the SRO should fulfill an important task as a resident friend and listener to youths with personal problems that they could bring to him/her. This role can be defined as one who could assist students in a variety of ways with problems that concern them. This role is to be carried on in cooperation rather than competition with authorized school officials.

The second role of the SRO is to be a resource person to and for the student, his/her family, the school, and the community.

The third role is being a referral agent. The SRO should be intimately acquainted with the kinds of help available at the local level to young people and their families. A major part of his/her helping function would be to get people in contact with helping agencies that can aid them in matters beyond the SRO's depth to solve. Frequently, this will involve a shared relationship with school officials and other community agencies.

The SRO may serve an educational function by assisting school staff in the provision of courses of study or programs designed to acquaint students with the law, the ways in which it operates on the local/state level, and how it touches their lives. The SRO is also available to parent groups in providing information to acquaint them with the law. Guidelines for SRO's school operations and activities will be disseminated via the Parent/ Student Handbook. A copy of this policy will be distributed through school newsletters and/or school handbooks.

This policy will also be reviewed in homerooms.

Guidelines for School Resource Officer (SRO)

I. School Visits

A. The SRO is scheduled to visit their assigned school(s) on a regular basis:

1. The SRO shall be regarded as a classroom resource person.
2. Regular office hours are scheduled.
3. Student interviews shall be scheduled as required by referrals.
4. General visibility within the building(s) is expected.
5. Attendance at extra-curricular activities as requested.

B. While in the building(s), the SRO will cooperate with school officials. However, as a police officer, the SRO is subject to the directions of the Chief of Police.

C. School meeting space will be provided.

1. Office hours are announced and posted.
2. Students will be free to visit the SRO during free time and are free to make appointments.

II. Confidentiality of Information and Records:

- A. Adult students and parents/guardians can authorize the release of any information contained in the cumulative file or other school records to the SRO.
- B. Cumulative records will not be open to the SRO without prior approval of the parent/guardian or adult student unless otherwise so provided in Wisconsin Statutes 118.125 or 118.126.
- C. SRO's may share confidential information with officials of the school attended by the child in accordance with Wisconsin Statutes 48.396(1) and 118.127(2).

III. Designated Official:

- A. The principal or assistant principal shall be the designated contact person between the school(s) and the SRO.
- B. SRO's assigned by the Wausau Police Department will be the designated police liaison between the Wausau Police Department and the assigned school.

INTERVIEWS/INTERROGATIONS OF STUDENTS BY LAW ENFORCEMENT OFFICERS DURING SCHOOL HOURS AND AT SCHOOL BUILDINGS (POLICY #5740)

School officials have an obligation to cooperate with police officials, keeping them informed of violations of the law and assisting them in the apprehension of violators. At the same time, school officials must watch out for the welfare and general well being of students.

The Wausau School District recognizes the need to explain the procedures to be followed in Police Liaison/designee interviews or interrogations of students during school hours or at school-sponsored activities.

Procedure

When it becomes necessary for a student to become involved with the Police Liaison Officer/designee, the officer may conduct an investigation or interrogation of students during school hours under the following conditions:

- A. The official police contact person should be the Police-School Liaison Officer or such Officer's designee.
- B. After notifying school officials, contact and interviews can be conducted at the school(s) site.
- C. In all situations, every possible step should be taken to ensure minimum of embarrassment or loss of class time for the student.
- D. School officials may contact the parent(s) or guardian of a minor student prior to a police investigation if the official deems it in the best interest of the student.
- E. If an interview is for purposes of investigating a student's possible misconduct or to meet with one or more students for information gathering purposes, a school district official shall be present at the interview, except in cases of child abuse and sexual abuse.
- F. If the police find it necessary to interrogate a student about possible criminal conduct or activity, to issue Miranda rights to a student, or the student is taken into police custody, the school official shall immediately take all reasonable steps to contact the parent(s)/guardian(s) of the minor student. The school officials or designee will continue efforts to contact the parent(s)/ guardian(s) until actual contact is made to advise them of the action taken by the police.
- G. In compliance with Section 48.19(2) of State Statutes, police officers will comply with the following:

When a child is taken into physical custody as provided in this section, the person taking the child into custody shall immediately attempt to notify the parent(s)/guardian(s) of the child by the most practical means. The person taking the child into custody shall continue such attempt until the parent(s)/guardian(s) of the child is notified.

A child will be given his/her constitutional rights (Miranda warnings), and a further explanation of these rights will be given using a printed form which they may sign if they so choose. They will be informed whether or not they are free to go.

If they waive their rights, questioning of a child taken into physical custody can continue even if the parent(s)/guardian(s) cannot be immediately notified.

Information about this policy will be disseminated by distribution in the Wausau School District's Policies for Parents and Students Handbook. Additionally, a copy of this policy will be distributed through school newsletters and school student handbooks. This policy will also be reviewed in homerooms.

SAFETY CONCERNS

Every student has the right to attend the Wausau School District without fear of being threatened or harmed in any way either verbally or physically. In order to make this goal a reality, the school administration of the Wausau School District will enforce the following consequences for rule violations.

A recommendation for expulsion from the Wausau School District will be made to the Wausau Board of Education for the following behaviors at school or at school-sponsored activities:

- Possession of a gun
- Possession of a dangerous weapon with intent to threaten or cause bodily harm to others or to cause property damage
- Selling, dispensing or delivering drugs or chemicals which Wisconsin Statutes define as illegal
- Intentional use of unprovoked force against a Wausau School District employee

Students may be recommended to the Wausau Board of Education for expulsion from the Wausau School District for the following behaviors at school or at school-sponsored activities:

- Starting a fire or attempting to start a fire on school premises
- Disrupting the school environment through the use of violence or threats of violence
- Acting in a way that threatens the life or health of another person where such conduct is considered criminal by federal, state or local laws
- Sexually assaulting another person
- Setting off the school's fire alarm system or falsely reporting a fire when no fire exists
- Making a bomb threat or placing a false alarm call

Suspension from school for up to five days will result for a student committing any of the following behaviors at school or at school-sponsored activities:

- Making threats against any Wausau School District employee
- Verbal, physical or sexual harassment of another person
- Failure to identify yourself to a school staff member
- Vandalism to school property or equipment
- Possessing or being under the influence of alcohol or other illegal drugs
- Forcing someone to act against their will through the use of intimidation and/or threats
- Sexually explicit/obscene conduct
- Use of profane or obscene language/gestures toward any member of the Wausau School District staff

- Theft of school property or equipment
- Refusing to leave the school's premises when directed by a school official
- Obtaining or attempting to obtain money or property from someone who's unwilling to give it to you
- Use of physical force against another student
- Smoking on school grounds or at a school-sponsored activity (underage students may receive a municipal citation)

SOFTWARE COPYRIGHT LAWS (POLICY #6505)

Building-Wide and System-Wide Wausau School District Instruction

The Wausau School District has made computer networks, including the Internet, available to students and staff in an effort to support the District's mission and goals. They believe that computer technology and its use can enhance and improve learning in the classroom. The District also realizes that computer software piracy is a major problem for the software industry and that violations of copyright laws contribute to higher costs and an increase in District liability.

It is the intent of the Wausau School District to adhere to all copyright laws as specified by software publishers and distributors.

All persons accessing information via District networks, or using computer software provided by the District, shall comply with all license or purchase terms regulating the use of software purchased or acquired by the District. Prohibitions include, but are not limited to, violation of any federal, state or local regulation, reception and/or transmission of threatening or obscene material or material protected by trade secrets.

All users will comply with legal requirements regarding the use, reproduction, and distribution of copyrighted works.

To discourage violation of copyright laws and to prevent such illegal activities, the Wausau School District adopts the following rules:

1. No software shall be installed on a District computer or file server without the proper license or permission.
2. Only software purchased and/or owned by the District shall be installed on District computers.
3. The Wausau School District Technology Coordinator is the designated individual who shall sign software license agreements for schools in the District.
4. District employees shall be expected to adhere to all laws regarding software copyright. Staff members shall report infractions or abuses of software copyright to their supervisor.
5. Each building shall establish a central place to file copies of software licenses. Original licenses shall be filed with the District Technology Coordinator.
6. Staff wishing to purchase software for District use or have software installed on District computers must obtain authorization from their building principal and the District Technology Coordinator prior to ordering the software.
7. Software shall be installed on local hard drives or file servers by District technicians or other authorized personnel.
8. Only District technicians or authorized personnel shall reconfigure or take apart any District computer.
9. Regulations, restrictions, and licensing as required by the publisher, governing the use of shareware, freeware, preview software and software updates, must be followed whether such material is supplied via diskette, compact disk (CD), or electronically (such as a download version from the Internet).
10. The principal of each building shall be responsible for the enforcement of these rules at the building level.

It is the policy and practice of the Wausau School District to adhere to the requirements of the U.S. Copyright Law. The Wausau School District prohibits employees from duplicating copyrighted materials not specifically allowed by:

- 1) the copyright law
- 2) fair use guidelines
- 3) licenses or contractual agreements
- 4) other written permission

All staff members shall be informed annually via the employee handbook that the violation of copyright laws is a breach of District policy and is an illegal activity.

Employees who violate the copyright law do so at their own risk and assume all liability for their actions. They shall also be subject to disciplinary action for willful infringement of the law or for using District equipment for duplication that is prohibited.

WISCONSIN STATUTE 943.70 COMPUTER CRIMES

(A) Whoever willfully, knowingly and without authorization, does any of the following may be penalized as provided in paragraph (B):

1. Modifies data, computer programs or supporting documentation.
2. Destroys data, computer programs or supporting documentation.
3. Accesses data, computer programs or supporting documentation.
4. Takes possession of data, computer programs or supporting documentation.
5. Copies data, computer programs or supporting documentation.
6. Discloses restricted access codes or other restricted access information to unauthorized persons.

(B) Whoever violates this subsection is guilty of:

1. A Class A misdemeanor unless subd. 2, 3, or 4 applies.
2. A Class E felony if the offense is committed to defraud or to obtain property.
3. A Class D felony if the damage is greater than \$2,500.00 or if it causes an interruption or impairment of government operations or public services.
4. A Class C felony if the offense creates a substantial and unreasonable risk of death or great bodily harm to another.

NOTE: Violations will lead to court referral, loss of computer privileges, suspension, and restitution of damages and time.

WEAPONS (POLICY #5715)

No one shall possess a dangerous weapon on school property, school buses, or at any school-related event.

Weapons are defined in two categories:

- (1) Items used or designed to inflict bodily harm and/or to intimidate other persons.
Examples include, but are not limited to: firearms, BB-guns, look-alike weapons, knuckles, razors, switchblades/butterfly knives, chains, clubs, stars, pepper spray, etc.
- (2) Items designed for other purposes, but which in the manner such articles are used or intended to be used, are calculated to inflict bodily harm and/or intimidate.
Examples include, but are not limited to: belts, combs, pencils, files, compasses, aerosol sprays, scissors, etc.

RULE

Students violating this policy on possession of dangerous weapons are subject to disciplinary action that may include immediate suspension and/or recommendation for expulsion. The Director of Pupil Services shall be notified of the possession of dangerous weapons and a pre-expulsion hearing may be convened before the student is re-admitted.

No student may possess a firearm while at school or under the supervision of a school authority.

Under this policy, the term firearm is defined by federal law and means:

- (1) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by an action of an explosive;
- (2) the frame or receiver of any such weapon;
- (3) any firearm muffler or firearm silencer; and
- (4) any destructive device.

Any student found in violation of this policy will be suspended from school. Further, any student found in violation of this policy shall also be referred to law enforcement or juvenile authorities. The Director of Pupil Services will be responsible for maintaining records, which detail the circumstances of expulsions of possession of a firearm for each school in the District.