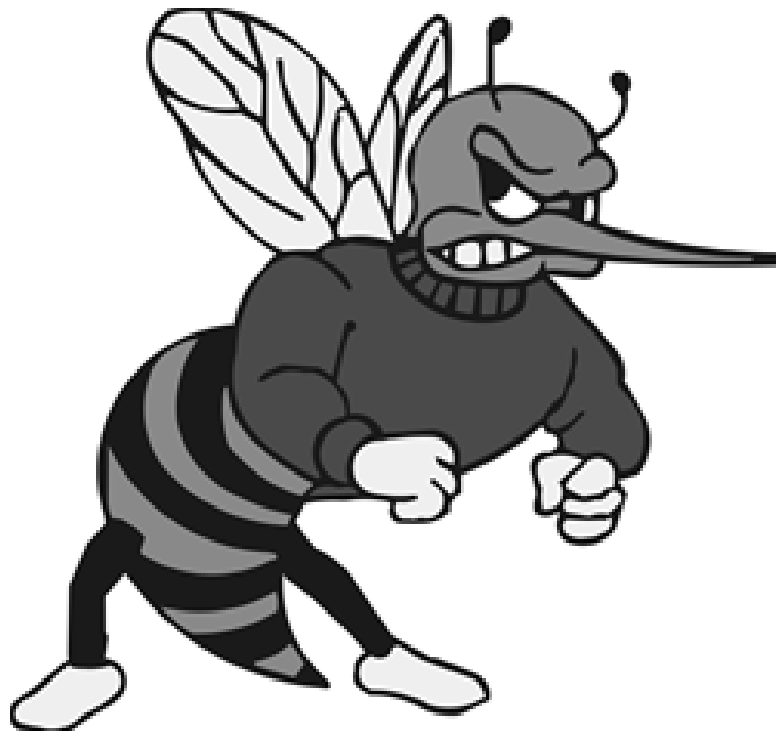


District Wide Student Handbook

2017-2018



School District of Wauzeka-Steuben

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Inclement Weather/Closing/DelaysThe District will utilize in order the following communication styles to inform students, staff and the community of school closures or delay: Skylert and Radio/TV stations. Refer to Board Policy 723.3.***Breakfast is not served on late start days!***

Student Academic Standards

The Wauzeka-Steuben School District follows the state standards as adopted by the State of Wisconsin Department of Public Instruction as an outline of base expectations. The related accountability and testing is conformed to as appropriate to be in compliance with all state and federal laws. Where appropriate, classroom materials have been aligned to the Common Core Standards. The Common Core Standards, being only an outline of base expectations, are exceeded in almost all areas of school offerings.

District Policies

All District Policies can be found on the District Webpage located under the District Information Tab at www.wauzeka.k12.wi.us

District Behavior Standards

Policy #443

Standard #1: Students shall engage in behaviors that allow for classroom learning in a positive environment.

Standard #2: Students shall help in maintaining an environment free from physical, sexual, verbal harassment.

Standard #3: Students shall behave in a respectful manner.

Standard #4: Students shall engage in behaviors free from assault, intimidation, or other forms of violence.

Standard #5: Students shall use appropriate language in the school environment.

Standard #6: Students shall respect the property of the school and others' personal property.

Standard #7: Students shall help in maintaining an environment free from weapons, drugs, or objects that are harmful to themselves or others.

Standard #8: Students shall help in maintaining an environment providing for the safety of others.

Discipline Plan

Grades 6-12

Levels below serve as a guide. Depending on the severity or situation certain levels may be passed.

- I. Warning
- II. Teacher Imposed Consequence(s) and handled within the classroom:
 - Detention(s) set by teacher/supervised as well
 - Loss of privileges
 - Phone call home

- First referral, the parent(s)/guardian(s) may be notified by letter or telephone. Noon detention(s)/After school detention(s) may be assigned and there is the loss of the school wide reward.
- Second referral. Parent(s)/Guardian(s) are called or a letter sent home and detentions are assigned.
- Third referral will result in all after school detentions for the remainder of the school year. Parents will be notified.

****All detentions will be served in the office designated location. Cell phones/technology will not be permitted in the detention room. They must be placed in the basket outside of the room.

III. Referral to Principal for any issue not handled between the student & staff member, imposing consequence.

All students will follow a progressive step procedure. The steps are outlined below.

Note:

***A student could potentially be on this system at multiple places with multiple teachers. If a student is referred to the principal by one teacher which would place him/her at Step 1 and then is referred to the office by another teacher this would not move the student to step 2. The student would be at Step 1 for both teachers. The step system is within each class.

***If a student is not sent to the office for 20 consecutive calendar days the student will go back one step. (For example: If a student is on Step 3 and is not sent out of the classroom for 20 days the student will move back to step 2. If the student again is not sent to the office for another 20 days the student will move back to step 1)

***The student's Parent/Guardian will be contacted by phone and by mail after each offense

***Administration reserves the right to modify step(s).

*** *Procedure for Bus Offenses*

Step 1 – Written Warning

Written warning and will be assigned a seat

Step 2 – Automatic after school detention 3:20 – 4:00 PM

1-day bus suspension

Step 3 – 1 full day of in-school suspension

3-day bus suspension

Step 4 – 1 full day of Out-School Suspension

2-week bus suspension

Step 5 – The student will be withdrawn from the class and will receive an F for the class.

Student will be suspended off the bus for the remainder of the school year.

IV. Cheating/Plagiarism

Cheating on daily work – Any student caught cheating or plagiarizing on daily work or projects/papers will automatically receive a detention to be served in the office. All work must be redone in order to receive credit.

Cheating on assessments – Any student caught cheating/plagiarizing on a quiz, test, project, paper, etc. will receive at minimum 2 detentions determined. The Athletic Code will be enforced to the highest extent. Administration has complete discretion to additional consequences.

V. Emergency Clause for Office Referral

Immediate office referral shall be used for severe disruption. "Severe disruption" may include, but is not limited to:

- Defiance
- Disrespect
- Endangering self or others

VI. Tardiness and truancy can also have a consequence of detentions or a simple truancy citation of over \$190. This includes missing detentions given before/during/after school.

VII. Tardies – If a student receives 3 tardies during a quarter, they will serve an after school detention upon receiving the 3rd tardy and after each tardy subsequently following. A tardy is defined by not being through the threshold of the door when the bell rings. The only expectation to this rule is if the student has received prior permission to be late to the class.

Police/Government Agency Interviews

Right: Students have the right to communicate with the police in a fair, professional manner. Students have the right to a fundamental fairness of treatment and protection of their constitutional rights in police/government agency interviews, interrogations, and questioning.

Responsibility: Students have the responsibility to cooperate and be truthful. Students have the responsibility to conduct themselves in an orderly manner when talking with police. Students have the responsibility to follow established procedures.

All interviews, interrogations, or questions of students at school will be with full regard of fundamental fairness and protection of legal rights.

They shall be conducted as discreetly as possible. If legally possible, parent(s)/guardian(s) shall be notified and the parent(s)/guardian(s) and/or school representative shall be present. Law enforcement and human services must lead and conduct all investigations of child abuse and/or neglect; schools do not have statutory authority to investigate child maltreatment. A child abuse or neglect report must be made when "mandated" reporters, including certain educational staff, have reasonable cause to suspect a child seen in the course of professional duties has been abused or neglected.

Religion

Right: The school cannot interfere with a student's right to observe any religion by requiring, establishing, or conducting religious exercises for students.

Responsibility: Students have the responsibility to respect the religious beliefs and observances of others.

The Rights of Students with Disabilities

The procedure the school must follow is:

1. Notify parent(s)/guardian(s) that the school plans to change the student's educational placement.
2. Give parent(s)/guardian(s) the chance to have an impartial hearing, examine all relevant records, and obtain independent educational tests.
3. Protect a student's rights by assigning someone to act as a substitute if one's parent(s)/guardian(s) is unknown or unavailable.
4. Make sure that the decision from the hearing will be binding, subject only to appeal.

Furthermore, if a student qualifies due to some handicapping condition under the American Disabilities Act (ADA) or Individuals with Disabilities Education Act (IDEA) for special education programming, the student's parents/guardians have the right to participate in determining the objectives of that special program, along with the teachers and other school personnel responsible for administering the program.

Harassment/Bullying of Students

Policy 411.1

The mission of the Wauzeka-Steuben School District is to educate and develop all students to their highest potential. The Board of Education is committed to creating an environment that treats all students with dignity and respect, provides students with a safe physical and emotional learning environment, and promotes respect, tolerance and cooperation throughout the District. We expect all members of the educational community - students, staff, and all others involved in accomplishing our educational mission - to help create and maintain this environment.

To accomplish our mission, all students must be allowed to learn in an environment free from harassment. Bullying/Harassment and/or discrimination interferes with the overall learning environment.

Bullying/Harassment and/or discrimination is prohibited. It is the Board's intention that all incidents of bullying/harassment and/or discrimination be dealt with in an appropriate manner. When appropriate, it is recommended that incidents of bullying/harassment and/or discrimination be discussed with the person who has committed the action to make it clear that the behavior is offensive and unwelcome. Individuals who, upon investigation, are determined to have engaged in bullying/harassment and/or discrimination under the provision of this policy will be subject to disciplinary action. In the case of students, this action will be consistent with student discipline. In the case of others engaged in the conduct at District programs and activities, discipline may include removal and prohibition from participation in such activities or programs. The Board recognizes, however, that additional action may be necessary or appropriate. In those instances, action under the appropriate student procedures is authorized. The Board may enact further procedures to enforce this policy.

Definitions

Harassment/Bullying and/or discrimination

Defined as any gesture or written, verbal, graphic or physical act (including electronically transmitted acts via the Internet, cell/smart phone, or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as gender, race, national origin, ancestry, religion, color, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap, or by any other distinguishing characteristic.

Harassment or bullying includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. The behavior is typically repeated over time.

Harassment/Bullying and/or discrimination can include, but is not limited to:

1. Intimidation and/or harassment such as teasing, put-downs, cruel rumors, false accusations, hazing, name-calling, or making threats;
2. Social alienation, exclusion, and isolation such as shunning or spreading rumors;
3. Extortion;
4. Written notes, phone calls, or electronic messages that are offensive, hurtful, slanderous, threatening, embarrassing, intimidating, insulting, degrading, stereotyping, or annoying;
5. Verbal aggression or verbal assaults which are offensive, hurtful, slanderous, threatening, embarrassing, intimidating, insulting, degrading, stereotyping, or annoying;
6. Nonverbal or emotional threats or intimidation;
7. Any act, attempted act, or threat of physical aggression such as assaults on a student or attacks on a student's property;
8. Any act which threatens or intimidates any person or group because of gender, race, religion, national origin, color, disability, sexual orientation, age, or other protected status.

“Sex-based harassment” includes both sexual harassment and gender-based harassment. The term “sexual harassment” means unwelcome conduct of a sexual nature. The term “gender-based harassment” means nonsexual harassment of a person because of the person’s sex and/or gender, including, but not limited to, harassment based on the person’s nonconformity with gender stereotypes.

Sexual harassment includes unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical conduct of a sexual nature" includes, but is not limited to, the deliberate, repeated making of unsolicited gestures or comments or the deliberate, repeated display of offensive, sexually graphic materials which are not necessary for business purposes.

Sexual harassment may include but is not limited to actions such as:

1. Unwelcome or unwanted sexual advances. This means patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact which is considered unacceptable by another or other individual(s).

2. Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures, or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment or educational status.
3. Verbal abuse or joking that is sexually oriented and considered unacceptable by another individual. This includes commenting about an individual's body or appearance where such comments go beyond mere courtesy; telling "dirty jokes" that are clearly unwanted and considered offensive by others; or any other tasteless, sexually oriented comments, innuendoes, gestures, or actions that offend others.
4. Engaging in any type of sexually oriented conduct that would unreasonably interfere with another's work or educational performance. This includes extending unwanted sexual attentions to someone such that personal productivity or time available to work at assigned tasks is reduced.
5. Creating a learning environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually oriented conversations, suggestions, requests, demands, physical contacts, or attentions. Also, the existence or display of sexually suggestive or graphic materials including, but not limited to, photographs, magazines, and posters.
6. Unwelcome verbal or physical conduct directed at another individual because of that individual's gender, other than the conduct described above, that has the purpose or effect of substantially interfering with that individual's school performance.

Anti-Discrimination Practices

1. The District will take steps to stop any harassment/bullying and/or discrimination, eliminate the hostile environment if one has been created, and prevent recurrence of any harassment of which it becomes aware, regardless of whether a formal complaint is filed.
2. No person may be excluded from or discriminated against in admission or participation in any of the District's programs or in obtaining advantages, privileges, and/or courses of study.
3. No separate school or department will be maintained for any person.
4. The District does not discriminate on the basis of gender in the educational programs or activities which they operate.
5. Procedures apply to complaints of harassment/bullying and/or discrimination including sexual and/or gender-based harassment filed by employees, students, or third parties.
6. Any District employee, who is aware of harassment/bullying and/or discrimination, whether or not that employee is a victim of harassment/bullying and/or discrimination, has an obligation to report such harassment/bullying and/or discrimination to either the Principal or the District Administrator.

7. A student who believes s/he has been subjected to harassment/bullying and/or discrimination by anyone shall immediately report the bullying/harassment and/or discrimination to the Principal, school counselor, or any other adult employee.
8. Any student who is aware of harassment/bullying and/or discrimination whether or not that student is a victim of harassment/bullying and/or discrimination, has an obligation to report such harassment/bullying and/or discrimination to either the Principal, school counselor, or any other adult employee.
9. During the investigation, the District will take interim preventive measures to ensure the safety of the alleged victim and of the larger school community.
10. The District will maintain ongoing contact with the alleged victim throughout the investigation.
11. No district employee, school board member, or student shall attempt to restrain, interfere with, coerce, discriminate, or take reprisal action against the complainant or their witnesses during or after the presentation, processing, and resolution of a complaint. Title IX prohibits retaliation against any individual who files a complaint under Title IX or participates in a complaint investigation. Disciplinary action will be taken against any student or staff member who engages in retaliation.

Any student who believes s/he has been subject to harassment in violation of this policy may file a complaint in accordance with established District procedures found in 511.1-Rule, Discrimination and Harassment Complaint Procedure.

Notice of this policy and applicable complaint procedures shall be given in accordance with legal requirements.

Student Searches

Policy #446

The School District of Wauzeka-Steuben recognizes its responsibility to provide students and staff with a safe, drug-free environment that is conducive to learning. It also recognizes that students have basic constitutional rights. School officials must balance the individual's expectation of privacy and personal security against the District's need to maintain an orderly environment in which learning can take place.

Lockers and vehicles parked on school property may be searched. A student's person and personal belongings carried by students (not placed in a locker) will not be searched unless reasonable suspicion exists (alerting of a trained dog may constitute reasonable suspicion) that a District policy, rule, or law has been violated. Searches may be conducted before school, during school, after school, and/or during school sponsored activities by two (2) District employees when possible.

Students found in violation of this policy may be referred to law enforcement as well as action by the Board of Education, including disciplinary action up to and including suspension and/or expulsion.

Locker Searches

A school district official, employee or agent may search a student's locker as determined necessary or appropriate without the consent of the student, without notifying the student and without obtaining a search warrant if the school board has: (1) adopted a policy specifying that the board retains ownership and possessory control of all student lockers and designating the school official, employee or agent positions who may conduct the locker searches, and (2) distributed a copy of the policy to students enrolled in the district. (State Statute - Section 118.325)

The District retains ownership and possessory control of all student lockers. At no time does the school district relinquish its exclusive control of such lockers. Lockers may be searched as determined necessary or appropriate at any time, without student consent, without notifying students and without a search warrant. Students should have no expectation of privacy when using school lockers.

A student's privilege of using a school locker is conditioned upon the student's consent to a search. At no time does the District relinquish its exclusive control of lockers provided for the convenience of students. Periodic, general inspections of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant.

The Principal or designee may decide to conduct locker searches whenever there is suspicion that alcohol, drugs, material of a disruptive nature, stolen property, weapons, explosive devices or other items which pose a danger to the health and safety of students and staff in the school is present. Any unauthorized item(s) found in the locker may be removed. Items removed from the locker may be held by the school for return to the parent(s)/guardian if the student is retained for disciplinary proceedings or turned over to law enforcement officials.

A locker search may be conducted by the District Administrator, Principal and/or other employees designated by the Principal such as teachers, coaches or custodians. Searches may also be conducted by a police officer at the request of the Principal or District Administrator. Police officers can become involved in a search without need "probable cause" or a search warrant when acting as an agent of the school, (e.g. – at the request of and in conjunction with school officials).

Student Searches

Searching personal possessions within a locker or searching a student's person (clothing, backpack, pockets, etc.) must be "reasonable", that is, the Principal or designee must have reasonable grounds to suspect that the search will reveal evidence of violations of either the law or school rules, and the way in which the search is conducted must be reasonably related to the objectives of the search.

The Principal or designee conducting a student search may request a student to empty pockets, purses, backpacks, or other articles used to carry personal effects; and/or to remove hats, shoes, roll socks down, and/or remove shoes. The school official may also request a student to remove

outer garments, such as sweatshirts, sweaters, jackets, or vests if worn over blouses, shirts, or t-shirts. Strip searches are expressly prohibited by school personnel in Wisconsin.

The Principal or designee conducting the search will notify the student's parent/guardian of the reason for such a search. The official conducting the search will maintain a record of the search detailing the action taken, the reasons for the action, the person or locker searched, list of items found and/or seized, the results of the action, date and time parent/guardian was contacted, and name of the witness.

The Principal or designee will make a good faith effort to notify a student's parent/guardian when law enforcement officials conduct a search of a student or the student's property unless such action would interfere with a police investigation.

Vehicle Search

The District reserves the right to search vehicles parked on school property. A student's privilege of parking on school property is conditioned upon the student's consent to a search.

Search of Luggage

The Principal or designee may search student luggage during a school-sponsored trip. Such a search will be carried out in a reasonable manner based upon a reasonable suspicion that the search will reveal evidence of a violation of either the law or school rules. A student's participation in the school-sponsored trip is conditioned upon the student's consent to a search.

Canine Search

Searches by dogs specially trained to detect the odor of controlled substances may be used to search the building, grounds, and parking lot at the discretion of the District Administrator, principal, or designee. The searches may be used when a reasonable suspicion exists that controlled substances may be located in the building, that controlled substances may be located in vehicles parked in/on school property.

Also, canine searches may be conducted as a preventive measure when viewed as a benefit to the ongoing drug prevention effort and for school management/discipline reasons.

The use of these trained dogs for instructional purposes will be scheduled through the Principal with the approval of the District Administrator.

Student Alcohol/Drug Use

Policy #443.4

It is the policy of the School District of Wauzeka-Steuben that students and employees have the right to attend school and work in an environment that is free from the use of alcohol, illegal drugs, and controlled substances. These substances interfere with the learning environment of students and the performance of students and employees.

The use, possession, sale, or distribution of alcohol, controlled substances or “look alike” substances or having illegal drugs, chemicals, or alcohol in a person's system in or on District property, in any District owned or contracted vehicle, or at school-sponsored events is prohibited. Having chemicals in one's system is defined for purposes of the policy as having any amount of the substance in one's body system(s).

Guidelines for the Implementation of this Policy

1. Referrals, Disciplinary Procedures, and Roles of Staff Members

Certified and noncertified staff shall make referrals to the Principal and/or designee when reasonable suspicion exists that a student is in a violation of this policy. If a staff member suspects that illegal drugs or alcohol are part of the reason for erratic or exaggerated behavior, s/he may indicate his/her suspicion to the student and shall refer the student to the Principal.

Disciplinary action taken as a result of a violation of this policy shall be based upon behavior observed in the situation. This means that disciplinary action will be taken based upon a student's performance in class or through viewing patterns of behavior of the student in school or on District property or at school-sponsored activities. Students will be disciplined for using or having in their system alcohol or other illegal drugs on District property or at school functions where there is evidence, reasonable suspicion, or admission that such use occurred. The Principal may request the consultation of other staff members to determine if there is reasonable suspicion that a student is in violation of this policy.

Upon determination of alcohol or other illegal drug use, the Principal, and/or designee, shall tell the student that the evidence shows a violation of this policy, that the behavior is inappropriate or illegal, and that consequences will be invoked.

2. Inclusion of Parent(s)/Guardian(s) in Disciplinary Actions

Parent(s)/Guardian(s) shall be notified as soon as practicable any time a student is suspected of being in violation of this policy. The Principal and/or designee shall indicate to the parent that s/he has or has had reasonable suspicion to believe that the child is in violation of this policy. The Principal shall suggest to the parent(s)/guardian(s) and may require that a witnessed drug or alcohol chemical test be given to determine not only the presence or absence of a chemical, but the level of the chemical in the student's system. The Principal and/or designee may take disciplinary measures at that time.

3. Consequences for Violations

When it is determined that a student is suspected of using alcohol or other illegal drugs, the Principal and/or designee shall contact the police or other law enforcement agency to conduct an investigation and to obtain a Breathalyzer test if appropriate.

Students violating this policy shall be subject to District disciplinary action, up to and including expulsion, and referral to law enforcement agencies for prosecution under applicable laws.

4. Prescription Medications

Prescription drugs are considered exceptions to policy when used by the individual for whom they were prescribed, and in the manner and amount prescribed. When a student is using a prescription medication and the student believes that his/her behavior may be affected by such medication, the person should let his/her Principal know to avoid any misunderstandings.

5. In-Service

The District shall develop periodic in-services for staff and students that shall include:

- the signs and symptoms of drug use in adolescents and adults;
- types of drugs and their effects;
- laws, rules, and regulations relating to drug use;
- the use and reliability of drug tests;
- School District policy relating to alcohol and/or other drug abuse;
- resources available to individuals

Persons violating this policy shall be subject to school disciplinary action in accordance with District policies and procedures and/or penalties outlined in state law or local ordinance. The building principal or his/her designee, school staff, and all coaches/supervisors shall be responsible for enforcing this policy.

This policy will be cited in the school handbooks and posted in each locker room in the District.

Tobacco use on school premises

Policy #831

The use of tobacco shall be prohibited at all times on school premises. "School premises" include all property owned or rented by or under the control of the School District of Wauzeka-Steuben. The administration shall inform students, staff and the general public about this policy and establish enforcement procedures.

Weapons on school premises

Policy #832

It is the policy of the School District of Wauzeka-Steuben to provide a safe and healthy environment for all persons on its premises or attending any of its activities or functions.

To aid in reaching that goal, the District shall strictly enforce the policy that no person shall possess, be armed with, store, or use a firearm or other weapon, whether unconcealed or concealed, in or on grounds of a school, on District premises, in or on school buses or District-owned vehicles, or at District-related activities, unless otherwise specifically

permitted by law. This prohibition applies to all students, employees, parents, guardians, or other visitors at all times.

Although the Wisconsin Carrying Concealed Weapon (CCW) Law generally allows individuals with training and registration to carry concealed weapons in some public places, there are specific laws that make such concealed carry illegal when it occurs in or around schools in which education of children occurs and on other property owned or operated by the District, and the District is not required to post signs in order for such prohibition of firearms and weapons (concealed or otherwise) to apply in such locations. This policy does not apply to law enforcement officers as permitted under state or federal law.

“Dangerous weapon” means any firearm, whether loaded or unloaded; any device designed as a weapon and capable of producing great bodily harm; any electric weapon or any other device or instrument which, in the manner it is used or intended to be used, is calculated or likely to produce great bodily harm. “Great bodily harm” means bodily injury which creates a substantial risk of death, or which causes serious permanent disfigurement, or which causes a permanent or protracted loss or impairment of the function of any bodily member or organ or other serious bodily injury.

All persons who violate this policy will be referred to the appropriate law enforcement agency. Students found to be in violation of this policy are subject to disciplinary action that may include suspension and/or expulsion from school and/or legal action. Any student who brings a firearm or weapon to a school shall be referred to the criminal justice system or juvenile delinquency system.

Employees found to be in violation of this policy are subject to disciplinary action that may include suspension and/or termination and/or legal action consistent with any applicable handbook or agreement. Any employee who reasonably believes that an employee, visitor, student, or other person has a weapon in violation of this policy must report such belief to their supervisor.

Any entity with verbal or written contracts with the District shall ensure the safety of District students by ensuring that, to the extent permitted by law, the possession, carrying, use, or storage of weapons at any building owned by the contractor where the students may be present pursuant to the contract are prohibited.

Visitors found to be in violation of this policy will be removed from the premises and/or be subject to legal action.

Personal Safety

Right: Students have the right to attend school without the fear of physical threat and harm, or verbal abuse. Students have the right to attend school without being exposed to profanity, obscenities, or pornography.

Responsibility: Students have the responsibility to refrain from conduct that does not respect the rights, dignity, and safety of all individuals. Students have the responsibility to express their thoughts and feelings in a manner that does not offend, slander, or ridicule others

Regulation: Inappropriate behavior, both physical and verbal, shall not be permitted in school or school sponsored functions. Such behavior includes, but is not limited to:

- Taunting
- Racial slurs
- Displays of affection
- Harassment
- Verbal abuse
- Profanity or vulgar language
- Fighting or similar behavior
- Possession of any weapon or look-alike weapon (toy)
- Possession or use of any article as a weapon to threaten injury to others
- Obscene gestures
- Possession of pornography

Various Wisconsin Statutes Addressing Personal and Property Rights Chapters 940, 941, 942, 947
Notice: Knives, including pocket knives, are considered weapons and will be treated as such if discovered to be in the possession of a student.

Students violating this section will be subject to, but not limited to:

- Confiscation of item(s)
- Notification of parent(s)/guardians
- Referral to Principal
- Detention
- In-school suspension
- Community service
- Out-of-school suspension
- Law Enforcement Referral
- Citation
- Expulsion

Leaving the building without permission

Right: Students have the right not to be exposed to the dangers involved with leaving school premises without permission.

Responsibility: Students have the responsibility of following the procedures outlined for Wauzeka-Steuben Public School students.

Regulation: Wisconsin Statute 121.02(1) provides that schools schedule at least 1,137 hours of direct pupil instruction annually.

- Students absent from school without authorizations are considered truant under the law. Students absent from class without permission, but who do not leave school, face school disciplinary consequences. Law Enforcement may be called.
- Students are required to sign out in the office or with the attendance clerk when leaving and sign in when returning to school. Students leaving during the school day for valid reason will be issued a pass by the attendance clerk or office.
- Students must present valid notes from their parent/guardian and expect phone confirmation of such notes. Forgery will not be tolerated and disciplinary action will be taken to the fullest extent. Co-Curricular code violations will be enforced to the fullest extent.

Perfect Attendance

Students, who obtain perfect attendance by the end of the year, will be recognized by the school district. Perfect attendance is counted as a student not having any excused/unexcused absence(s) or tardies throughout the school year.

Backpacks, Book Bags and Briefcases

For reasons of safety, students are not permitted to carry a backpack, book bag, or briefcase from class to class. Leave such items in hall lockers. Consequences may include, but not be limited to warnings, confiscation, or search of item(s), etc.

Bus Ridership

Right: Bus rider ship is a right granted by The School District of Wauzeka-Steuben School Board of Education to all students who qualify. All students riding buses have the right to expect safe practices and courteous conduct at all times when coming to, waiting on, or leaving a school bus. The bus drivers are in charge of their buses and students are expected to respect their authority. Students whose behaviors distract the bus driver are putting not only their lives, but also the lives of all riders in jeopardy. Therefore, cooperation is very important. A student who persists in misbehaving may be excluded from riding on the bus. The driver or transportation director will notify the Dean of Students, who will issue consequences under the Discipline Program. Videotaping may occur on all school buses. The video will be used only if, or when issues of misconduct or any other concerns are reported to Administration. No student(s) will be allowed to get off the bus at any place other than their regularly designated stop unless they bring to the office written permission to do so from their parent/guardian. A pass, giving this permission, will then be issued by the office.

The following safety rules are required:

1. Conversation is permissible, but should be held at normal conversational level.
2. Remain seated. Standing or moving about while the bus is in motion is prohibited.
3. Seats are to be assigned by the bus driver, if s/he wishes. They may be changed only by the bus driver.
4. Students who must cross the highway after leaving the bus should walk forward from the bus to a distance of approximately 10 feet beyond the front of the bus. The student should then stop and wait for the driver to motion the students across the road.
5. Students will ride home on assigned buses only, unless a pass provided by the office is delivered by the student to the driver.
6. Students will stay off the road when waiting for the bus and will wait for the bus driver's signal before boarding.
7. Hands, head and objects must be kept inside the bus at all times.
8. There will be no throwing of objects in or off the bus.
9. Students must respect the property of the school and others. Vandalism will not be tolerated.
10. Students are to take personal belongings with them and place trash in the trash can upon leaving the bus.
11. Behavior that may distract the driver is prohibited.
12. Absolute quiet is necessary at railroad crossings.
13. Food and drinks are not permitted on the bus unless permission is given by the bus driver.

Wisconsin Statutes 118.15, 118.153, 118.16, 118.162, 118.165, 118.125, 118.13, 120.13(1), 121.52(2)

Responsibility: All students are responsible for exercising safe practices and courteous conduct: both in actions and speech at all times when coming to, waiting for, and while on or leaving a bus. All students are responsible for following correct procedures relating to field trips and/or extra-curricular activities.

Regulation: Since safety is our prime concern, no misbehavior will be tolerated.

Action: Unsatisfactory Bus Conduct Reports will be sent to the Dean of Students by the bus driver or Transportation Director. Students violating this section shall be subject to, but not limited to the school discipline plan.

Health Services

Medications:

- Prescription medications require a doctor's signature and will be kept in the school office.
- Nonprescription medication must be provided by the parent in the original, properly labeled container along with a written request.
- Self-Administered Medication: Asthma Inhalers and Epinephrine auto-injector (Epi-Pens) may be kept by the student and self-administered provided the student has written approval of the physician and written approval of the student's parent or guardian.

Illness/ Communicable Disease: Deciding when a child is too sick to go to school can be a difficult decision for parents to make. When trying to decide, use the guidelines below and seek the advice of a health care professional.

Attend School: Children should probably go to school if they have any of the following symptoms.

- Sniffles, a mild runny nose with clear minimal discharge, mild cough, **without fever**.
- Vague complaints of aches, pains or fatigue.
- Rash **without fever** and not spreading
- Red eye without yellow or green discharge

A child will be sent home from school if he or she has:

- Fever of a 100.4 degrees or higher
- active vomiting or diarrhea
- suspected contagious illness (such as: pink eye, impetigo, influenza, scabies, ringworm)
- a serious injury or appears obviously ill

Guidelines for keeping a child home: (Adapted from the NASN Guideline for keeping a sick child home)

- Children with a temperature above 100.4 degrees **must be fever-free for 24 hours without medication** before returning to school.
- If a child has vomited 2 or more times or has had 3 or more watery stools during the night or in the morning before school, that child should be kept at home until no further vomiting and /or diarrhea.
- If they have red swollen eyes that itch, have yellow or green drainage, or have a crusty appearance upon awakening, should be kept home and see a doctor.
- If they have a persistent, nagging or deep cough that cannot be controlled with medication they should stay home.

- Your child has seen a doctor who prescribed an antibiotic for an illness or disease such as strep throat, pink eye, or impetigo. The general rule is that a child should be on an antibiotic for at least **24 hours** before returning to school.

When you do keep your child at home please call the school office before 9:00 A.M.

Dress Code

Responsibility: Students have the responsibility to dress for school in attire that is not offensive to others; that does not distract from the learning/teaching process and is safe for the student's or other people's health and welfare. Responsibility for the personal appearance in students enrolled in the School District of Wauzeka-Steuben shall normally rest with the students and their parent(s)/guardian(s).

Regulations: No student should wear any of the following:

1. Hats at any time when in the building - except for special activity days approved by the Administration.
2. Tops that show the midriff area.
3. Extreme low necklines or strapless tops.
4. Short shorts or short skirts
5. Gang affiliated clothing, jewelry or identification.
6. Clothing that exposes large portions of the skin through tears or other large openings.
7. Clothing items that advertise alcohol, tobacco products, sexual references, profanity, and/or illegal drugs.
8. Dressing or grooming in a manner that presents a danger to health or safety causes interference with work or creates classroom disorder.
9. Shirts and shoes, however, must be worn at all times.

Failure to wear appropriate or protective clothing will result in action to ensure the safety of the student. (Wisconsin Statute 120.13) Students may not have obscene or objectionable materials, objects, pictures, posters, etc., displayed in their lockers, folders, book covers, etc.

Action: Students violating this section will be subject to, but not limited to:

- Confiscation of item(s)
- Notification of parent(s)/guardian(s)
- Being sent home to change clothing
- Referral to Principal
- Detention
- Community service
- In-school suspension
- Out-of-school suspension
- Expulsion

Discretion of what is excessive or in bad taste will be left up to administration, as defined by Wisconsin Statute 120.13.

Locker Room Privacy

Policy #731.1

The School District of Wauzeka-Steuben shall observe measures intended to protect the privacy right if individuals using school locker rooms and restrooms.

The District recognizes the privacy rights of individuals using the locker rooms and restrooms and shall take reasonable measures to protect an individual's privacy. Locker rooms are provided for the use of physical education students, athletes, and other activity groups and individuals authorized by the building principal or his/her designee and Board policy.

No one will be permitted to enter into the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside of the locker room consistent with applicable District policies and/or school rules.

No cameras, video recorders, or other devices that can be used to record or transfer images may be used in the locker room at any time.

No person may use a cell phone to capture, record, or transfer a representation of a nude or partially nude person in the locker room or to take any other photo or video image of a person in the locker room.

Grading Systems

Rule 345.1

Letter grades of A, B, C, D, and F with a plus or minus will be used for most courses in grades 6-12. Some specialized courses will be graded on a pass/fail basis. The four-point scale will be the accepted grading system. It makes plus and minus grades more meaningful to the student, and allows for a more accurate translation of letter grades to numerical grades. The following system will be used to compute grade point averages (GPA):

A = 4.00 A- = 3.67 B+ = 3.33 B = 3.00 B- = 2.67 C+ = 2.33

C = 2.00 C- = 1.67 D+ = 1.33 D = 1.00 D- = .67 F = 0.00

Retention and Promotion

Policy #345.41

Effective the 2002-2003 school year, no student will be promoted from grade 4 to grade 5, or from grade 8 to grade 9, unless the student meets at least two (2) of the three (3) criteria presented below:

Criteria for Promotion

The student receives a score of "basic" or above on at least five (5) of the six (6) sections of the Wisconsin Knowledge and Concepts Exams which are given during grades 4 and 8. The sections of the Knowledge and Concepts Exam are as follows:

Language Arts

Reading

Mathematics

The student (during grade 4 or grade 8) receives a passing grade for each course for the year in all subject areas or maintains an overall grade point average of at least 2.0 on a 4 point scale covering all subject areas.

For Grade 4 - Regular Education Students:

The student receives the recommendation of his/her classroom teacher. When making such a recommendation the teacher must consider the academic abilities of the student and the likelihood that the student will be successful at grade 5. The teacher is encouraged to confer with the student's previous teachers, and confer with the parent(s) or guardian of the student and take into consideration their attitude toward the promotion or retention of the student. The teacher may also take into consideration the willingness of the student and the student's parent(s) or guardian to participate in summer school, tutorial programs, and other learning opportunities that may be available to the student.

For Grade 8 - Regular Education Students

The student receives the recommendation of the middle school faculty as demonstrated by a simple majority vote of teachers who have taught the student during grades 7 and 8. In considering their recommendation the middle school faculty must assess the student's readiness to be successful in his/her high school studies. The faculty may confer with the parent(s) or guardian of the student and may take into consideration their attitude toward the promotion or retention of the student.

For Grade 4 and 8 - Special Needs Students (EEN)

The student has progressed toward his/her education goals as specified in the student's individual education plan (IEP) and receives the recommendation of the student's IEP Team.

High School Class Rank

Policy #345.11

1. If a student is allowed to complete high school after six (6) semesters, s/he will be fully eligible for financial aid consideration, but will not be placed with the current senior class for rank purposes and cannot replace seniors or receive current year or senior honors awards. The student has the option to either attend graduation ceremonies with the current graduating class or return a year later to participate with his/her own class. The decision, however, must be made by the student when the Board decides on the request.
2. A student approved for graduation after six (6) semesters will be ranked with the class in which s/he entered grade nine. S/he will be eligible for honors, awards, scholarships, and other awards with this same class with whom s/he entered grade nine (9).
3. Students allowed to complete their schooling in seven (7) semesters will be ranked with their classmates for all purposes including scholarships.

HIGH SCHOOL GRADE LEVEL CLASSIFICATION

Policy #345.42

There are several high school programs which require the principal to determine a student's eligibility based on that student's achieved grade level status. The most important and visible of these are state/national assessments given based on grade level status. Other high school programs that require high school grade level criteria to be applied include the Youth Options Program,

scholarship eligibility, athletics, course selection for some classes, and registration. These criteria shall be applied to programs whenever appropriate.

For high school grade classification purposes:

1. To be classified as a sophomore a student must have earned six (6) credits.
2. To be classified as a junior a student must have earned 12 credits.
3. To be classified as a senior a student must have earned 18 credits.
4. Transfer student classification will be determined pursuant to Board Policy 412.1.

Title 1 Programming

Policy 342.5

As required by the ESEA (Elementary and Secondary Education Act), No Child Left Behind Act of 2001, (PL-107-110) the Wauzeka-Steuben School District has in place, a district-wide salary schedule and will use state and local funds to provide services in Title I project areas which, if taken as a whole, are at least comparable to services being provided in areas not receiving funds under Title I. The District allows the use of Title I funds district-wide for those programs and projects that are designed to meet the needs of disadvantaged children in grades Pre-K through grade 12 in the areas of reading and math. Should all school attendance areas be designated as project areas, state and local funds will be used to provide services which are substantially comparable in each project area.

In providing educational opportunities for all students, the Wauzeka-Steuben School District will ensure equivalency in the allocation of state and local resources for staffing salaries, student-teacher ratios, and/or in provision of instructional materials and supplies.

The District assures implementation of the following activities that take place annually:

1. Develop written policies, after consultation with and review by parents, to ensure that parents are involved in the planning, design and implementation of the Title I LEA Program. The written policies shall provide for timely response to recommendations by parents.
2. Make the policies available to parents of participating children.
3. Give standardized tests in the spring of each year to identify potential Title I students. Those students below a predetermined score will be given a needs assessment which will include a pre-test done in the Fall and a post-test done in the Spring. Qualifications for participation in the Title I program will be dependent upon the results of the needs assessment.
4. Provide parents of participating children with reports on their children's progress.
5. To the extent practical, conduct a parent-teacher conference with the parents of each participating child to discuss the child's progress, placement and methods the parents can use to complement the child's instruction.
6. Make education personnel under the Title I Program readily accessible to parents.

7. Permit parents of participating children to observe Title I LEA Program activities.
8. Provide opportunities for regular meetings of parents to formulate parental input into the program, if parents of participating children so desire.
9. Provide parents of participating children with timely information about the program.
10. Make parents aware of parental involvement requirements and other relevant provisions of the program.
11. Coordinate, to the extent possible, parental involvement activities with programs funded under the No Child Left Behind Act.
12. To the extent practicable, provide information, programs and activities for parents under this section in a language and form that the parents understand.
13. The Title I teacher shall annually assess, through consultation with parents, the effectiveness of the parental involvement program and determine what action needs to be taken, if any, to increase parental participation.

It is understood that unpredictable changes in enrollment or personnel assignments which occur after the beginning of a school year need not be included as a factor in determining comparability of services.

Documentation verifying compliance with this policy is maintained annually. These records are available for State Educational Agency monitoring or auditor review upon request.

Graduation Requirements

Policy #345.6

For a student to graduate from the School District of Wauzeka-Steuben, the student must meet the following graduation requirements:

1. Graduation ceremony participation requires fulfillment of all graduation requirements.
2. In order to graduate, students must be enrolled in a class or have participated in an activity approved by the school board during each class period of each school day, or the student must have been enrolled in and successfully completed an alternative education program, as defined by State Statute §115.28(7)(e), or the students have met the graduation requirements as identified in an individualized education program.
3. Students who transfer to Wauzeka-Steuben High School prior to graduation day (the selection date for Student Honors Recognition (Policy #462)) must complete two full semesters before his/her transferred credits and grades count toward the determination of student honor status. This means that a student must spend their entire senior year at Wauzeka-Steuben to be so designated.
4. Transfer students from accredited public and private schools may graduate from Wauzeka-Steuben High School provided s/he were successfully meeting graduation requirements at his/her

previous school at the time of transfer and meets the requirements of Wauzeka-Steuben High School subsequent to his/her transfer.

5. Only students who are able to receive a diploma and have satisfied all debts, fines, detentions, etc. may participate in the District's graduation ceremonies.

6. Students with special needs who are eligible for a certificate of attendance may participate in graduation ceremonies as approved by the Board of Education.

7. The District will supply a flower/gift for each graduating senior (and a "cap carrier"). Arrangements for the stage will be supplied as well. Specific arrangements and purchasing will be determined at the discretion of the administration.

Academic Performance:

While attending high school at the School District of Wauzeka-Steuben, each student must carry a minimum of six (6) credits unless other arrangements have been approved by the principal.

English	4 credits
Social Studies	3 credits
Science	3 credits
Math	3 credits
Physical Education	1.5 credits
Health	0.5 credit
Personal Finance I and II	1.0 credit
Cultural Education (Art, Foreign Language, Music)	1.0 credit
<u>Other Electives</u>	<u>9 credits</u>
Total Credits Required for Graduation	26 credits

*** The increased Science, Math, and Total Credits requirements will be effective for all students beginning with the graduating class of 2016.

Electronic Communication Devices on School Premises

Policy #443.5

1. Pursuant to State Stat. 118.258 (1)(1) Each school board may adopt rules prohibiting a pupil from using or possessing an electronic communication device while on premises owned or rented by or under the control of a public school.

2. Electronic communication devices that pose a threat to the health and safety of students or staff or create disruption to the learning environment may not be used in the schools or on school property during the school day. Students who violate this policy will be subject to disciplinary procedures as identified in the student/parent handbooks

3. Students may be allowed to use cell phones and other electronic communication devices for educational purposes and at times and places designated by the building principal as appropriate.

4. Pursuant to State Stat. 118.258(2)(2) Annually, if the school board adopts rules under sub. (1), it shall provide each pupil enrolled in the school district with a copy of the rules.

School Wellness

Policy #458

The School District of Wauzeka-Steuben promotes a healthy school by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of children. Improved health optimizes student performance potential and ensures that no child is left behind.

Student Nutrition Guidelines

Hot Lunch/Breakfast Program

The full meal program will continue to follow the U.S. Government's Nutrition Standards.

Lunchroom Climate

1. A lunchroom environment that provides students with a relaxed, enjoyable climate should be developed.
2. The lunch room environment should be a place where students have:
 - a. Adequate space to eat and pleasant surroundings
 - b. Adequate time for meals (the American Food Service Association recommends at least 10 minutes for breakfast and 20 minutes for lunch from the time they are seated)
 - c. Convenient access to hand-washing facilities before meals.

Fundraising

- All fundraising projects will need prior approval from administration and are encouraged to follow the District Nutrition Standards.
- Items being sold must not interfere or compete with the National School Lunch or Breakfast program.

Concessions

The following recommendations are made to promote healthy food and beverage choices for children and adults:

1. Organizations operating concessions at school functions should include at least some healthy food and beverage choices in their offerings.
2. It is recommended that groups market these healthy options at a lower profit margin to encourage selection by children and adults.

Classroom Incentives

1. Strong consideration should be given to nonfood items as part of any teacher/staff-to-student incentive programs.
2. Should teachers or staff feel compelled to utilize food as an incentive, they are encouraged to adhere to the District Nutritional Standards.

Classroom Parties & Celebrations (i.e.: Halloween, Christmas, Valentine's Day, etc.)

Efforts should be made to encourage parents to provide healthy snacks and treats for student celebrations and other events via written and verbal communication.

Water Consumption

1. Encourage increased consumption of water throughout the day.
2. Water bottles must have secure caps.
3. Students may not share water bottles.
4. Empty bottles should on a regular basis be recycled, (if appropriate) discarded, or taken home for sanitized reuse.
5. Water bottles are not permissible while working on a computer in a classroom or in the computer lab.
6. Water sales should be a significant option through the school vending and concession services.

District Nutrition Standards

The District strongly encourages the sale or distribution of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting the District has adopted the following Nutrition Standards governing the sale or distribution of food, beverages and candy on school grounds.

Food

1. Any given food item for sale or distribution prior to the start of the school day and throughout the instructional day will follow a formula for nutrient density, utilizing a nutrient density worksheet method adapted from the National Dairy Council.
2. Nuts and seeds are exempt from these standards because they are nutrient dense and contain high levels of monounsaturated fat. Foods high in monounsaturated fat help lower "bad" LDL cholesterol and maintain "good" HDL cholesterol.
3. It is recognized that there may be occasions when the school Administration may allow a school group to deviate from these guidelines.
4. Encourage the consumption of nutrient dense foods, like whole grains, fresh fruits and vegetables.

Beverages

1. Vending sales and/or consumption of soda or artificially sweetened drinks will not be permitted before and during the school day.
2. The vending sale and/or consumption of soda or artificially sweetened drinks may begin at the conclusion of the instructional day.

3. Milk, water (flavored or unflavored) and 100% fruit juices may be sold on school grounds both prior to and throughout the instructional day. Teachers have discretion in determination of classroom use.
4. Beverages are not permitted while working on the computer.

Candy

1. Vending sales of candy will not be permitted on school grounds.
2. Non-vending sales of candy will be permitted at the conclusion of the instructional day.
3. Candy is defined as any item that has sugar (including brown sugar, corn sweetener, corn syrup, fructose, glucose “dextrose”, high fructose corn syrup, honey, inverted sugar, lactose, maltose, molasses, raw sugar, table sugar “sucrose”, syrup) listed as one of the first two ingredients.

4. Breakfast/ Lunch

5. Students in grades 4K-5 will eat breakfast in the APR during a designated time per their grade level.
6. Students in grades 6-12 will eat breakfast from 7:40 – 8:00 in the APR.
7. All students are expected to be seated in the APR and use appropriate level voices from 7:40-8:00.
8. Students in grades 6-12 that were not able or did not choose to eat breakfast before school will have an option of a bag breakfast at the 9:36-10:06 Homeroom time.
9. Students are expected to stay in their homeroom class or designated meeting area if they are not eating breakfast. Student’s eating breakfast are allowed to take their bag breakfast back to their homeroom class.
- 10.
11. Students in grades 4K-4 will eat lunch during a designated time per their grade level within their classroom.
12. Students in grades 5-8 will eat lunch from 11:42 – 12:12. When students have finished eating they can remain in the APR or go directly outside to the playground area. If a student leaves the APR to go outside they are expected to stay outside the entire time.
13. Students in grades 9-12 will eat lunch from 12:30 – 1:00. Students have two options for eating lunch.
14. Option #1: If the student is allowed to have open-campus lunch they will be permitted to leave campus or eat in the APR and then leave campus.
15. Option #2: If a student does not have open campus privilege they are to remain in the APR or another designated location.
- 16.
17. **STUDENTS ARE NOT TO BE LOITERING IN THE HALLWAY, STAIR WELLS, OR OTHER LOCATIONS DURING BREAKFAST/LUNCH WITHOUT PERMISSION.** Any student caught in a location that is not approved will receive a warning the 1st time. The second time will result in a lunch time detention that will be served in the office. A third offense will result in an after school detention. Each offense after the third instance will warrant an after school detention. If a pattern exists administration will escalate consequences. This will follow the district discipline plan with administrator discretion.

Compulsory District Attendance

Policy 431

State Stat. 118.16 (1)(a) has provided a legal definition of "habitual truant" as a "pupil" who is absent from school without an acceptable excuse... for part or all of five (5) or more days on which school is held during a school semester." Subsequent Crawford County Ordinance 9.05 directs school boards and their agents to identify habitual truants and initiate legal procedures prescribed in the Statute and the Ordinance.

The School District of Wauzeka-Steuben staff and parents bear mutual responsibility for the accountability of minor children during an official school day.

The Board of Education adopts the Crawford County Truancy Plan as the foundation for dealing with truancy in the District. This plan shall be reviewed at least once every two (2) years by the Board, and if appropriate, revised according to State Statute 118.162. The Crawford County Truancy Task Force - organized by the Crawford County Truancy Officer, shall convene at least once every four (4) years according to Statute 118.162 (1). The plan includes: procedures to be followed for notifying the parent(s)/guardian(s) of unexcused absences of habitual truants, plans and procedures for identifying truant students of all ages and returning them to school, methods to increase and maintain public awareness of and involvement in responding to truancy within the District, types of truancy cases to be referred to the district attorney, the immediate responses to be made by District personnel when a truant student is returned to school, plans and procedures to coordinate the responses to the problems of habitual truants with public and private social service agencies, and methods to involve the truant student's parent(s)/guardian(s) in dealing with and solving the student's truancy problems. A student is considered to be "simple truant" if absent from school without an acceptable excuse for part or all of a single school day. According to statute, a student may be cited by law enforcement for simple truancy. The principal will determine whether or not to refer a student from 12 years of age until s/he reaches 18 years of age to the County Sheriff's Department for simple truancy. The administration shall notify parent(s)/guardian(s) as soon as practicable if a law enforcement agency has requested a copy of a student's attendance record for purposes of a truancy investigation.

According to State Statute 118.15 (3) (c), "any child excused in writing by his or her parent or guardian before the absence" is excused from school attendance. "The school board shall require a child excused under this paragraph to complete any course work missed during the absence. A child may not be excused for more than 10 days in a school year under this paragraph." The Board requires parent(s)/guardian(s) to state a specific reason for absence in the written excuse.

If a student is late in arriving to school during the first five (5) minutes at the beginning of the school day the late arrival will be recorded as a Class 1 Tardy. After the first (10) minutes, the late arrival will be recorded as an unexcused absence without an acceptable reason, for a minimum of a half day.

If a student is late arriving to school after lunch, the first five (5) minutes shall be recorded as a Class 1 Tardy. After ten (10) minutes, the late arrival after lunch will be recorded as an unexcused absence for a minimum of a half day. (Tardiness from class to class is classified as a Class 2 Tardy and will be dealt with by individual teachers and the District discipline plans.) Consequences may include after school detentions, suspensions, and citations.

In addition to the truancy law, tardiness is subject to the District discipline plan. A truancy citation may be issued for unexcused absences. All unexcused absences will affect co-curricular participation. The administration and

District Principal will develop guidelines, printed in student handbooks, assigning consequences for tardiness and unexcused absences.

If a student is late arriving to school after lunch, the first five (5) minutes shall be recorded as a Class 1 Tardy. After five (10) minutes, the late arrival after lunch will be recorded as an unexcused absence for a minimum of a half day. (Tardiness from class to class is classified as a Class 2 Tardy and will be dealt with by individual teachers and the District discipline plans.) Consequences may include after school detentions, suspensions, and citations.

In addition to the truancy law, tardiness is subject to the District discipline plan. A truancy citation may be issued for unexcused absences. All unexcused absences will affect co-curricular participation. The administration and Dean of Students will develop guidelines, printed in student handbooks, assigning consequences for tardiness and unexcused absences.

The interpretation of illness and crisis, and the degree of verification are at the discretion of the District Attendance Officer, but must be within the guidelines of statute and Board policy. The Wauzeka-Steuben School District Attendance Policy includes the following elements:

1. In accordance with Statute 118.16 (1)(a) parent(s)/guardian(s) of minor students of compulsory attendance age/grade level (age 6-17, 18, or grade 1 to grade 12) who have accumulated five (7) or more unexcused absences in a semester, shall be notified by certified or registered mail that the parent(s)/guardian(s) and child have a legal obligation to confer with District administration and related staff (teachers, counselor, psychologist, attendance clerk, and may include the Crawford County Truancy Officer, etc.) within five (5) school days after the habitually truant notice is sent, unless the parent requests an extension of the meeting time. The extension cannot exceed an additional five (5) days. The conference may include a juvenile court worker, but it is not mandated.
2. The conference will address the possible need for curriculum modification, ability assessment, social adjustment, counseling, attention of the court, and reasons for absences.
3. If the parent(s)/guardian(s) refuses to meet with District personnel within 10 school days after the habitually truant notice is mailed, the court system may take action.
4. The Board's definition of excusable absence is verified illness, family crisis, or medical appointments and is subject to the following guidelines:
 - a. Medical condition and illness must be verified by a telephone call or e-mail to the attendance clerk the morning of an absence, no later than 9:00 a.m. If the District has not received contact about a student's absence by 9:00 a.m., the District will contact a parent/guardian by 10:00 a.m. that day. Medical conditions and illness in excess of three (3) consecutive (partial or full) days may require written verification from a health care provider. This requirement shall be at the discretion of the administration and only if the absence is in question.
 - b. A child is allowed ten (10) excused absences. Any absences for which medical documentation is provided do not count towards the ten (10) excused absences. Any absence after ten (10) excused days will require medical documentation or will be considered unexcused. Parents are encouraged to contact the attendance clerk prior to a nonemergency medical appointment.
 - c. A death or serious illness in the family may result in an excusable absence since a student might be incapable of attending to his/her scholastic duties. A request for funeral or serious illness in the family leave must be presented in writing in advance (except in the case of emergency) to the principal or attendance clerk. If a student needs to be absent for a funeral or serious illness in the family, such absence(s) will be excused for a reasonable length of time. The principal may require verification if the absence is in question.
 - d. Per state statute 118.16 (c) (1m), the Board shall consider all suspensions to be neither excused or unexcused absences.
 - e. Students must be in attendance the entire school day to participate in a practice, contest(s), or event(s) scheduled for that day. Students may not be more than five (5) minutes late (unexcused)

for any class on a contest or event day. Students are allowed to keep medical and/or dental appointments, college visits, or attend funerals on a contest or event day. Written verification from the medical or dental office must be turned in to the attendance office before the student may participate. The appointment excuse is only for length of appointment and traveling time unless otherwise indicated. (*See Certificate of Appointment Form). Parental excuses are not an excuse that allows a student to play. The Principal or Dean of Students may approve individual exceptions prior to a student's absence. It is not an approved exception for students to leave school to retrieve forgotten uniforms, equipment, or other items. If a student leaves school "ill" they are not allowed to return for practice that night.

Note: the time = (T) (under ordinary circumstances) to be gone for any appointment should be no longer than: double the time it takes to drive there and back + the length of the appointment.

Example: to PdC 20 miles = 25 minutes x 2 = 50 minutes (round trip) x 2 (double time) = 100 minutes + 45 minute appointment = **145 Minutes Excused**

5. Attendance expectations for students whose age/grade level is above or below compulsory attendance age:

a. Parents of a student(s) younger than compulsory attendance age/grade level have an ethical obligation to send their children to school regularly and to follow notification procedures for absences if enrolled in early childhood, prekindergarten, or kindergarten programs.

b. Students who reach their 18th birthday no longer have a legal obligation to attend school but continue to have an obligation to obey school rules on attendance procedures, follow attendance procedures, and are responsible for any consequences and/or disciplinary actions (detentions) administered by the school.

c. Students of 18 years of age, as legal adults, may be suspended for a period of one (1) to five (5) days for patterns of attendance which would be defined as truant for minors, and/or failure to follow attendance procedures, failure to be held responsible for any consequences and/or disciplinary actions (detentions) administered by the school.

d. Students of 18 years of age, as legal adults, may be expelled from school after two (2) separate suspensions for truant-like behavior and/or violations of other school rules.

e. Students of 18 years of age, as legal adults, must meet all criteria put forth by the school before one graduates, including disciplinary actions.

Mandatory Academic Suspension After-Hours

Any student receiving an (F) grade at the time of Academic Suspension (weekly grade reporting) will be attending after hours in the Library Monday-Friday from 3:30-5:00 daily. Attendance will be required as an extension of the regular school day. Students not in attendance must be pre-arranged through administration or will be marked un-excused and will face attendance disciplinary actions or possible truancy fines (see mandatory compulsory school attendance rules pg.29). Co-Curricular/Extra Curricular activities taking place between the hours of 3:30-5:00 will be missed until grades are passing.

Student Fees

Policy #656

The School Board recognizes its legal responsibility to provide a public education for all students in the District. The Board also recognizes that certain educational program activities and materials may require special funding. Therefore, reasonable student fees may be charged accordingly.

A student fee schedule shall be reviewed annually and adopted by the Board when a change is recommended. The fee schedule shall include the specific student fees to be charged, a general description of what each fee covers, and the fee amount.

Parents/guardians who claim that the financial condition of their families is such that they cannot afford to pay the established fees may request that the fees be waived or reduced. All fee waiver/reduction requests shall be submitted in writing and approved by the District Administrator or designee.

As of the 2017-18 School Year there will be a \$10 per student per athletic event fee charged. Fees must be paid before a student is eligible to participate.

Class Dues/Organizations - Guidelines

1. All local class/organizations dues are limited to a \$10.00 maximum for the school year. Organizations that are part of a state or national organization and need to abide by their dues structure will need to fulfill those required dues accordingly.
2. Deadlines for payment of dues and exact due amounts are to be discussed and voted upon by the members of each class/organization. A record of this action must be recorded and filed within their official journal.

Canine Search

In an effort to keep the Wauzeka-Steuben Public School safe and drug free, the Board of Education has authorized the use of unannounced canine searches of the building under the direction of law enforcement agencies. These searches may be conducted randomly throughout the school year.

Vehicle Search

The District reserves the right to search vehicles parked on school property. A student's privilege of parking on school property is conditioned upon the student's consent to a search. These searches may be conducted randomly throughout the school year.

Visitors to the School

Policy #860

The Board of Education and the staff of the School District of Wauzeka-Steuben welcome members of the community and other interested persons to visit the school.

To ensure minimum interruption of the instructional program, visits during school hours must be arranged in advance with the teacher and Principal. If a conference is desired, an appointment should be set with the teacher during non-instructional time.

The District recognizes the importance of providing a safe environment for all District students and staff. No person shall enter or remain in a District building or on District grounds unless s/he is a student, a student's parent/guardian, a District employee, or have educationally relevant business to conduct. Unauthorized persons are prohibited from loitering in District buildings.

To promote a safe environment, the District requires that all visitors check in at the main office during the school day and obtain a visitor's badge. When visitors leave the building during the school day, they must return the badge to the main office. While on District grounds, visitors are

not authorized to visit other areas of the District grounds unless approved by the Principal or designee.

In the case of a situation where the District is provided with written notice of the existence of a Court Order via which one parent is awarded sole legal custody of a student, the noncustodial parent shall, for purposes of this policy, not have the rights and/or privileges of a parent under this policy.

Surveillance Camera Use On School Buses

Policy #751.21

The Board of Education of the School District of Wauzeka-Steuben approves the use of video cameras on school buses for the primary purpose of reducing disciplinary problems and vandalism on the bus, thereby allowing the driver to focus on the driving of the bus and providing for safer transportation of students.

Parents/Guardians will be notified once a year that video cameras are being used on the buses, and a sign will be placed at the front of each bus indicating that video cameras may be present. Such notification will be included in the student handbook. Administration, the Transportation Supervisor, or individual drivers may request that the video camera be on a specific bus on designated dates.

Only the transportation supervisor, bus drivers, Transportation Supervisor, Principal or District Administrator will be authorized to view the videotape for the purpose of documenting a problem and determining which students may be involved. Disciplinary action may be taken with students based on video documentation. The identified student(s) and/or his/her parent(s)/guardian(s) may view the isolated segment of the videotape that documents the incident. The Administration will view the videotape with the student(s) and/or his/her parent(s)/guardian(s) and document the date and names of all individuals viewing the videotape.

Note: Law enforcement may view video to gather information about collisions and/or law violations.

The videotape will not be available for viewing by the public in general, the media, or other individuals. The Administration or designee may authorize individuals such as a guidance counselor, school psychologist, or social worker to view segments of a specific videotape if such individuals are working with the videotaped student(s) because of a behavioral, emotional, or learning problem and viewing a videotape is beneficial to their role in assisting the student(s). A log will be kept of the date and names of the individuals viewing the videotape.

If there are no reported bus problems pertaining to the date a videotape was recorded, the tape will be erased and may be reused after 14 days. The Administration will authorize final release for reuse of any videotape held for the purpose of documenting a problem.

Student Drivers

Students who drive to school are not to use their vehicles while under the authority of the school, without permission from the office. A note or phone call from parent(s)/guardian(s) explaining the need for driving during the school day will, in most cases, be sufficient for the office to grant permission.

- No student is to ride in an unauthorized vehicle not authorized by the administration.

- No student is to ride a bicycle that is not his/her own at any time of the school day. School insurance does not allow a school vehicle to be driven by a student.
- No matter how short the trip, no school vehicle is to be operated by anyone other than a member of the school staff. (This does not apply to the Driver Training Car when driven by a student taking driver training with Driving Permit and under the direct supervision of the Driver Training Instructor).

Student Parking

No students are allowed to park on the north side of Third Street between Talbot Street and the west edge of campus (playground), and on the south side of Third Street between Talbot St. and Dousman St. including in front of the school or in the visitor parking at the office entrance of the building. Faculty will be using the main parking lot and numbered spaces. If spaces are available, they will be handed out to students on a “lottery” basis decided by the District Principal. In order for students to be considered for a parking spot in the parking lot, they must stay in good academic standing. Parking spots may be revoked by administration for purposes of discipline.

Due Process

Right: Each student has the right to rudimentary due process in the application of the Code and school rules and regulations.

Responsibility: Any student who believes this Code or other rules and regulations have been wrongfully interpreted or applied has the responsibility to request a meeting with the Principal to discuss the issue.

Regulation: Any student directly affected by a decision, which is felt to be wrongfully interpreted or applied, may individually put such grievance in writing and submit it to the teacher and/or administrator involved. Any grievance not filed within five school days after the occurrence of the event or incident is waived.

Action: Upon receiving request, a meeting will be set within five school days by the Principal to hear and discuss the grievance, unless a school emergency would prevent a meeting from occurring within five school days.

Flag Salute and Pledge of Allegiance

Each day students are allowed/offered to say the Pledge of Allegiance and acknowledge the United States flag. No student is forced to say the pledge and does not need to participate. The right of others to say the pledge without being disrupted is also protected.

Student Records

1. With permission of the principal, a parent(s)/guardian(s) or adult student may review and inspect the student's official records.
2. A parent(s)/guardian(s) or eligible student may challenge the records in a hearing to make sure that they are not misleading or inaccurate.
3. A parent(s)/guardian(s) or eligible student has the right to include in the records a written statement concerning any material in the records.
4. The school must obtain written permission from the parent(s)/guardian(s) or eligible student before revealing the records to other persons, except in the case of law enforcement or certified staff within the school. There are some exceptions to rule number 4, above. School personnel may show or turn over records without permission to:
 - a. other officials of the same school.
 - b. officials of other schools in which the student seeks or intends to enroll.

- c. certain federal, state and local authorities performing functions authorized by law.
- d. individuals or organizations in connection with a student's application for or receiving financial aid.
- e. court of law enforcement officials, if the school is given a subpoena or court order.
- 5. The school must notify parent(s)/guardian(s) or eligible students of their rights under this law.

The School District of Wauzeka-Steuben recognizes the legal rights of divorced or legally separated parents with custodial rights to review records and to receive reports of academic and social progress. When a request for records or reports is made by a parent other than resident household parent/guardian, the school will notify the resident household parent/guardian. If the resident household parent/guardian challenges the legal right to records or reports, the school will require the other parent to provide proof of legal right to records and reports.

Elected Service Registration

The Selective Service System keeps a list of people who might be called on to serve our country in a national emergency. Registering does not mean joining the military. (Military service has been voluntary since 1972.) All males should register within 30 days of their 18th birthday. See the Guidance Counselor for details.

Fire, Tornado, Disaster Drills

Fire, tornado, and disaster drills are held periodically during the school year. Fire drills will be unannounced. Please acquaint yourselves with the routes from each classroom and proper behavior during each type of drill. They are posted in each classroom.

Parent/Teacher Conferences

Parent/Teacher conferences for all children are held during the middle of the 1st and 3rd quarters. Every effort will be made by the school staff to schedule these conferences at a convenient time for parents. 4K-5th grade conferences will be scheduled by the classroom teachers (may be on a different date than scheduled conference day) 6-12th grade conferences will be held on scheduled calendar conference days. Teachers will be available in the gymnasium for the fall conferences, and in their classrooms for the spring conferences. Report cards are handed out at conferences. All parents are urged to attend the conferences, since it is one of the best ways a teacher has to provide parents with information about children's progress. Additional conferences can be scheduled at any time by parents or teachers. The Principal will gladly serve as a third-party facilitator in any conference if a parent or teacher requests his/her attendance.

Internet/Network Use

Students, staff, and parents are required to abide to and to uphold the rules and regulations set forth in the Wauzeka-Steuben School Board Policy #2800

CO-CURRICULAR CODE OF CONDUCT

I. Philosophy and Purpose of the Co-Curricular Code of Conduct

The WIAA mandates that a member school has a code of conduct for athletes. The code should describe the circumstances under which co-curricular participation is limited or suspended. The Wauzeka-Steuben Middle/High School code covers all co-curricular activities, not just athletics. The purpose of the Code of Conduct is to specify, as clearly as possible, the circumstances under which limits are placed upon co-curricular participation by students. The statements in the code are not arbitrary. All parts of the code will be enforced.

This Code was written with the recognition that the mission of our District is to work to inspire passion and achievement in all learners. Realize no handbook can address every situation that might arise; it may be necessary at times for the Administration to make changes to this handbook. Focusing on our educational mission sometimes means restricting or limiting students' opportunities to participate in co-curricular programs. When necessary, we limit those opportunities with regret. It is important to remember that participation in co-curricular activities is a privilege, not a right. In order to retain that privilege, you, as a participant, must abide by these rules and regulations.

Conduct of participants is expected to be beyond reproach. You are expected to set an example for the rest of the student body. The code is in effect 12 months per year and covers all athletes, co-curricular participants, managers, & statisticians.

Wauzeka-Steuben Middle and High School offers Co-Curricular opportunities for students because:

1. Co-Curricular participation and competition against each other and against other schools, performing for the public, gathering and socializing around common interests, and promoting leadership opportunities have been activities sponsored by American public schools since their inception.
2. Co-Curricular activities help students develop skills which will be used throughout their life. These skills include goal setting, self-discipline, time management, team work, and leadership.
3. Co-Curricular activities provide healthy relief and release from the demands of the classroom and give rise to students' competitive, creative, and intellectual talents in ways that the classroom cannot.
4. The human interaction that takes place on stage, field, and in exhibitions and performances contribute greatly to the personal development of students.
5. Students and their community interact in unique ways in our co-curricular programs - ways that we believe benefit both and create a closer community.
6. When students leave the Wauzeka-Steuben School District to perform or compete they act as ambassadors of the community.

II. Applicability of the Code of Conduct

A. To whom does the Code of Conduct apply?

Any W-S Middle (5-8) or High (9-12) School student who participates in a public activity under the auspices of a club, organization, or team that is sponsored by the District is required to follow the Code of Conduct except when the activity is a course requirement and/or tied to a grade. Limitations on participation will vary depending on the nature of the co-curricular activity; these limitations are described later. Individuals who graduate early will not be allowed to be in *any* activities that are school sponsored after the point of graduation.

Note: The code begins when a student first enters sixth (5th) grade, and/or when a student athlete first participates in school sponsored athletics

B. What activities will be sanctioned under the Code?

Any activity through which the student participant represents or promotes the Wauzeka-Steuben School District will be potentially sanctioned. Activities are grouped below to facilitate the discussion of limitations and consequences.

* Code sanctions **WILL** be enforced for **Interscholastic Athletics (WIAA)** through summer (non-school days).

* Code sanctions will **NOT** be enforced for all **Student Performances, Student Representatives, Students in Enrichment Clubs, Students in Enrichment Events, and Students in Service Clubs** through the summer (non-school days); BUT will be proactively reestablished at the beginning of the next school year (school contact days).

1. **Interscholastic Athletics** - Interscholastic team members (includes Cheerleading)
 - a. All games, contests, scrimmages, and tournaments.
2. **Student Performances** - Students in co-curricular music ensembles, Forensics team members, etc.
3. **Student Representatives** - Students elected to class or student council offices; students chosen by faculty or peers to represent the school.
 - a. Student Council, etc.
 - b. Students selected for Prom, Homecoming, or other courts.
4. **Students in Enrichment Clubs** - Students in FFA, Hornet Club, etc.
 - a. Day trips
 - b. Competitions
5. **Students in Enrichment Events**- Non-class related field trips, workshops, fun days, et
6. **Students in Service Clubs** - National Honor Society, etc.
 - a. Field trips
 - b. Club participation
7. Homeschooled high school students participating in school-sponsored activities.

III. Becoming Eligible for Co-Curricular Participation

A. All co-curricular participants and a parent/guardian must sign an agreement each year.

1. Signing the *Parent/Guardian and Participant Agreement* (located as the last page of this handbook) is required of all students who want to participate in any of the activities listed above. Signing the *Parent/Guardian and Participant Agreement* indicates that parent(s)/guardian(s) and participant have *knowledge and understanding and are in agreement* with the standards set forth to afford the privilege of participation. Failure to sign the *Parent/Guardian and Participant Agreement* will immediately disqualify a student from participating in all co-curricular activities.
2. The Code of Conduct undergoes regular review. Any changes made to the Code of Conduct Handbook will be in effect after School Board approval and the acceptance meetings at the beginning of each new school year. Therefore, students and their parent(s)/guardian(s) must sign a new *Parent/Guardian and Participant Agreement* each year.
3. During the 2017-2018 school year, a meeting will be held in August for student-participant and parent(s)/guardian(s) to review the code of conduct and sign the *Parent/Guardian and Participant Agreement*. Attendance is expected; however, if an adult or student is unable to attend, a DVD (video) of the meeting will be available for viewing at the school. Please call for an appointment. Also, a signed *Parent/Guardian and Participant Agreement* must be on file prior to the start of practice for any contest

or event participation. The 2017-2018 code meeting will be at 6 pm the Sunday night before high school football begins.

4. Advisors/Coaches have their own set of rules specific to the sport they coach. Any rules established by the coach must be in writing and handed out to the student and his/her parent(s)/guardian(s), and administration, signed and returned prior to the end of the first week of practice. Rules may be acquired anytime from the head coach of the particular sport. Student cooperation, which conforms to any rules designed by the coach, is required to maintain eligibility in that specific activity. These rules must also be in concordance with the Student Code of Conduct, District Behavior Standards (Policy 443), and all other District policies. The rules in the sport are to be followed just as the code of conduct is followed. Questions on these rules should be first directed at the coach and secondly, the Activities Director.

5. Students will only be able to participate in 1 school sponsored sport a season (as of the Fall-2015*)

B. Other requirements for initial Eligibility in Co-Curricular Activities

1. **Athletic Co-Curricular Activities:** All athletes wishing to participate in/on an athletic team or program must complete and have on file with the Activities Director the following documents prior to their first practice:
 - a. Emergency Contact Information (from Skyward at registration and/or Emergency Card)
 - b. WIAA Physical Information Form (Physical/Alternate Year Cards) with updated medical needs
 - c. Signed Participation Agreement Form
 - d. Signed Concussion Form
 - e. Proof of paid user fee
 - f. Insurance coverage info or waiver signature
2. **Non-Athletic Co-Curricular Activities:** All students wishing to participate in non-athletic co-curricular activities must have the following documents on file in the office before the first meeting:
 - a. Signed Participation Agreement Form
 - b. Emergency Contact Information (from Skyward at registration and/or Emergency Card)
 - c. Insurance coverage info or waiver signature
3. **Prior to Beginning a Co-Curricular activity or starting the next season:** Students who have outstanding school obligations (registration, activity, library, food-service, lost equipment/uniforms, etc.) may not participate in or start until all fees/fines and/or obligations are taken care of.

IV. Academic Performance and Maintaining Eligibility

A. Weekly Academic Progress Monitor

1. The academic eligibility standard at Wauzeka-Steuben Middle and High School is that a student must be passing all classes to be eligible to participate in any co-curricular activity. A student's first priority must always be academic performance. This standard is applied each week of the quarter through ***weekly academic progress monitoring***. Beginning on the 3rd Wednesday of each quarter and all subsequent Wednesdays of each quarter. The Activities Director will notify teachers, advisors, coaches, and the student participant if he/she is earning a failing grade. If failing a course, the student will be placed on one week of academic probation (Monday through Sunday of the following week). The student can and will be expected to continue participation, but must raise **all** grade(s) in order to be eligible the following week. If passing, the student is no longer on academic probation. If failing a consecutive week at the time the next report is printed, the student will become ineligible from Monday through Sunday of the following week (Mon.-Sun). Students will also be notified of their Probation/Suspensions at school by paper form.
2. The academic ineligibility period does not depend on the number of contests or events in a season or the timing of a contest or event in relation to the period of ineligibility. Furthermore, the academic ineligibility period carries forward to the next season/activity.

3. The number of failing grades and the academic suspension that a student would receive to deem them ineligible is different for; weekly academic progress monitoring, quarter grade reports, and end of semester grade reports.
4. Upon the completion of any Weekly/Quarterly Academic Suspensions; **all grades** must be at the passing level to regain eligibility. Also, students on Weekly/Quarterly Academic Suspensions will go to after-school hours and miss any practice time and/or games during this time (away games included).
5. If a student wishes to regain eligibility in a timely manner, he/she is expected to be at rehearsals, practices, meetings, and games/events (not in uniform/costume) during the period of academic ineligibility as long as it does not take away from the school day (Ex: no missing class time or lunch bunch for any said activities); unless otherwise approved by the coach and Activities Director and/or District Principal.
6. All Elected Student officials/representatives must be eligible on/during the time they are elected. Eligibility issues after the time of election is the Advisor's responsibility. Student will NOT be allowed to miss any class or school time for meeting including "lunch bunch". (pg. 7)
7. Managers do not travel with the team for away events, and/or sit on the bench or help during the event (*on home games - they can help prepare and conclude an event*) for the week of their ineligibility.

B. Quarter or Semester Grade(s)

1. One Failing Grade
 - a. Student athletes, performers, representatives, or club members will not be allowed to participate in competitions, performances, court duties, other meetings, or activities for a minimum of **20 calendar days** (*including a minimum of 1 contest suspension if there is no contest in the 20 calendar days*), beginning the next school day after grades are posted.
 - b. Students will regain eligibility to participate by proving they have passing grades in **all subjects** after the twenty (20) day ineligibility period is served. This is verified by the weekly academic progress monitor. If a student fails to improve his/her grades to a passing level, the student shall continue to be ineligible for the following week (Monday through Sunday).
2. Two Failing Grades
 - a. Student athletes, performers, representatives, or club members will not be allowed to participate in competitions, performances, court duties, other meetings or activities for a minimum of **30 calendar days** beginning on the Monday following the posting of grades.
 - b. Students will regain eligibility to participate by proving they have passing grades in **all subjects** after the thirty (30) day ineligibility period is served. This is verified by the weekly academic progress monitor. If a student fails to improve his/her grades to a passing level, the student shall continue to be ineligible for the following week (Monday through Sunday).
3. Three or More Failing Grades
 - a. Student athletes, performers, representatives, or club members will not be allowed to participate in competitions, performances, court duties, other meetings, or activities for a minimum of **40 calendar days** beginning on the Monday following the posting of grades.
 - b. Students will regain eligibility to participate by proving they have passing grades in **all subjects** after the forty (40) day ineligibility period is served. This is verified by the weekly academic progress monitor. If a student fails to improve his/her grades to a passing level, the student shall continue to be ineligible until the **next quarter grading period** at which time the student must demonstrate passing grades in each class to resume participation.

C. Clarification of Posting of Quarter Grades

Notification of Academic Ineligibility

1. Grades are considered “posted” when they are received by the Activities Director from the Office. Periods of ineligibility for grades begin on the Monday following the posting of grades.
2. Upon posting of the grades, the Activities Director will notify the coaches and advisors of the failing grades. Coaches and advisors will also be held accountable for informing participants of academic ineligibility and withholding that student from participation.
3. It is the responsibility of the coach/advisor to monitor a student’s progress and to ensure that all students participating in that activity are academically eligible. The school will provide coaches and advisors with lists of students who receive failing grades. The coach/advisor will also notify the student. The student will provide the coach or advisor the information necessary to prove that he/she is once again academically eligible to participate.
4. The Code of Conduct Appeals procedure deals only with the process, once grades are posted by teachers, and whether or not the administrator enforcing the code appropriately followed the process and subsequent actions.

D. Regaining Eligibility with Summer School Courses

1. Any student who becomes ineligible at the end of the 2nd semester (June) may regain their eligibility by successfully completing comparable/approved summer school courses.
2. A comparable course is one that is offered in the same discipline as the course the student failed.
3. The courses must be offered by an accredited learning institution, be of an equivalent nature to the course which was failed, and have received prior approval of the District Principal in order to be used for regaining eligibility.
4. It is not the school’s responsibility to create summer school courses to serve this purpose. Courses taken for this purpose will be the financial responsibility of the family/individual.
5. Grades for courses taken during the summer must be received by the first contest, game, or public event in order for the student to regain eligibility.

E. Failing Grades Resulting from Dropped Courses

1. If a student drops a class after the first three days of classes in any semester (see Policy 345.1 – Grading Systems), he/she will receive a failing grade for that class. Failing grades resulting from dropped classes are treated as failing grades on progress reports and on quarter and semester report cards. Note: If the student received a “W” (withdrawal) initiated from the classroom instructor and approved by the District Principal, eligibility would be retained.

F. Incomplete Grades

1. A grade of "incomplete" (I) is issued only upon the approval of the District Principal.
2. All incomplete grades (I) are treated as failing grades and will make the student ineligible to participate in any activity. Upon verification by the teacher issuing the incomplete, a student who completes the necessary requirements to attain a passing grade will immediately regain his/her eligibility providing he/she meets other academic requirements.

V. Attendance and Maintaining Eligibility

- A. Students must be in attendance (*Ref. Policy Code 431-Compulsory District Attendance*) to participate in a contest(s), event(s), or practice scheduled for that day. Students are allowed to keep medical and/or dental appointments, college visits, or funerals on a contest or event day. Written verification from the medical or dental office must be turned in to the attendance office *before* the student may participate. **Parent/Guardian**

excuses are not an excuse that allows a student to play. The District Principal or Activities Director may approve individual exceptions prior to a student's absence. It is not an approved exception for students to leave school to retrieve forgotten uniforms, equipment, or other items. If a student leaves school "ill" they are not to return for practice that night.

- B. Students with unverified period absence(s) will not be allowed to participate in Athletic/Activity contest(s) or event(s) until it is cleared. If an absence(s) is/are not cleared prior to the next contest, the student will serve a (1) one game/event suspension for each unverified absence.
- C. The later discovery of a violation of either of the previous two attendance eligibility rules after the day of an actual contest or event will result in the suspension from participation on the next event or contest date.
- D. The effect of absences on student participation in practice as a result of attendance issues is left up to the discretion of each advisor/coach. All advisors/coaches are expected to have a written policy about attendance/practice issues as part of their team handbook/policies.
- E. The Activities Director will deal with repeated attendance issues.

VI. Student Conduct and Maintaining Eligibility

- **General Principles of Conduct and Eligibility**

- 1. Conduct Rules are in effect for all **twelve (12)** months of the year.
- 2. Violations will result in the suspension of eligibility.
- 3. Suspension from athletics is based on a percentage of contests, while a suspension from all other co-curricular activities are based on specific policies outlined by each co-curricular activity.
- 4. All #1 & #2 Code Violations will carry from year to year, season to season, until the violation is served. These are cumulative and stay with the student throughout his/her middle and/or high school athletic career.
- 5. All #3 & #4 Code Violations are cumulative for that academic school year (July1) and stay with the student through the end of the year (June 30).
- 6. All in-school /out-school suspensions will result in a suspension from all after-school activities and/or school grounds for that calendar day, upon the end of the day, or the dismissal/removal of the student.

Note – Students will be given a "clean slate" upon completion of eighth grade.

- **School Suspensions:**

A student who is serving a school suspension may not be on the school grounds during the suspension. Therefore, the student may not participate in any practices or contests on days or portions of days of scheduled contests, functions, and/or practices when the suspension is in effect until it is fully served. This may include Saturday competition, i.e., suspended on Friday and Monday. Students may not practice on days when a suspension is in effect.

- **Suspended Students/Carryover/Calculations:**

- 1. Students will be penalized for the sport and/or activity in which they currently participate. Students who violate the Code of Conduct outside of their sport season will begin a penalty from the first day of their next sports season, as per WIAA regulations. Other co-curricular participants will begin their penalty(ies) beginning on the day they are suspended.

2. Penalties will carry over into a second sport season or co-curricular activity if the suspension is not completed in the original season or from one school year to the next.
3. A student with suspension penalties must begin and end their respective season in order for the suspension to be completed. In other words, a student may not go out for a sport or join an activity to serve the suspension, and then quit after the suspension period is completed.
4. Penalties will be cumulative over a student's high school career. A student may, however, be returned to a first violation status upon being free of all penalties for a period of **two years**. A student must have a clean record for two years running before another violation is considered their first violation. For example, a student violating the code for the first time at the start of his/her freshman year could start with a clean slate at the start of his/her junior year.
5. An activity sport "season" is considered over upon the issuing of awards at the season ending meeting. If no such event exists, then the last event shall be considered the end of the season.
6. A student wishing to participate in co-curricular activities who has never participated before, nor signed a code of conduct, but has a known record of past violations will automatically start on level two. The next offense will be a one-year suspension.

- **Code Violations**

1. **Unlawful Conduct (Rule 1)**

Any civil or criminal infraction including, but not limited to theft, willful damage to property, weapon possession, or felonies, that is determined by the Activities Director and/or District Principal to be a violation of the code, or detrimental to the reputation of the District will result in a period of suspension of no less than the period served by students according to the code, except that any career suspensions may be invoked sooner depending on the nature of the crime. In accordance with the WIAA, the suspension will last no less than the length it takes to settle the matter in the judicial system.

2. **Illegal Substances (Rule 2)** - Purchase, selling, possession, or consumption of substances such as alcohol or tobacco products.

Purchase, selling, possession, or the use of illegal drugs. Possession of drug paraphernalia (mood-altering substances, controlled substances or look-a-like drugs, performance enhancing substances or street drugs).

Note: Wauzeka-Steuben is a Drug-Free School. Therefore, any student found to be in violation for illegal substances while on school grounds or within 1500 feet of school grounds could be suspended up to one year from participation in co-curricular activities. A second illegal substance violation while on school grounds or within 1500 feet of school grounds will result in the student being suspended from participation in co-curricular activities for the remainder of their high school career.

3. **Attendance at Gatherings (Rule 3)** Attendance at gatherings where drugs and/or alcohol are being used/consumed by minors.

*Students should avoid placing themselves in situations where their innocence may be questioned. The amount of time spent at the gathering is inconsequential; the time it takes to place a phone call and walk off the premises is the expected amount of time for a choice to be made. **Hosting a gathering where drugs or alcohol are present will result in a loss of co-curricular privileges for one calendar year.***

Note: Presence at parties where drinking or use of alcoholic beverages by minors or use of illegal drugs is occurring is prohibited. "Holding" an alcoholic drink, tobacco product, or illegal drugs shall be considered use of the product.

*This rule is not meant to include presence in an establishment that is primarily an eating-place, presence in such places with parent(s)/guardian(s), or to prevent being employed at such places. It also is not meant to include presence in places like a golf course clubhouse or bowling alley where alcoholic beverages are served. ***A student must have a legitimate reason for being there.*** Students are not prohibited from attending weddings, reunions, anniversaries, or other ceremonial functions where alcohol is served ***but may not consume alcohol nor be in possession of alcoholic beverages even though they have permission from parent(s)/guardian(s).***

4. Inappropriate Student Conduct - Conduct unbecoming of a participant (Rule 4)

Students in all co-curricular programs are expected to adhere to the highest standards of social behavior, sportsmanship, and show proper respect for authority at all times - in school and within the community. Examples of violations of this rule might include: vandalism, harassment, bullying, cheating, plagiarism, illegal or criminal activity (misdemeanors), gross insubordination such as abusive language or behavior directed at another, truancy, refusal to follow school rules resulting in disciplinary action, or any other conduct in direct violation of the philosophy of the co-curricular activity program. The District Principal and the Activities Director have wide discretion in applying this rule.

• **Consequences/Penalties for Violations – Rules 1 & 2**

First Violation – Rules 1 & 2:

1. **A period of suspension from athletics:** Students will be suspended for **25%** of their contests or events with a pro-rated carryover to their next season or activity if the suspension is not fully served in the current season or activity period. A scrimmage is not a contest. Suspended athletes may participate in scrimmages, since a scrimmage is a practice activity. Students will NOT Letter in the sport of occurred violation.
2. **A period of suspension from Co-Curricular activities:** Students will be suspended for thirty days from all other co-curricular activities. Suspension from co-curricular activities will start on the day that a code violation has been determined.
3. **Homecoming or Prom court:** Students will be ineligible from all participation (court, grand march dance, decorating, escorting a court member) for one calendar year from date of violation.
4. **Consideration for Special Awards:** Student athletes will be ineligible for consideration as the Outstanding Senior Athlete, Army and Marine awards, and WIAA Scholar Athlete, etc.
5. **Consideration of All-Conference Awards:** Student athletes will be ineligible for consideration of All-Conference awards for the season in which the violation occurred.

A student who received an alcohol, tobacco, or other drug violation for his/her ***first offense*** may reduce the period of suspension with proof of successful participation and completion of an Activities Director/District Principal approved treatment program, support group participation, and ability to provide a clean urinalysis from a physician. Such a program will be at the student’s expense.

The reduction will be as follows:	Football and Football Cheer –	1 game
	Volleyball, Wrestling, and Track -	2 games
	Basketball, Basketball Cheer, Softball, and Baseball -	3 games

All of these are intended to reduce the suspension equally, based on the number of contests in the total season.

Second Violation – Rules 1 & 2: All consequences will be doubled.

Note: If students wish to regain their eligibility after suspensions resulting from a 1st or 2nd violation, they are expected to attend all rehearsals, practices, and/or games/events during their period of suspension.

Any student who is suspended for tobacco, alcohol, or other drugs for the *second time* is required to complete an Activities Director/District Principal approved assessment program at the student's expense. Proof of completion of the assessment program (and the serving of any violation) must be submitted prior to eligibility being reinstated.

The student will NOT be allowed to Letter in the sport of occurred violation.

Third Violation – Rules 1 & 2: The student will be suspended from all co-curricular activities for one calendar year. Student may not be considered for local scholarships and/or awards. In addition, no involvement in school activities including practices. The student will NOT be allowed to Letter in the sport of occurred violation.

Fourth Violation – Rules 1 & 2: The student's privilege to participate in all co-curricular events will be revoked for the remainder of the student's high school career. The student will NOT be allowed to Letter in the sport of occurred violation.

Note: All suspensions covered in the alcohol, tobacco, and other drug violations begin the day the student is notified by the Activities Director and not the day the letter is sent home. Days between the end of one sport season and the beginning of another sport season will not be counted toward the suspension.

- **Consequences/Penalties for Violations – Rules 3 & 4**

First Violation – Rules 3 & 4: A suspension of one (1) event/game/contest and/or non-athletic co-curricular suspension to be determined by Activities Director. The student is expected to attend all practices, games, or events.

Second Violation - Rules 3 & 4: A suspension of 25% of season and/or non-athletic co-curricular suspension to be determined by Activities Director. The student is expected to attend all practices, games, or events. The student will NOT be allowed to Letter in the sport of occurred violation.

Third Violation - Rules 3 & 4: A suspension of 50% of season and/or non-athletic co-curricular suspension to be determined by Activities Director. (If at the time of the offense the athlete is already involved in a sport, the penalty will be prorated into the next sport season in which he/she chooses to participate.) The student is expected to attend all practices, games, or events. The student will NOT be allowed to Letter in the sport of occurred violation.

Fourth Violation - Rules 3 & 4: A suspension of a minimum of one total sports scheduled season (up to one calendar year based on the severity of the offense) or non-athletic co-curricular season/year. (If at the time of the offense the athlete is already involved in a sport, the penalty will be prorated into the next sport season in which he/she chooses to participate.) The Activities Director may also require apologizes, detention, community service, or other consequences related to the violation. The student may not attend practices, games, or events with their team/organization. The student will NOT be allowed to Letter in the sport of occurred violation.

VII. Reporting of the Code of Conduct

Code violations, other than academic eligibility must be reported to the Activities Director and/or administration. Signed, written statements can be taken from any adult who is not a student of the Wauzeka-Stauben School District. In addition, statements can be obtained by interviews by the Activities Director, administration, or law enforcement. The District recognizes that there must be a timely connection between the violation of the conduct rules and when the violation is reported to an administrator. This is necessary to establish reasonable cause as well as to make the imposition of a sanction a learning experience. Investigations will be conducted and outcomes determined by the Activities Director and/or District Principal. All code violations must be reported within 30 calendar days of the event.

VIII. Appeals Process:

A student and his/her parent(s)/guardian(s) have a right to the appeal process procedures when appealing decisions relating to eligibility. If you believe an error has been made in the ineligibility decision, the student/parent(s)/guardian(s) must first:

1. Within 48 hours after the initial decision; contact the Activities Director to start the appeals process.
2. The Activities Director will relay the appeal information to the Code of Conduct Appeals Council within 48 hours to review the decision and to hear the actual appeal.
3. A decision of the appeal will be issued as soon as possible, but not more than 24 hours after the appeal. The Code of Conduct Appeals Council may take one of two actions:
 - a. Uphold the Activities Director's decision; **or**
 - b. Overturn the Activities Director's decision.The Code of Conduct Appeals Council will be comprised of:
 - The combination of (3); 2-Administration and/or 1- Board of Education member: District Principal, District Administrator, and a Board of Education member.
 - Note: If one of the 3 Code of Conduct Appeal Council members is not available; that position will be filled with another Board of Education member.

Anytime a member of the Code of Conduct Appeals Council experiences a conflict of interest, he/she is to remove him/herself from the deliberations of the council. No coach/advisor may pass judgment on a case involving his/her student athlete. The Decision will be made by majority vote.

(Note: The council may recommend overturning a decision when they believe that the "technical requirements" of the code have not been followed. In determining this, the council should consider whether or not the evidence against a student is reasonable, whether or not the student was afforded due process, and whether or not the penalty was in accordance with this code. The intent of this paragraph is to limit the reasons for recommending an overturn of the Activities Director's decision to technical reasons rather than reasons which stem from personal disagreements with the code itself).

All suspensions remain in effect during the appeal process.

Alcohol Testing:

All students at the District are subject to taking a Breathalyzer test if there is a reasonable suspicion of use. If a student refuses to cooperate, they will be considered guilty of alcohol use. The Sheriff's Dept. can give Breathalyzer tests without parent/guardian consent.

Awards:

In the Wauzeka-Steuben School District, for any student to be eligible for recognition, the season must be completed in good standing. This means that the athlete must finish the sports season started unless there are extenuating circumstances. Also, the athlete cannot have any violation of the following: alcohol, drugs, or tobacco. It is the responsibility of the individual coach to determine what member of their team will letter. It is expected that the coaches will inform their squad before the first contest as to what the requirements will be to earn a letter.

Detention/Suspension:

If placed on detention the student is required to fulfill the detention obligation before his/her activity obligation. After serving the detention the student may report to his/her scheduled activity. If the student is serving an in-school or other suspension for the day, he/she will not be allowed to attend the scheduled activity, whether it is practice or an actual game. Each individual coach can enforce his/her own team's rules once the athlete returns to practice.

Equipment:

One of the values of extracurricular activities is to teach responsibility; this should apply to the care of all equipment and school facilities. The District attempts to provide the best in safety equipment. We expect you to care for the equipment that is loaned to you as if it were your own. You are expected to return the

original equipment issued at the close of the season. You will be held financially responsible for any equipment issued to you that is lost, misplaced, or stolen.

Felony/Criminal Act Clause:

Any student convicted of a felony with an authorized penalty of incarceration under the laws of the State of Wisconsin shall be rendered permanently ineligible from participation in all athletic events. The athlete can ask for consideration of reinstatement after one full calendar year of ineligibility.

Honesty Clause:

If a student is not honest during an investigation, that in and of itself provides for an additional penalty and may move the student to the next level of discipline for failure to tell the truth.

Self-Reporting Clause:

A student who demonstrates a high degree of personal integrity by self-reporting his/her violations of a major rule will receive a 50% reduction in the penalty assigned. Calculations for this penalty reduction will be subjected to a standard upward or downward rounding to the nearest whole. The self-reporting must be to a District official (District Principal, Coach, Activities Director, etc.) by 9:00 a.m. of the first school business day following the violation. The self-reporting clause may only be used once in middle school and once in high school.

Transportation: Policy Code 751 (Transportation Services)

Weather permitting, students who live in Steuben and participate in extracurricular competition against Seneca, Kickapoo, LaFarge, DeSoto, or North Crawford may have a drop off point in Steuben if a written note from the student's parent/guardian is given to the advisor, coach, or Activities Director before the first game of each sport. If weather is of any concern, the decision to transport these students to Wauzeka is at the bus driver's discretion.

WIAA - Fall Sports – Academic Ineligibility

A reminder: When the earliest allowed WIAA game/meet takes place before the first day of classes at a member school, “the minimum ineligibility period shall be the lesser of:

- a). 21 consecutive calendar days *beginning with the date of the earliest allowed competition in a sport;*
- or
- b). *one-third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction).”*

In those instances, when a member school has begun fall classes on or before the date of the earliest allowed WIAA game/meet in a sport, ineligible students in these situations are subject to the standard rule applied when school is in session (15 scheduled school days and nights). In this situation, eligibility is regained **on the school day following the period of ineligibility (16th school day).**

Note 1: An interschool scrimmage does NOT count as a game or meet for purposes of this rule.

Note 2: If a multi-school meet is counted on your schedule as one meet, it also counts as one meet as it applies to the number of meets an ineligible student must sit out.

Note 3: Games/Meets at different levels of competition (varsity, JV, freshmen) may NOT be combined to reach the number of meets an athlete must sit out.



2017-2018 High School Athletic Eligibility Information Bulletin

To: Student-Athletes and Their Parents

From: Wisconsin Interscholastic Athletic Association and the Wauzeka-Steuben School District

Your high school is a member of the Wisconsin Interscholastic Athletic Association. The following rules and regulations are developed by the member schools of the WIAA and govern the participation by boys and girls in school athletics and in some instances, impact upon sports activities outside the school.

This information bulletin is a **summary** of the WIAA OFFICIAL HANDBOOK as it pertains to those rules and regulations. Both student-athletes and their parents should have an understanding of these requirements. Equally important is that student-athletes and/or parents talk to their principal or athletic director if they have any question about these regulations. For additional information on Rules of Eligibility see the WIAA Handbook, or visit the WIAA website at www.wiaawi.org.

This bulletin does not discuss specific penalties for all violations. The reason is that penalties vary depending upon the nature of the violation. In addition, schools often have established penalties or periods of ineligibility, which are greater than the minimum prescribed by WIAA rules.

There also are exceptions and other permissive provisions in some rules. Student-athletes and their parents should discuss all athletic eligibility related situations with the school principal or athletic director who, if necessary, will get a decision, interpretation, or opinion from the WIAA office.

Student-athletes, as well as parents are asked to read this bulletin, and then sign it and have their signature statement (attached) on file at their school prior to practicing and competing.

These are WIAA eligibility rules, which are current for the 2017-2018 school year:

AGE

A student shall be ineligible for interscholastic competition if he/she reaches his/her 19th birthday before August 1 of any given school year.

ACADEMICS

A student-athlete must meet school and DPI requirements defining a full-time student and have received no more than one failing grade (including incompletes) in the most recent school issued grade reporting period. Note: Some member schools adopt code and academic policies and other participation requirements which are more stringent than WIAA minimum requirements. In those instances, the school's requirements prevail and must be applied as written.

ATTENDANCE

A student-athlete is eligible for interscholastic competition at a member school if he/she is carried on the attendance rolls as a duly enrolled full-time Grade 9, 10, 11 or 12 student in that member school. (Subject to satisfying all other eligibility requirements.)

Note: A full-time student is further defined as one where the member school is responsible for programming 100% of the student's school day. The student is eligible for like or similar awards, privileges and services as all the other students and meets all obligations and responsibilities as other students, without exception.

- A. A student must complete eligibility in the four consecutive years starting with Grade 9 and the three consecutive years starting with Grade 10, unless there are documented extenuating circumstances and a waiver has been provided.
- B. A student is ineligible if he/she has graduated from a school offering studies through Grade 12 or its equivalent.
- C. A student who graduated in May or June retains eligibility for (a) any portion of a spring athletic schedule not completed by the end of the academic year and (b) the school's summer athletic schedule.
- D. A student is ineligible if he/she has not been enrolled in some school by the 17th day of a semester or trimester, except upon request of a school in special cases involving sickness, accident, military service, social services assignment, e.g.
- E. A student-athlete may not participate in school sports in more than four different years, and a student-athlete may not participate in the same sport more than one season each school year.

DETERMINING RESIDENCE FOR PUBLIC SCHOOL STUDENTS

A full-time student, whether an adult or not, is eligible for varsity interscholastic competition only at the school within whose attendance boundaries his/her parents reside, within a given school district, with these additional provisions:

- A. Board of Education approved full-time student(s), paying their own tuition and residing full time with parents in their primary residence shall be afforded eligibility. Transfer students are subject to provisions outlined in the transfers section of this document and in the Senior High Handbook.
- B. The residence of a student's guardians shall determine eligibility in cases where both parents of a student are deceased. The execution of guardianship papers in situations where one or both parents are living does not by itself make a student eligible.
- C. In the event of a divorce or legal separation, whether pending or final, a student's residence at the beginning of the school year shall determine eligibility, except in situations involving transfer after the fourth consecutive semester following entry into grade 9. For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine

'beginning of school year.' Under this rule, a student who transfers after the beginning of the school year shall be ineligible at the new school unless approval is granted by the Board of Control in accordance with the transfer and/or waiver provisions as described in the WIAA HS Handbook.

- D. A student whose tuition is paid by the school within whose attendance boundaries parents reside or by the state and is enrolled in a district approved program may be eligible at either school (first priority to school of residence) but (a) may not participate at both schools in the same year and (b) academic ineligibility accompanies student upon transfer. Transfer restrictions may also apply.
- E. A student whose tuition is paid by the school within whose attendance boundaries parents reside or by the state or who is participating full time in a legislated open enrollment option must meet all statutory timeline requirements. This provision extends the opportunity to decline attendance at the new school and continue at his/her school of residence. If the student begins the school year at the new school and then transfers back to school of residence after attending one or more days of school or one or more athletic practices, he/she shall be subject to transfer provisions as outlined in the transfer Section of this document.
- F. A student may continue being eligible in the same school even though parent(s) and/or student move from within that school's attendance boundaries, provided enrollment is continuous (unbroken in that school).
- G. After a student-athlete has not participated and/or has had their eligibility restricted for one calendar year due to reasons relating to residence and/or transfer, he/she becomes eligible.
- H. A student-athlete will not be eligible if his/her attendance at a particular school resulted from undue influence (special consideration because of athletic ability) on the part of any person.
- I. A student-athlete who has been declared ineligible at a school for disciplinary reasons, academic reasons or due to another State Association's provision retains that ineligibility status if he/she transfers to another school.
- J. Except in situations involving transfer after a student's fourth consecutive semester, a full-time student whose residence in a given district and attendance at a member school does not conform with any of the provisions outlined above shall be eligible for non-varsity competition only, for one calendar year, unless a waiver is provided as outlined in the WIAA HS Handbook under Waivers. Transfer students are subject to transfer provisions as outlined in the transfer section of this document and in the Senior High Handbook.

DETERMINING RESIDENCE FOR NONPUBLIC SCHOOL STUDENTS

A full-time student, whether an adult or not, is eligible for varsity interscholastic competition only if the student is residing full time with parents in their primary residence with these additional provisions:

- A. In the event of a divorce or legal separation, whether pending or final, a student's residence at the beginning of the school year shall determine eligibility except in situations involving transfer after a student's fourth consecutive semester. For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year'. Under this rule, a student who transfers after the beginning of the school year shall be ineligible at the new school unless approval is granted by the Board of Control in accordance with the waiver provisions as described in the WIAA HS Handbook under Waivers. Transfer restrictions may also apply.
- B. Residing full time with guardians shall determine eligibility in cases where both parents of a student are deceased. The execution of guardianship papers in situations where one or both parents are living does not by itself make a student eligible.
- C. A student may continue being eligible in the same school even though parent(s) and/or student move from within that school's traditional attendance area, provided enrollment is continuous (unbroken in that school).
- D. A student who has been in attendance in a nonpublic, self-contained school (i.e. grades K-12 or 7-12) for at least one complete school year prior to reaching Grade 9 and has not broken enrollment during that time is eligible in that nonpublic school upon entering Grade 9.
- E. Except in situations involving mid-year transfer and/or transfer after the fourth consecutive semester students attending member residential schools shall be eligible at the member school provided they reside at the school or reside full time with parents in their primary residence.
- F. Except in situations involving transfer after a student's fourth consecutive semester, a full-time student attending a nonpublic school but not residing in accordance with any of the provisions outlined above shall be eligible for nonvarsity competition only, for one calendar year, unless a waiver is provided as outlined in the WIAA HS Handbook under Waivers.

TRANSFERS

A full-time student may be afforded up to eight consecutive semesters of interscholastic eligibility upon entry into Grade 9. **Transferring schools at any time may result in restrictions being imposed on eligibility, or in some cases a denial of eligibility.** For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year.' These additional provisions relate to transfer cases:

- A. A student who transfers from any school into a member school after the sixth consecutive semester following entry into Grade 9 shall be ineligible for competition at any level for one calendar year, but may practice, unless the transfer is made necessary by a total and complete change in residence by parent(s). The calendar year (365 days) will be determined from a student's first day of attendance at the new school.
- B. Open enrolled and/or tuition paying students entering 9th and/or 10th grade at the beginning of the school year and who are within the first four consecutive semesters of high school will be afforded unrestricted eligibility provided all other rules governing student eligibility are met.
- C. Open enrolled and/or tuition paying students entering 11th grade are restricted to nonvarsity opportunities for one calendar year.

- D. Open enrolled and/or tuition paying students entering 12th grade as transfer students are ineligible to compete at any level for one calendar year, but may practice.
- E. 9th grade students who transfer after the beginning of the school year and with written consent from both schools directly involved shall be restricted to nonvarsity opportunities for the remainder of the school year. Restrictions are removed upon entering 10th grade.
- F. 10th or 11th grade students who transfer after the beginning of the school year and with written consent from both schools directly involved shall be restricted to nonvarsity opportunities for one calendar year (365 days beginning with first day of attendance at the new school).
- G. In the event of divorce or legal separation, whether pending or final, residence at the beginning of the school year shall determine eligibility for students entering 9th and/or 10th grade. In situations involving transfer after the sixth consecutive semester following entry into grade 9 the student is ineligible to compete at any level for one calendar year, but may practice.
- H. District policies with respect to intra-district transfer do not supercede WIAA transfer rules in situations involving post-sixth semester transfers. Intra-district transfers occurring after the sixth consecutive semester following entry into grade 9 result in the student being ineligible for competition at any level for one calendar year (365 days beginning with first day of attendance at the new school), but may practice.
- I. Unless transfer, including an accompanying total and complete change of parents' residence, is effective at the outset of a semester, a student cannot establish eligibility at his/her new school until the fifth calendar day of such transfer.
- J. If within the first four consecutive semesters following entry into grade 9, a student who transfers more than once in any given school year shall be ineligible for all interscholastic competition for the remainder of that current school year and will be eligible for nonvarsity opportunities only for the balance of the calendar year. In situations involving transfer after the sixth consecutive semester following entry into grade 9 the student is ineligible to compete at any level for one calendar year, but may practice.
- K. A student may not have eligibility in more than one member school at the same time. A parent or parents who move from a primary residence within one school's attendance boundaries, to a secondary residence within another school's attendance boundaries, may be required by the Board of Control to provide evidence of a total and complete move.
- L. A student who transfers from any school, whether or not a member school, with a status of ineligibility for disciplinary reasons, academic reasons and/or as a result of another State Association's regulation or sanction, retains such status at his/her new school for the same period as decreed by the former school.
- M. No eligibility will be granted for a student whose residence within a school's attendance boundaries, with or without parents, or whose attendance at a school has been the result of undue influence (special consideration due to athletic ability or potential) on the part of any person, whether or not connected with the school.

PHYSICAL EXAMINATION and PARENT'S PERMISSION

A student-athlete whether an adult or not, must have written permission of parents to participate in school athletics, an emergency information form, and he/she must have a physical examination (signed by a licensed physician, physician's assistant or advanced practice nurse prescriber) every other school year.

A physical examination taken April 1 and thereafter is valid for the following two school years. Physical examination taken before April 1 is valid only for remainder of that school year and the following school year.

TRAINING and CONDUCT

A student-athlete must follow his/her school's code of conduct (training rules) on a year-round basis.

- A. A student-athlete who violates his/her school's code of conduct during the season of a sport (start of practice to final game) must be suspended from competition for a period of time specified in the code (minimum of one meet) if the violation involves (a) possession and/or use of alcohol, (b) possession and/or use of tobacco, including chewing tobacco and (c) use, possession, buying or selling of controlled substances, street drugs and performance enhancing substances (PES).
- B. The member school will determine minimum penalties for violation of any other provisions of its code of conduct, including out of season offenses and for any other unacceptable conduct contrary to the ideals, principals and standards of the school and this Association including but not limited to criminal behavior.
- C. A student-athlete who violates his/her school's code of conduct at times other than during the actual season of a sport must be disciplined by the school, the nature of such discipline to be determined by the school as indicated in its code of conduct.
- D. A student-athlete who violates any part of the school or WIAA's code of conduct resulting in suspension for any portion of WIAA-sponsored tournament competition must be immediately declared ineligible for the remainder of tournament series in that sport. During the WIAA Tournament, an ineligible athlete may not suit up.
- E. A student-athlete, disqualified from a contest for flagrant or unsportsmanlike conduct, is also suspended from the next competitive event.
- F. Any player who in the judgment of the official, intentionally spits on, strikes, slaps, kicks, pushes or aggressively physically contacts an official at any time shall be immediately ineligible for competition a minimum of 90 calendar days from the date of the confrontation. In addition, the player is ineligible to compete for the first 25% of the next season in that same sport.
- G. A school must provide an opportunity for the student to be heard prior to a penalty being enforced. If a student appeals a suspension, according to the schools appeal procedure, the student is ineligible during the appeal process.
- H. Schools/individuals are prohibited during the regular season and the WIAA tournament series from practicing for regional, sectional, and state tournament preparation at sites and facilities hosting WIAA tournaments.

AMATEUR STATUS

A student-athlete must be an amateur in all recognized sports of this association in order to compete in any WIAA sport.

- A. A student-athlete may not accept, receive or direct to another, reimbursement in any form of salary, cash or share of game or season proceeds for athletic accomplishments, such as being on a winning team, being selected for the school varsity team, or being a place winner in an individual tournament, e.g.
- B. A student-athlete may receive: a medal, cup, trophy or plaque from the sponsoring organization regardless of cost; school mementos valued not more than \$200; an award valued not more than \$100 retail for participation in an athletic contest in a WIAA recognized sport; and may retain non-school competition apparel worn by the student as part of the team uniform.
- C. A student-athlete may not receive compensation or benefit, directly or indirectly, for the use of name, picture, and/or personal appearance, as an athlete because of ability, potential and/or performance as an athlete. This includes receiving free and/or reduced rates on equipment, apparel, camps/clinics/instruction and competitive opportunities that are not identical for any and all interested students.
- D. A student-athlete may not be identified (with or without permission) as an athlete, provide endorsement as an athlete or appear as an athlete in the promotion of a commercial/advertisement and/or profit-making event, item, plan, or service.
- E. A student-athlete may not participate in school athletics or in sports activities outside the school under a name other than his/her own name.

SPORTS ACTIVITIES OUTSIDE OF SCHOOL

Athletes may compete in not more than two non-school competitions with school approval during each regular sport season. The contest(s) will not count against the individual maximum for the athlete in that sport. Nonschool competition will not be allowed during the respective WIAA tournament series in a sport. Violation of this rule results in loss of eligibility for the remainder of the season (including the WIAA tournament series).

- A. WIAA rules do not prevent athletes from practicing with nonschool teams or from receiving private skills instruction during the school season. However, they may not participate officially or unofficially (including "banditing") in more than two nonschool competitions or races, including scrimmages against other teams (with school approval).
 - (1) This restriction applies to normal nonschool games as well as "gimmicks," such as reduced numbers competition (3-on-3 basketball, 6 player soccer, e.g.), specific skill contests (punt, pass, and kick, shooting contests, free throws, 3 point, e.g.), fun runs, etc.
 - (2) During the season, athletes may participate in a skills contest with approval of the school. Specific skill contests (punt, pass, and kick, shooting contests e.g., free throws, 3 point, drive, chip and putt) isolate separate skills outside of the traditional competition setting. The skill contest may not include physical contact or extreme fatigue as the actual sport competition. Fun runs are not considered skills contests. There can be no school coach involvement. All other eligibility rules including amateur status apply.
 - (3) A student who was a member of a school team during the previous year may not delay reporting for the school team beyond the school's official opening day of practice in order to continue nonschool training and/or competition.
- B. During the school year before and/or after the school season of a sport and in the summertime, members of a school's team may voluntarily assemble with their teammates (without school and/or school coach involvement) at their own discretion.
- C. A student-athlete or his/her parents must pay the fee for specialized training or instruction such as camps, clinics, and similar programs.
- D. A student-athlete may not be instructed except during the school season of a sport and approved summer contact days by the person who will be his/her coach in that sport in the following school season. All sports except football are exempt from this rule, BUT only (a) during the summer months and (b) if the program involved is not limited to individuals who are likely to be candidates for the school team in that sport in the following season.
- E. A student-athlete must not participate in an all-star game or similar contest except for summertime activities (a) within the same league or program (e.g., softball game between divisions of same league) or (b) in which a team is selected to represent a league in post-season play (e.g., Babe Ruth league team). Some post-season all-star opportunities may be permitted for 12th graders who have completed high school eligibility in a particular sport. Check with your Athletic Director to be certain.
- F. Schools/individuals are prohibited during the regular season and the WIAA tournament series from practicing for regional, sectional, and state tournament preparation at sites and facilities hosting WIAA tournaments.

USE OF STUDENT IMAGE

The participation of student-athletes in school and WIAA tournaments may result in the use of student-athlete images in promotion of school and WIAA events.

In order to facilitate good communication, all questions regarding athletic participation at your school should be addressed to your athletic administrator.



**CERTIFICATE OF APPOINTMENT
For the Wauzeka-Steuben School District**

Name: _____

TO BE FILLED OUT BY PROVIDER

Had an appointment at this office on: ____/____/____

Time Arrived: _____ Time Left: _____

This is to serve as an appointment excuse only for length of appointment and traveling time unless otherwise indicated.

Remarks: _____

Please **STAMP** with signature or office address stamp below. **This is a “generic” appointment slip and is not valid without a STAMP.**



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Please **STAMP** with signature or office address stamp below. **This is a “generic” appointment slip and is not valid without a STAMP.**

**CO-CURRICULAR CODE OF CONDUCT
PARENT/GUARDIAN - PARTICIPANT AGREEMENT
2017-2018**

STUDENT:

I agree to abide by the Activities Co-Curricular Code of Conduct and realize that any violation on my part will result in the restrictions set forth in the code. I will also have the integrity to inform my Advisor/Coach and/or Activities Director if I violate this Code of Conduct.

PARENT(S)/GUARDIAN(S):

I have read the requirements for participation in activities and give permission for my child to participate under these conditions. I will do my part to ensure he/she follows these expectations and requirements. I will also have the integrity to inform my child's Advisor/Coach and/or Activities Director if this Code of Conduct is violated.

STUDENT & PARENT(S)/GUARDIAN(S): I certify that I have read, understand, and agree to abide by all of the information contained in this WIAA Bulletin. I further certify that if I have not understood any information contained in this document, I have sought and received an explanation of the information prior to signing this statement.

ASSUMPTION OF RISK STATEMENT FOR ATHLETIC PARTICIPATION

STUDENT & PARENT(S)/GUARDIAN(S): I understand that playing sports can cause genuine risks to anyone who engages in them. Because of the dangers of participating in sports, I recognize the importance of following coaches' instructions regarding playing techniques, training, and other team rules, and to agree to obey such instructions.

In consideration of the Wauzeka-Steuben School District permitting my participation on a sport team(s) and to engage in all activities related to that sport(s), I hereby assume all risks associated with participation and agree to hold the Wauzeka-Steuben School District harmless from any liability which may arise in connection with my participation in sports. I do voluntarily choose to participate in Wauzeka-Steuben athletics in spite of inherent risks.

By signing this document I indicate that I have **knowledge, understanding, and agreement** with the standards set forth for my son/daughter to be afforded the privilege of representing the Wauzeka-Steuben School District as a student-athlete. I am also aware that any violation of these standards shall result in the administration of the consequences contained within this policy. **All forms must be completed and submitted to the Activities Director prior to a student being declared eligible to practice and compete.**

* **CO-CURRICULAR CODE PLEDGE & WIAA ATHLETIC ELIGIBILITY FORM**

* **PHYSICAL OR ALTERNATE CARD**

* **PARTICIPANT CONTACT AND MEDICAL INFORMATION FORM**

* **SPORTS CONCUSSION MANAGEMENT PLAN FORM**

* **IMPACT TEST**

* **PARENT(S)/GUARDIAN(S) CONSENT FORM FOR ATHLETIC TRAINER ON-SITE EVALUATION AND TREATMENT FORM**

FOOTBALL PLAYERS- need 2 forms, one from each "Crossing Rivers" & "Vernon Memorial Healthcare"

School District of Wauzeka-Steuben

Participant Information and Contract 2017-18

WAUZEKA-STEUBEN SCHOOL DISTRICT

Student's Co-Curricular Pledge Sheet – 2017-2018

I have attended the mandatory meeting as well as read and understand the regulations in this code. As a participant in co-curricular activities and representing the Wauzeka-Steuben School District, I agree to guide my conduct accordingly.

Student Initials

I am fully aware that I must pay for any and all equipment that is damaged or misplaced through carelessness or intent. I am further aware that I assume full responsibility for all equipment issued to me, and that I must confine the use of that equipment to school practices and performances. Any other use of this equipment requires express permission from the coach/advisor.

Parent's Co-Curricular Pledge Sheet – 2017-2018

I, as a parent of the above student, have attended the mandatory meeting as well as read and understand the regulations in this code. I give my son/daughter permission to participate under these conditions. I will do my part in seeing that the rules and regulations are enforced. I also give my permission for a physician to give first aid or other emergency treatment to my child should such assistance be required.

Parent Initials

WIAA PARENT-ATHLETE RULES OF ELIGIBILITY SIGN-OFF FORM – 2017-2018

I certify that I have read, understand, and agree to abide by all of the information contained in the WIAA bulletin. I further certify that if I have not understood any information contained in this document, I have sought and received an explanation of the information prior to signing this statement.

WAUZEKA-STEUBEN HIGH SCHOOL

Student Initials

Parent Initials

I hereby state that all information is correct and I comply with all School District and WIAA codes and policies. I certify that I have read, understand and agree to abide by all of the information contained in the bulletin as well as WS Conduct Rules. I further certify that if I have not understood any information contained in this documents, I have sought and received an explanation of the information prior to signing this document.

Student Signature

Date

Parent Signature

Date

I have read and understand the terms of the Student Handbook, I acknowledge I must abide by all District Policies and rules and fully understand that all District policies not included in this handbook are fully detailed on the District Webpage for further review.

Student Signature

Date

Parent Signature

Date

Home Address _____

Student Cell Phone _____
Student Email _____
School District _____

Grade Level _____
Date of Birth _____
Male/Female _____
Siblings _____

I plan on participating in? Check all that apply:

- Football
- Cheer
- Volleyball
- Cross Country
- Basketball
- Wrestling
- Track & Field
- Softball
- Baseball
- Weightlifting

- Snow Boarding/Skiing
- School Field Trips
- Class Trip
- Prom Court
- Homecoming Court
- Hornet Club
- Forensic
- Badger Camp
- Bethel Horizons
- FCCLA
- FFA
- Math Team
- National Honor Society
- Pep Band
- Student Council Medical Information -OR - a copy of Insurance Card

Primary Insurance Company _____
Secondary Insurance Company _____
Insurance Card Number _____
Insurance Address _____
Insurance Phone # _____
Family Clinic _____
Family _____
Doctor _____
Family Clinic/Doctor Phone # _____

Insurance Address _____
Insurance Phone# _____
Family Dentist Clinic _____
Family Dentist _____
Family Dentist Clinic Phone # _____

Have you ever had a concussion? _____
Insurance Card Number _____

Have you ever made concussion symptoms? _____
If yes, how many concussions? _____
Did you report your concussion symptoms? _____

Parent/Guardian-Contact Information

Father/Guardian1 _____
Home Address _____

Mother Work Email _____
Mother Work Phone/Cell # _____

Home Email _____
Home/Cell Phone # _____

Mother/Guardian2 _____
Home Address _____

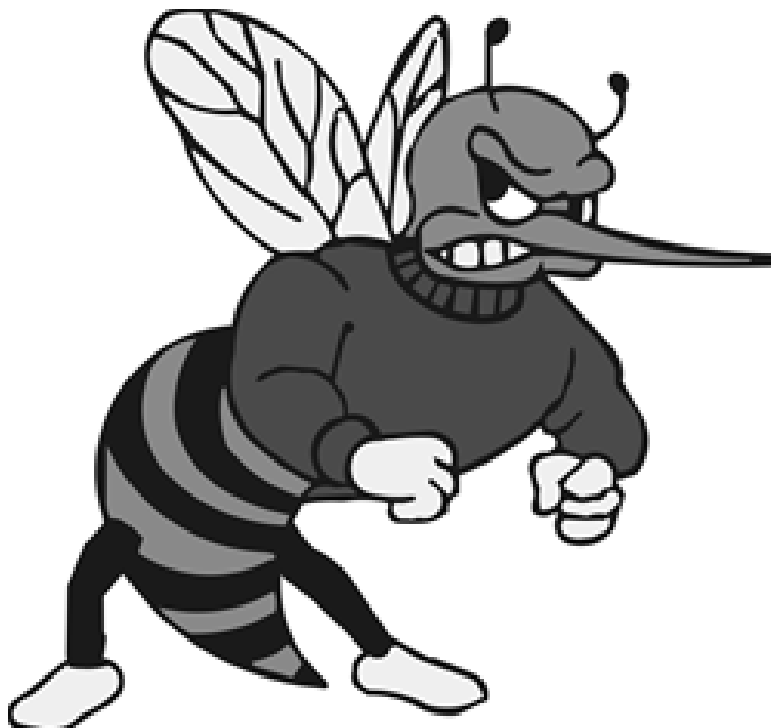
Home Email _____
Home/Cell Phone # _____

Father
Employer _____
Father Work
Address _____

Father Work
Email _____
Father Work Phone/Cell

Mother
Employer _____
Mother Work
Address _____

District Wide Student Handbook Acknowledgement



I have read and understand the terms of the Student Handbook, I acknowledge I must abide by all District Policies and rules and fully understand that all District policies not included in this handbook are fully detailed on the District Webpage for further review.

Student Signature

Date

Parent Signature

Date

