

2024-2025



WAUNAKEE
COMMUNITY HIGH SCHOOL

**STUDENT
HANDBOOK**



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Dear Waunakee Students and Families:

The entire staff of Waunakee Community High School wishes you an enjoyable and rewarding year.

We hope you look with enthusiasm to your days at WCHS and seek to find a special place here that you will remember fondly for your whole life. We want to help you maintain our traditions and allow you to create new ones so that our school will be a better place because of you. Our responsibility to you is to create a learning environment that will allow you to be successful and will give you the skills you need for life.

Waunakee has a tradition of excellence and our expectations are high, although not unreasonable. The staff will provide you with opportunities that will be challenging. You are expected to learn work attitudes and values that will serve you well in the future. You must take the challenge and direct your learning to fit your needs. Waunakee Community High School provides many opportunities for you to actively participate in the life of the school and our hope is that you take advantage of these activities. The more you participate the better our school will be.

This handbook is designed to give you an overview of our policies and procedures. These are some, but not all, of our expectations for our students. Please take time to become familiar with the contents and ask questions of your teachers, counselors and administrators if you do not understand what is required. We want to work with parents/guardians and students to provide the best possible education for our student body. For guidance on topics not covered in this handbook, please refer to the Waunakee Community School District Board Policies.

We provide a safe and nurturing environment for all our students to succeed and grow.

We wish you a most successful year! Go Warriors!

The Administrators and Staff of Waunakee Community High School



SCHOOL DISTRICT MISSION AND VISION STATEMENT

MISSION STATEMENT

“Committed to Children...Committed to Community...Committed to Excellence”

VISION STATEMENT

The Waunakee Community School District is a collaborative learning community that works with students, staff, families, and the community to ensure that every student is ready for college and career; through a focus on data, research-based best practices, and engagement with students to be active partners in their learning.

EQUITY STATEMENT

The Waunakee Community School District embraces the differences among our students, staff, and families. We work to provide a safe environment with access to resources, opportunities, and instruction for all students to reach their full potential in the classroom and beyond. We strive to create a culture of dialogue, acceptance, and inclusion. We are committed to engaging all students so that they may thrive academically, socially, and emotionally in an ever-changing multicultural society.

CONTACT INFORMATION

High School

Waunakee Community High School (9-12)

301 Community Drive

Waunakee, WI 53597

Phone: (608) 849-2100

<https://whs.waunakee.k12.wi.us/>

Bethel Administration Office

905 Bethel Circle

Waunakee, WI 53597

Phone: (608) 849-2000

<https://www.waunakee.k12.wi.us/>



IMPORTANT DATES 2024-2025

For the most up-to-date information, please visit our [district website/calendar](#). The calendar feature allows you to view calendar events at Waunakee Community High School. View the [2024-2025 district calendar](#). The district calendar shows starting and ending dates, early release days, and days off for the district.



SCHEDULE - Regular Bell Schedule

Time	Class
7:45 a.m.	Faculty Reports
8:05 a.m.	1st Warning Bell
8:12 a.m.	2nd Warning Bell
8:15 a.m. - 9:40 a.m.	1st Hour (1A/1B)
9:50 a.m. - 10:20 a.m.	Homeroom/Contact
10:30 a.m. – 11:55 a.m.	2nd Hour (2A/2B)
12:05 p.m. - 1:30 p.m.	3rd Hour (E3) = early class
1:30 p.m. - 2:10 p.m.	Late Lunch

11:55 a.m. - 12:35 p.m.	Early Lunch
12:35 p.m. - 2:00 p.m.	3rd Hour (L3) = late class

2:10 p.m. - 3:35 p.m.	4th Hour (4A/4B)



SCHEDULE - Two-Hour and Three-Hour Late Start

Time	Two-Hour Late Start Class
10:05 a.m.	1st Warning Bell
10:15 a.m.	2nd Warning Bell
10:15 a.m. - 11:20 a.m.	1A/1B

11:20 a.m. - 11:55 a.m.	Early Lunch
11:30 a.m. - 12:35 p.m.	3A/3B Early Class

12:00 p.m. - 1:05 p.m.	3A/3B Late Class
12:35 p.m. - 1:05 p.m.	Late Lunch

1:10 p.m. - 2:20 p.m.	2A/2B
2:30 p.m. - 3:35 p.m.	4A/4B

Time	Three-Hour Late Start Class
11:05 a.m.	1st Warning Bell
11:12 a.m.	2nd Warning Bell
11:15 a.m. - 12:05 p.m.	1A/1B

12:05 p.m. - 12:45 p.m.	Early Lunch
12:45 p.m. - 1:05 p.m.	3A/3B Late Class

12:15 p.m. - 1:05 p.m.	3A/3B Early Class
1:05 p.m. - 1:45 p.m.	Late Lunch

1:45 p.m. - 2:35 p.m.	2A/2B
2:45 p.m. - 3:35 p.m.	4A/4B



SCHEDULE - Skinny Day Bell Schedule

Time	Class
8:05 a.m.	1st Warning Bell
8:12 a.m.	2nd Warning Bell
8:15 a.m. - 9:05 a.m.	1A
9:10 a.m. - 9:55 a.m.	2A
10:00 a.m. - 10:45 a.m.	3A
10:50 a.m. - 11:35 a.m.	4A

11:35 a.m. - 12:15 p.m.	3B Early Lunch
12:15 p.m. - 1:00 p.m.	3B Late Class

11:40 a.m. - 12:25 p.m.	3B Early Class
12:25 p.m. - 1:05 p.m.	3B Late Lunch

1:05 p.m. - 1:50 p.m.	1B
1:55 p.m. - 2:40 p.m.	2B
2:45 p.m. - 3:35 p.m.	4B



EFFECTIVE COMMUNICATION

What follows is a protocol designed to promote direct, open, and respectful communication so that problems and concerns can be worked out quickly and effectively between the parties involved. We strongly encourage students and parents to follow this protocol.

In turn, our staff members pledge to be sensitive to your concerns, to maintain confidentiality and to return calls in a timely manner. By working together, we can continue and strengthen our commitment to excellence.

1. Speak directly to the **teacher**: Students are encouraged to express their concerns directly to the teacher. If you, as a parent, however, are concerned about an issue involving your child's education, classroom experience, or grade, go right to the source and contact the teacher yourself. Teachers will make every effort to get back to you as quickly as possible but it may take a day or two. Please be patient. If you do not receive an email or call within two days, try again. After that, you may then want to proceed to the next step.

2. If you haven't heard from the teacher in a reasonable amount of time, contact a **school counselor**. If you need to find out about an assignment or need an update on your child's progress grade in a particular class, contact the school counselor. Visit the [district website](#) for contact information on who your child's counselor is. Please contact them through the high school office at (608) 849-2100 or via email listed on the website.

3. **Associate Principal (AP)**: Visit the [district website](#) for contact information on who your child's Associate Principal is. Please contact them through the high school office at (608) 849-2100 or via email listed on the website.

4. **Principal**: Most problems will have been resolved by this point. If you still need to speak with someone about your situation, however, please contact the Principal at the high school office at (608) 849-2100 or via email listed on the website.

5. If your problem has not been resolved through the High School Principal's office, contact the **Director of Secondary Curriculum and Instruction** at (608) 849-2000.

6. If your problem has not been resolved through the Director of Secondary Curriculum and Instruction, contact the **Superintendent**, and ultimately, the **Board of Education**.



ACADEMICS

GRADUATION REQUIREMENTS

In order to be eligible for a high school diploma, students must complete the courses in the following areas:

English	4 credits
Math	3 credits
Social Studies	3 credits
Science	3 credits
Career Workshop	¼ credit
Physical Education	1½ credits (3 semesters)
Health	¼ credit
Electives	9 credits
TOTAL	24 credits

Students must have earned all credits by the end of Semester II to participate in commencement exercises. Additionally, students transferring to the high school after their sophomore year are not required to take Career Workshop.



GRADING

At Waunakee Community High School, each semester includes progress reports at four, nine, and thirteen weeks. There are two semesters in a school year. Your semester final grades are determined by computing the semester grade (80%) and semester exam (20%). Your semester final grade is the only grade that appears on your official transcript.

Waunakee Community High School
10-Point Grading Scale
(Decimals DO NOT round up)

A+	98	to	100
A	92	to	97
A-	90	to	91
B+	88	to	89
B	82	to	87
B-	80	to	81
C+	78	to	79
C	72	to	77
C-	70	to	71
D+	68	to	69
D	62	to	67
D-	60	to	61
F	0	to	59



HONOR ROLL

An honor roll is published in recognition of the students who have achieved academic honors. A student eligible for: Superior Honors must have a grade point average (GPA) of 4.0 and above; High Honors must have a GPA of 3.5-3.99; Academic Honors must have a GPA of 3.0-3.49.

In January and June, the honor roll is determined by semester grades. All honor students will have their names displayed on the honors board by the main office. Any student who does not wish to have his/her name published on the honors board must submit a written statement to this effect to the principal.

Honor cord recipients will be determined based upon achievement of a 3.6 grade point average of seven (7) semesters.

LAUDE SYSTEM

The purpose of the Laude System is to recognize students for the rigor of their academic program as well as their success in that program. There are 3 levels of awards.

- Summa Cum Laude (purple cord)
- Magna Cum Laude (silver cord)
- Cum Laude (white cord)

Minimum GPA:

To be considered for a Laude award, a student must have a cumulative GPA after first-semester senior year of 3.0 or higher. This is approximately the top half of the class.

Laude Score:

A student's Laude Score will be determined by multiplying:

- the student's cumulative GPA after the first semester of senior year by
- the number of "advanced" semester courses completed in all four years as listed on the Advanced Courses chart.

More detailed information about Laude scoring and which courses are considered advanced can be accessed on the Waconia Community High School Counseling [website](#).



ACADEMIC HONESTY POLICY

The Waunakee Community School District regards academic honesty as a cornerstone of its educational mission. It is expected that all schoolwork submitted for the purpose of meeting course or class requirements represent the original efforts of the individual student.

Administration, faculty, students and their families are all important contributors to the upholding of this academic integrity in our school community. To this end, it is important that all involved understand their integral role in helping to promote this climate of academic honesty. All forms of academic dishonesty will make a student subject to disciplinary action. The following list provides examples of what a student **will not** do.

- plagiarize in written, creative, or oral work. (Plagiarism is using the ideas of another as one's own without acknowledgment of the source.)
- submit work that is not original. Copying, "borrowing" from another source and giving it as one's own work, and resubmitting work from another person or another class are all unacceptable practices.
- give or receive unauthorized assistance on exams.
- alter grades or other academic records, give false information, or forge.
- submit identical work in more than one course without the prior approval of the instructor. Students may further develop previous work with prior approval of the instructor.
- provide notes, signatures, or other documents that are forgeries to school officials or teachers.

Teacher/Staff Responsibilities - Staff will:

- educate students during the first week of class as to what constitutes cheating and what is acceptable and unacceptable behavior;
- reference the Academic Honesty Policy and reinforced it on a regular basis;
- be vigilant in the supervision of all exams and alert to indications of cheating;
- carefully proctor tests to prevent cheating;
- secure grade book and marked documents so grades are private and confidential;
- secure test answers/answer keys from student access; and
- by precept and concept support these ethical commitments related to academic honesty.

Parent Responsibilities - Parents will:

- communicate to their son/daughter the values of moral and ethical behavior;
- refrain from placing undue pressure for high grades;
- be aware of a student's need for a quiet time and a place for study;
- support the student's efforts, but not edit, type, word process or in any other way do the work; and
- encourage the student's wise use of time.



Student Responsibilities - Students will:

- protect his/her own work (Do not lend or borrow homework);
- not look at another student's test or allow his/her test to be seen by another student;
- not talk during a test or about the test until all classes have had a chance to take it; and
- not use technology for inappropriate use.

Violation of Academic Honesty Policy:

The following rules for conduct apply to all students in grades 5-12 and violation of the rules could result in consequences as described. In most cases the teacher is granted the authority to exercise his/her good judgment in applying the range of consequences described. The principal has the authority to exercise judgment in determining an appropriate consequence, but should strive to follow the procedure as outlined. Consequences and procedures for students in grades K-4 shall be established by the building principals.

Rules for Conduct:

Students shall not engage in any act of deception or falsification of work products. This includes plagiarism by copying the language structure, idea and/or thought of another and representing it as one's own work, and verbal or written statement of untruth.

Dishonesty, or cheating, is defined as:

- COPYING FROM OTHERS;
- having or using notes, formulas or other information in either written or programmable calculator or other technology-based format without teacher permission;
- having or using a communication device such as a cell phone, pager, PDA or electronic translator to send or obtain unauthorized information;
- taking an exam for another student;
- providing or receiving information about all or part of an exam;
- having or using a "cheat sheet" that is not specifically authorized by the teacher;
- altering a graded exam and resubmitting it for a better grade; and
- working together on a take-home exam unless authorized by the teacher of the class where the take-home exam is used.

Plagiarism in papers and assignments includes, for example:

- giving or getting improper assistance on an assignment meant to be individual work;
- acting as a provider of paper(s) for a student or students;
- making up data for an experiment ("fudging data"); and
- citing nonexistent sources (articles, books, etc.).



Examples of other forms of academic dishonesty include:

- misrepresenting academic accomplishments, such as tampering with computer records; and
- deceiving a teacher or making up a false reason or excuse to get special consideration on an exam or an extension for an exam or paper.
- Use of generative AI programs such as ChatGPT by students on graded assignments is prohibited, except with the express permission of the teacher, in which case the use of AI must be cited by the student. Unauthorized use of AI on graded assignments by the student will be treated as an academic honesty violation.

Use of computers in any of the following ways is prohibited:

- Unauthorized copying of any software;
- Copying or using another student's data disk or flash drive information; and
- Unauthorized use of hard copy (printed material) to develop one's own software.

Disciplinary Actions

Any action taken with respect to cheating shall take into account:

- First, the rights of those students whose educational opportunity was diminished because of another student's dishonesty.
- Second, the rights of the student who has violated this policy and the need to provide an appropriate action.

Procedures for implementation of this policy shall include:

1. An explanation of this policy will be included in parent handbooks that are accessed on the district website.
2. Explanations of this policy and procedure will be included in all editions of the Student Handbook, copies of which are distributed to students each fall.
3. Explanations of the Academic Honesty Policy and Procedure will be presented orally to the students during the first week of classes at the beginning of the school year by the teacher. Students will sign and date an Acknowledgment of Academic Honesty Policy form at that time.
4. In each incidence of alleged academic dishonesty, parents/guardians will be notified directly (by phone or a conference) and a brief written statement of the situation shall be provided to the principal by the teacher, with a copy to the parents/guardians.

Procedures for dealing with alleged academic dishonesty in grades 5-12 shall be cumulative throughout a student's academic career in the Waunakee Community School District starting at 5th grade cumulative to 8th grade and then starting over at 9th cumulative through graduation from high school.



Cumulative Penalties

FIRST OFFENSE

1. The teacher who observes the alleged dishonesty will confront the individual student, preferably not in the presence of other students, provide a written description of the incident to the student and permit the student to respond by providing a written or verbal statement of his or her viewpoint. The letter grade "F" will be issued for the assignment in cases of verified academic dishonesty.
 - a. **Homework** - The student will lose credit on the assignment and may receive a grade reduction for the marking period.
 - b. **Test or Quiz** - The student will lose credit on that test or quiz and will receive a grade reduction for the marking period. Extra credit cannot be used to compensate for loss of credit due to dishonesty.
 - c. **Marking Period or Semester Exam** - The student will lose credit on the exam and may receive a grade reduction for the marking period or semester.
 - d. **National Honor Society** - Student disciplinary records are reviewed as a part of the National Honor Society (NHS) application. If the offense occurs while the student is a member of NHS, the student's case will be reviewed for possible dismissal from the National Honor Society.
2. The teacher will contact the parent/guardian by phone, make a documentation of the call, and send a copy of the disciplinary report (written description of the incident) to the parent/guardian. The parent/guardian is asked to verify receipt of the same with a signature and return it to the teacher no later than the following school day.
3. The teacher will submit a disciplinary report to the office of the principal.
4. If the matter is not resolved, the teacher will refer it to the principal.

SECOND OFFENSE

1. Penalties and procedures as in the first offense; plus:
2. If the second offense occurs while a student is enrolled at Waunakee Community High School, the student will be held responsible for all elements of responsibility under First Offense parameters.
3. Honor points will not be awarded to any student during the semester that a violation of the academic honesty policy occurs.
4. The teacher, who observes the alleged dishonesty, will confront the individual student, preferably not in the presence of other students, give a written description of the incident to the student and permit the student to respond by providing a written or verbal statement of his or her viewpoint. The letter grade "F" may be recommended for the course in case of verified academic dishonesty.
5. The teacher will submit the disciplinary report to the office of the principal.
6. The principal will contact the parent/guardian by phone, make a documentation of the call, and send a copy of the disciplinary report (written description of the incident) to the



parent/guardian. The parent/guardian will be asked to participate in a conference with the principal to discuss possible disciplinary action.

THIRD OFFENSE (High School Only)

1. All penalties and procedures in first and second offense will be applicable under the third offense; plus the student:
 - a. will be ineligible for the position (title) of honor student at graduation.
 - b. will be ineligible for any scholarships controlled or sponsored by the district.
2. Penalties for the third offense will remain in effect for the student's entire high school career.

HOMEWORK POLICY

Homework that contributes to the growth and development of the student is valuable.

Homework will be given at all grade levels. Homework will be assigned to:

- Supplement, support, and extend learning through home-related activities.
- Reinforce classroom instruction by providing necessary practice, integration, and application.
- Help students become resourceful and work independently.
- Acquaint and involve parents/guardians with what their children are learning in school.

The Board of Education recognizes the professional judgment of the classroom teacher to determine the appropriate amount and relevance of homework. The amount of time needed for homework will obviously vary according to the individual student's age, needs, capabilities, and motivation. The students should obviously take the time to learn the material and properly prepare the assignment. When long-term projects are assigned, students need to manage their work time appropriately. These long-term projects should never be considered one-night assignments. The teacher has the responsibility to check the quality of homework and provide some method of evaluation.

Each student must be personally responsible for work missed due to an absence. Makeup work should be completed as soon as possible upon the return of the student to school. For extended absences, the student should make special arrangements with the teacher(s), counselor and/or principal.

Responsibility of Parents/Guardians:

While students should assume the major responsibility for completing homework assignments, parents/guardians should be encouraged to take an active interest in students' homework by: a) promoting a positive attitude toward homework; b) providing a consistent time and suitable place for study; c) making resource materials available whenever possible; and d) communicating special circumstances which may affect the student's ability to complete assignments to the teacher.



ACCESS TO INTERNET/COMPUTER NETWORK

Responsibility: Some of the information that can be found on the Internet may be considered inappropriate or immoral by some parents. The Waconia Community School District will attempt to keep students from accessing such information. However, it must be understood that the **student is responsible for his/her own actions**. The smooth operation of the computer network and Internet depends upon the proper conduct of the users. These guidelines are provided so that students and staff are aware of their responsibilities. If anyone violates any of these provisions, his/her account could be terminated, future access could be denied, and additional consequences imposed consistent with district policy, relevant codes, and agreements.

ACCEPTABLE USE POLICY FOR STUDENTS

In order to access and use devices, network and internet, students must agree to the following expectations:

Be Responsible

I will:

- Use digital tools, the network, and the internet for class assignments as directed by my teachers.
- Bring my district-assigned device to school every day.
- Use only my own accounts
- Keep my district-assigned device charged
- Monitor my screen time
- Follow international copyright laws
- Check in my district-assigned device each day

Be Respectful

I will:

- Use digital tools in a manner that does not distract those around me
- Be polite and productive in my online communications
- Treat all equipment with care
- Respect the work and privacy of others

Be Safe

I will:

- Keep passwords and login information private
- Alert a staff member if another student or I receive threatening or inappropriate online communication
- Tell an adult if I read something on the internet that makes me feel uncomfortable
- Use only district authorized software and browsers
- Refrain from sharing personal information on the internet
- Record or take pictures of others only if I have their permission



I understand that inappropriate use of school technology may result in restriction or loss of equipment, network, or internet access, and I could face further disciplinary action.

The complete Internet Safety and Acceptable Use Policy can be found on the Waunakee Community School District website under [Board of Education Policies](#).

- [363.2 Rule 1 Staff Internet Safety and Acceptable Use](#)
- [363.2 Rule 2 Student Internet Safety and Acceptable Use Policy](#)



ACADEMICS - AWARDS

Students will have the opportunity to earn academic awards based on their semester GPA's. Point values are assigned to the GPA and the points are totaled toward academic awards to be presented during the school year.

Semester GPA	Points
3.00-3.49	1
3.50-3.74	2
3.75-4.00*	3

Award	Points
Certificate	6
Letter	12
Medal	18
Pen Set	21



ACADEMICS

INCOMPLETES

Students at WCHS have two weeks to remove an incomplete grade from their report card. After two weeks, the grade for the incomplete work turns to an “F”. Talk with the teacher immediately after receiving an “I” in any class.

PROGRESS REPORTS

Progress reports are sent to the parent/guardian of students to indicate student performance at the four, nine and 13 week points of the semester. Progress grades are indicators of positive academic achievement or unsatisfactory performance and are not part of a student’s GPA or transcript.

YOUTH OPTIONS PROGRAM

Eleventh and twelfth grade students may enroll in the Youth Options Program and enroll at institutions of higher education (UW system, Wisconsin Technical College or a private non-profit institution or tribally controlled college in the State of Wisconsin) to take courses, which lead to credit granted toward high school graduation. For more information and to turn in the application, see the School to Career Coordinator. The application for the Spring Semester is due by October 1 in the preceding year. The application for the Fall Semester is due by March 1 of the same calendar year.

ONLINE COURSE ELIGIBILITY

Online courses are available to students under the following conditions:

1. The online course is a course not offered at the high school.
2. The online course resolves a scheduling conflict due to singleton sections in the student’s course plan.
3. The online course is necessary for a student’s Pathways programming.
4. The online course supports a student’s travel abroad or for national amateur athletic teams.
5. The course supports a student whose health-related concerns affect their ability to attend a full day on campus.
6. The online course is taken by a homeschool student enrolling in the high school
7. The course supports the transition of a mid-year transfer from another school.
8. Unique situations may be approved at the principal’s discretion.

After the conditions have been met, the student must follow the criteria on the online course approval checklist, complete a detailed online course description with their counselor or Pathways specialist, and have a signed student contract.



REPEATING A CLASS

Classes may be retaken for credit with the approval of the high school principal when the grade for the class the first time it was taken was a failure. All classes taken will appear on the student's transcript and be utilized in computing the student's grade point average. The high school principal should use discretion in determining whether a student may retake a class. Classes are not to be retaken simply to improve the grade point average or class standing. In certain situations, a student may talk to their counselor about the option of retaking a class as a "no mark audit" (enrollment in a course for no grade and no credit).

COURSES COMPLETED OUTSIDE OF WAUNAKEE COMMUNITY HIGH SCHOOL

All coursework taken outside of WCHS must be approved in advance of starting the class, please see your school counselor, School to Career Coordinator, or Pathways Coordinator (Pathway students) for appropriate paperwork. Students interested in either the Start College Now or Early College Credit Program, which allow public high school students who meet certain requirements to take post-secondary courses at a Wisconsin technical college, a UW System college or university, a Wisconsin tribally controlled college, or a Wisconsin private, nonprofit college or university, can request more information from the School to Career Coordinator. Applications for these programs must be submitted by October 1 (for spring courses) and March 1 (for fall courses) to the School to Career Coordinator to present to the Waunakee Board of Education. Once approved, and unless the student fails to complete or get a passing grade in the course, the district will pay the cost of tuition and fees (up to 18 postsecondary credits) and the student will receive both high school and college credit. This high school credit will then count toward the student meeting high school graduation requirements needed to earn a high school diploma.

COUNSELING DEPARTMENT

Our counselors assist students in their academic, personal/social and career decision-making. Counselors believe that the primary purpose of the school is to help you acquire skills, knowledge, and values that will help you succeed. However, learning can be difficult when personal and academic difficulties are foremost on your mind. Private discussions with your counselor gives you a chance to explore your ideas, thoughts, and feelings. In addition, counselors facilitate small group discussions related to specific topics such as relationships and family change. Groups consist of 8-12 students and meet weekly or biweekly throughout the semester. Students are invited to groups based on self-referrals and referrals from parents/guardians and teachers. If you do not want your child invited to join a guidance group, please contact us at (608) 849-2100 ext 2320.

For more information or to see one of the counselors, visit the guidance/counseling office to make an appointment with: Melissa Bacher, (Student Last Name A-F); Kimberly Bonsett-Veal (Student Last Name G-L); Mark Landis (Student Last Name L-R); Sarah Stimart (Student Last Name R-Z).



STUDENT SCHEDULES

The Counseling Staff would like to thank you for your careful planning in February for your course selections for the following school year. This deadline was necessary in order to meet curriculum and faculty needs as well as maintain balanced classes. Schedule changes will be made after that date only for the following reasons:

1. If you pass a scheduled class during summer school;
2. If you fail or do not complete a prerequisite course;
3. If you are placed in a math, science or English class which a teacher finds inappropriate for your ability;
4. If you are missing a required class;
5. If a clerical error was made in assigning your classes; and/or
6. To accommodate apprenticeship and co-op programs.

**Please note that we cannot make schedule changes for a change in teacher, lunch hour or to get a particular block free.*

PARENT/GUARDIAN REQUESTS

Creating the school schedule is a complex process that requires balancing staffing and student needs. As administrators and counselors craft the schedule, they consider many factors.

1. Because of the complex nature of class placement, parent/guardian requests for specific teachers are not able to be honored.
2. Parent/guardian requests for transfer of students into other sections will be considered and decisions will be made according to merit and unique circumstances surrounding each situation. Requests should be made in writing to the building principal stating the reasons for the requests. While parent/guardian requests may be made, requests may not be honored, depending on the nature of the request and factors at the building level.
3. Building principals shall make the decision as to whether to approve a transfer or assignment request. Transfers or reassignments should only be made when absolutely necessary.
4. The decision of the principal may be appealed to the Superintendent. The Superintendent's decision will be final and not appealable to the Board of Education.



CHROMEBOOK - RESPONSIBILITIES

All high school students are issued a district owned Chromebook for classwork. You are responsible for the care of your district Chromebook. If your Chromebook is damaged or not working properly, you should bring it to the Network Operation Center (room 1427) to be examined by an IT technician. If your Chromebook has been damaged, you are responsible for the repair fees. You will be issued a repair loaner Chromebook until your assigned device can be repaired. Any repair fees will be entered into Infinite Campus and parents/guardians will be notified. Once payment is made for your repair, you will receive email notification that you can pick up your repaired Chromebook. You must turn in your repair loaner in order to receive your repaired Chromebook.

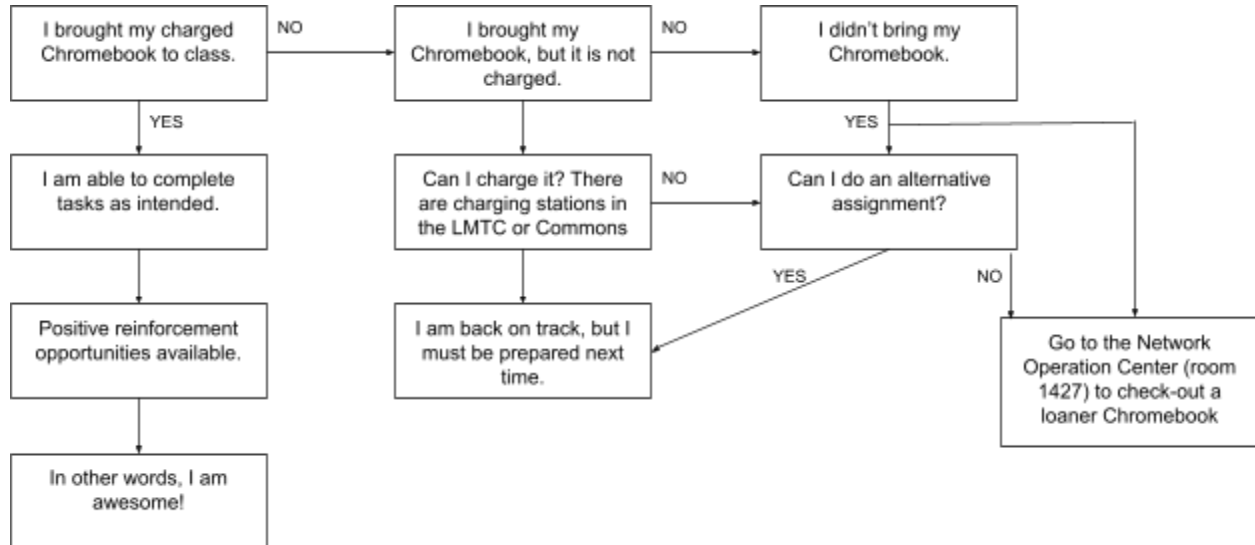
Personal devices can be brought in, but are only allowed to connect to our Guest network. We will not troubleshoot issues accessing school resources on a personal device. Students **cannot** use personal devices for testing. You are responsible to bring in your fully charged district Chromebook on all testing days.

We understand that on occasion your Chromebook may not be charged, or you may forget your Chromebook. A limited number of loaner Chromebooks are available in the Network Operation Center (room 1427). If you do not currently have a loaner Chromebook checked out you can stop down to the Network Operation Center and we will check out a daily loaner to you that must be returned at the end of the school day. The following rules apply to loaner Chromebooks.

- Daily loaners must be returned by the end of the school day.
- If your Chromebook is damaged, or malfunctioning, a repair loaner can be kept until your district issued Chromebook has been repaired.
- If you do not return a daily loaner by the end of the day, the Chromebook will be locked and you will not be able to check out another loaner until it is returned.
- Your parent/guardian will be contacted if you have not returned a loaner after three days.
- Excessive loaner checkouts may result in Chromebook restrictions or disciplinary action.



CHROMEBOOK - PROCEDURES



Please note! Depending on the assignment, classroom logistics, and other circumstances, charging in the classroom and alternative assignments might not be available. Teachers will not have extra Chromebook chargers. Please make arrangements before class starts.



CO-CURRICULAR ACTIVITIES

STATEMENT OF PHILOSOPHY

Co-curricular activities are an integral and valuable part of a student's high school experience, and Waunakee High School is committed to sponsoring a wide variety of such activities. Waunakee High School recognizes that participation in a co-curricular activity is a privilege offered to its students. While difficult to measure, the educational value of co-curricular participation is extensive. Students not only develop physical, mental, and social skills, but also positive values and attitudes that they will take with them into their adult life.

All organized activities in life - be they work, play, or school related - place expectations upon participants. The co-curricular handbook details these expectations as they pertain to all co-curricular participation at Waunakee High School. Participation in activities is a privilege earned, in part, by accepting and following the regulations contained in the co-curricular handbook.

DEFINITION OF CO-CURRICULAR ACTIVITIES

Co-curricular activities at Waunakee High School are defined as those activities in which students serve, perform, or compete as representatives of Waunakee Community High School. All students who participate in the various categories of activities or any additions are required to abide by the co-curricular handbook.

- Cheerleading: At WCHS, workshops and tryouts are held for students interested in cheerleading. We encourage active participation from both boys and girls in our cheerleading program. Other activities cheerleaders are involved in are: organizing pep rallies, attending workshops and contests, maintaining crowd control, and generally promoting school spirit.
- Dance Team: Dance Team is a co-curricular activity consisting of 16-20 students who perform dance routines during the halftime of basketball games and before wrestling matches. Tryouts for the Dance Team are held in the spring for the following year. Practices begin in September and run through February.
- Equestrian Team: The Equestrian Team is open to those with a competitive interest in horses. If you are a rider, or love horses we are a team that will compete with the WIHA. Our district show and state shows are in the fall.
- Forensics: The Forensics Program provides students with a variety of opportunities to showcase their speaking talents. Students compete in original speaking, oral interpretation, and play-acting categories. The emphasis in forensics is on personal growth in communication skills.



- Music: Waunakee Community High School offers a varied music program including both a school year and summer program. Students interested in music may choose offerings that include Jazz Ensemble, Pep Band, Solo and Ensemble and Swing Choir.
- One Act Play: Each fall, students who participate in One Act produce a play which is performed locally and as a part of the Wisconsin High School Forensics Association Theater Festival. Auditions are held in September, performances begin in October and the state festival is the weekend before Thanksgiving. Students are needed to act on-stage and to work backstage in a variety of roles.
- Spring Play/Musical: Each spring students produce a full-length performance for the community. Musicals are produced in even numbered school years (2016, 2018, etc.) and non-musicals are produced in odd numbered years (2015, 2017, etc.). Auditions are held in January or February and the performance is the first weekend in May. Students are needed to act on stage and to work backstage in a variety of roles.

Students involved in co-curricular activities will be required to sign and abide by the co-curricular handbook. All co-curricular activities are placed into categories and follow the various expectations sections of the co-curricular handbook. Sections include school behavior, school attendance, academic ineligibility, and conduct code. Co-curricular handbooks will be distributed and reviewed by the activities coach/director/advisor at the start of each activity. Students involved in various activities as outlined in the co-curricular handbook are subject to random drug testing.

Individuals interested in proposing a new co-curricular offering must submit a request by October 31 in order for the new activity to be considered for the following school year. This allows for consideration of the request to be part of the budgeting/negotiation process, as necessary. ([Board of Education Policy 370 – Rule 4](#))



CO-CURRICULAR ACTIVITIES - Offerings

ATHLETICS - BOYS

FALL	WINTER	SPRING
Cross Country	Basketball	Baseball
Football	Hockey	Golf
Mountain Biking	Swimming	Track and Field
Soccer	Wrestling	Tennis
	Ski/Snowboard Team	Lacrosse

ATHLETICS - GIRLS

FALL	WINTER	SPRING
Cross Country	Basketball	Soccer
Golf	Gymnastics	Softball
Mountain Biking	Dance	Track and Field
Swimming	Hockey	Lacrosse
Tennis	Ski/Snowboard Team	
Volleyball		
Equestrian Team		



CO-CURRICULAR ACTIVITIES - Behavior

Behavior at co-curricular events is a privilege, and not a right. Students are expected to follow the same expectations at these events as they would at school. This includes refraining from derogatory, demeaning, disrespectful language and/or hand gestures towards student athletes or officials. Students under the influence of alcohol or other drugs or participate in dangerous, disorderly, disrespectful or unsafe behaviors can and will result in the following:

1. May be suspended and/or expelled
2. May be required to serve detention, including Saturday school
3. May be referred to law enforcement
4. Are not allowed to attend co-curricular activities for the season during which the offense occurred or longer
5. Are not allowed to attend the next dance following the offense (Homecoming, Winter Formal, Prom, etc.)
6. Are not allowed to participate in school-sponsored trips requiring overnight stays for one calendar year after the offense
7. Second offense = loss of attendance privileges for co-curricular events and dances for one year
8. Third offense = loss of attendance privileges for co-curricular events and dances for the remainder of high school



EXPECTATIONS - Attendance

Regular attendance is an important factor in school success. The activities and learning that occur during a class period are not easily made up since the experiences cannot be duplicated. Therefore, it is important that absences be kept to a minimum. State law dictates that a student must attend school until the end of the semester in which the student reaches 18 years of age.

Seniors must be in attendance 90% of the time in both Semesters 1 and 2 to participate in commencement. The 90% is defined as missing nine full days or 45 periods per semester, no more, of which can be five of any one hour, including study halls and Contact Time.

The following absences shall not count towards the 45 periods: School activities, family emergencies communicated to the attendance officer, medically excused illnesses or conditions with documentation, pre-approved and documented post-secondary school visits, pre-approved family trips that cannot be scheduled at any other time and funerals.

Medical Excuses:

To have an absence marked as Medical, documentation on the provider's letterhead may be hand delivered by the student to the attendance desk. Alternatively, the provider or parent may send the documentation via fax (608) 850-5680 or email at whs_attendance@waunakee.k12.wi.us.

Post-Secondary School Visits:

Documentation on official letterhead from the school that was visited can be turned in to the attendance office. An email from the school to the visiting student specifying the date of the visit is acceptable. Business cards, flyers, and parking passes are not sufficient.

Family trips:

If the student will be accompanied on the trip by the parent/guardian, please notify attendance ahead of time through the Infinite Campus Parent Portal or call the attendance voicemail at (608) 849-2110.

Funerals:

A parent or guardian should notify attendance through the Infinite Campus parent portal or voicemail at (608) 849-2110.



EXPECTATIONS - Guidelines for School Attendance

We encourage parents to send students to school each day if injury or illness does not significantly compromise the student's health and there is no threat of communicable disease to others.

When should my student stay home?

- there have been episodes of vomiting or diarrhea in the last 24-hours and the student is not yet tolerating a regular diet
- the student's temperature is abnormal (approximately 100° or higher) and the student feels ill
- the student is aching and fatigued enough to be unable to participate in class and school activities
- the student has an uncontrollable cough or runny nose that s/he cannot care for in a sanitary way
- the student has been diagnosed with strep throat or other treatable contagious disease and has not yet had 24-hours of treatment
- the student has untreated contagious disease (impetigo, scabies, draining pink eye, etc.)
- the student has a recent injury that causes enough discomfort to significantly distract him/her from being able to focus on school activities in class

A practical question to ask is: Does the student feel well enough to participate and learn in school or would it benefit the student to rest at home today?

A student may be excused for any reason by his/her parent or guardian for no more than a total of 10 days in the school year.



EXPECTATIONS - Approved Legal Excuses for Absences

The Board of Education has determined **Legal Excuses for Student Absences** ([Board of Education Policy 431](#)).

The superintendent or designated building attendance officer is empowered to approve a legal excuse to any student for the following reasons:

1. Evidence that the student is not in proper physical or mental condition to attend school or an educational program. The District may require the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such an excuse shall be made in writing, shall state the period of time for which it is valid and shall not exceed 30 days.
2. An illness in the immediate family that requires the absence of the student because of family responsibilities.
3. Medical, dental, chiropractic, optometric or other valid professional appointments. Parents/guardians are requested to make appointments during non-school hours.
4. A death in the immediate family or funerals for close relatives.
5. Religious holidays.
6. Family trips that can be taken only during the normal school term. The intent of this excuse is to provide the opportunity for students' to accompany their parents/guardians on a vacation that cannot be scheduled when school is not in session. A parent/guardian shall be required to notify the building principal or designee, prior to leaving on vacation of the pending absence for the purpose of reviewing the student's attendance record and overall performance record. Student vacations or trips without parent/guardian accompaniment are not excused absences.
7. A court appearance or other legal procedure which requires the attendance of the student.
8. A quarantine as imposed by a public health officer.
9. Attendance at special events of educational value as approved by the principal, or designee.
10. Approved school activities during class time.
11. Special circumstances that show good cause which the principal or designee approves in advance.



EXPECTATIONS - Attendance Office

The attendance office is located in the main office and is open from 7:30 a.m. - 4:00 p.m. The Infinite Campus Parent Portal provides parents with the most timely assistance for future attendance matters and is always available to record absence requests from your electronic device.

Go to the Infinite Campus Parent Portal > Menu > More > Absence Requests.
Complete information requested and then Submit

If you need help accessing Infinite Campus, please contact our District Registrar, Julie Gengler, at (608) 849-2000.

The attendance voicemail is always available for questions and help with adjustments to previously requested absences. (608) 849-2110

Tardiness:

Late arrivals should always sign in at the office before going to class. Students arriving within the first 30 minutes of class time will be marked tardy. After 30 minutes the student will be marked absent from that class period. When a student arrives late, it is the teacher's responsibility to give consequences.

Notifying School of Absences/Making Homework Requests:

If a student will be absent from school:

- The parent or guardian should call the school as soon as possible to notify the attendance office of the absence.
- At the high school level it is solely the student's responsibility to obtain any missed homework by checking resources such as the teacher's webpages, Infinite Campus, or by direct email with the teacher.

Permission to Leave School ([School Board Policy 435](#))

- Parental permission and school authorization is needed before a student may leave school prior to school dismissal;
- Students must sign out in the school office or high school attendance office at the time they leave with their parents/guardians



Illness During the School Day:

Should a student feel unwell during the school day we request that they go to the health office and the school nurse/health assistant will contact a parent in cases such as:

- A student simply asking that a parent/guardian be contacted;
- Health office personnel has deemed a child to be too ill to remain in school;
- A child involved in an accident/injury situation that requires immediate medical attention.

Passes:

Passes are no longer used from the attendance desk for early releases but may be used at other times between classes during the school day. Students should not be out of their assigned class the first 30 minutes of a class period.

Partial Day Absence:

If a student needs to leave school, for any reason:

- A parent/guardian should put the request into the Infinite Campus parent portal prior to the student's leaving.
- The student's early release time will be recorded in Infinite Campus with a note to teachers that states, "Departing (time) AM/PM."
- Once the student leaves their classroom they should sign out on the computer at the attendance desk before exiting the building.
- When they come in during the school day they should always sign back in at the attendance desk.

Absence Due to Field Trip/Co-curricular Activities:

On the occasions when instructional time is missed due to participation on a field trip or co-curricular activity.

- The attendance office will enter the student's early release times into Infinite Campus.
- Parents do not need to call the office and students do not need to sign in or out.
- Students are solely responsible for contacting their teachers in advance of the field trip/co-curricular activity to determine what they will miss, to make arrangements for retaking tests/quizzes/labs etc., and to make up assignments missed within the timeline of one class period per excused absence.



Procedures to Follow After an Absence:

In a perfect world, absences would always be reported ahead of time, but in the event that an absence is not called in before it occurs:

- The parent/guardian should call the attendance line and leave a message excusing their student.
- The Infinite Campus Parent Portal is not designed for parents to back-date absences.
- Students must take the responsibility of obtaining the work they missed by talking with the instructor as soon as possible. You must turn in this work within an equivalent number of days that you were absent unless an extension is granted by your instructor.

Unexcused Absences:

If a student is marked absent for any class period and that absence is unexcused, the student should clear up the absence with their parent/guardian or the teacher as quickly as possible. If not cleared, attendance violations will result in detentions at the discretion of the associate principal.

Truancy:

A truant is defined as a student who is absent from school without an acceptable excuse. A habitual truant is absent from school without an acceptable excuse for part or all of five or more days on which school is being held during a school semester.

Visitor Passes:

Visitors to school must obtain a pass before they can be in the halls or classrooms of our school. If you would like to bring a guest to school, please see an administrator at least 24-hours before the day they are to attend. Also, it is common courtesy to ask each of your teachers if you may have another person come with you to class. Visitor passes will not be granted the last two weeks of each semester.



EXPECTATIONS - Electronic Devices

To view the Student Use and Possession of Electronic Communication Device, please refer to [Board of Education Policy 443.6](#).

Waunakee Community High School Policy and Procedures for Student Use and Possession of Electronic Communication Devices

Student use or possession of electronic communication devices (ECDs) such as cell phones, smart watches, tablets, earbuds/headphones, school-issued Chromebooks, and personal laptops on school grounds is subject to certain restrictions. The purpose of this policy is to ensure that ECDs do not disrupt the educational environment, compromise academic integrity, or hinder student safety.

Use and possession of ECDs may be permitted during school hours only if it is determined by the administration to be for a medical, school, educational, vocational, or other legitimate use. Such use or possession of an ECD may not, in any way:

- Disrupt the educational process in the school district;
- Endanger the health or safety of the student or anyone else;
- Invade the rights of others at school; or
- Involve illegal or prohibited conduct of any kind.

ECDs may be used during passing times, before/after school and during a student's designated lunch period. Outside of these designated times, ECDs must be silenced and stowed away during any and all instructional times (including Advisory and Contact Times). The use of ECDs is not permitted in the hallways other than during passing times. At no time are ECDs to be used in a locker room or bathroom. Students who have open study halls or have permission to use the LMTC may use their devices in those designated areas only.

Students who violate this policy shall be subject to the below disciplinary process as determined to be appropriate by the administration. The process for an ECD violation is as follows:

1st Offense: The staff member will confiscate the electronic communication device and turn it into the main office.

1. The student will lose access to their device for the remainder of the school day PLUS the next two days. ECD will be turned into the office each day before school and picked up at the end of the day.
2. Caregiver(s) will be contacted.



2nd Offense: The staff member will confiscate the electronic communication device and turn it into the main office.

1. The student will lose access to their device for the remainder of the school day PLUS the next five (5) school days. ECD will be turned into the office each day before school and picked up at the end of the day.
2. The student will receive a 30 minute before or after school detention.
3. Caregiver(s) will be contacted.

3rd Offense: The staff member will confiscate the electronic communication device and turn it into the main office.

1. The student will lose access to their device for the remainder of the school day PLUS the next 20 school days. ECD will be turned into the office each day before school and picked up at the end of the day.
2. The student will receive a three-hour Saturday school detention.
3. Caregiver(s) will be contacted.

4th Offense: The staff member will confiscate the electronic communication device and turn it into the main office.

1. The student will lose access to their device for the remainder of the school day PLUS the remainder of the school year. ECD will be turned into the office each day before school and picked up at the end of the day.
2. The student will receive two (2) Saturday school detentions.
3. Caregiver(s) will be contacted.

Any student who refuses to comply with this policy and the procedures outlined above, including refusing to turn in all parts of the ECD, will be disciplined for insubordination. This includes but is not limited to detentions and/or suspensions.

Caregivers are asked to discuss this policy with their children and support its enforcement. Caregivers calling or texting their student's cell phone during the school day could lead to a student being found in violation of school rules. Should you need to reach your student in an emergency, please call the main office at (608) 849-2100.



EXPECTATIONS - Artificial Intelligence

Use of generative AI tools or chatbots by students on graded assignments is prohibited, except with the express permission of the teacher, in which case the use of AI must be cited by the student. Unauthorized use of AI by the student will be treated as an academic honesty violation.



GENERAL EXPECTATIONS

Lockers:

A student locker is provided to you for your convenience by the school. Lockers are school property and may be opened and inspected by school authorities at any time to ensure a safe school environment. Random searches of lockers will be conducted periodically. Student coats, backpacks, and other possessions may be searched. Dogs may be utilized to search student lockers.

Each student is assigned a locker upon enrolling at Waunakee Community High School. This locker is yours for all four years and may be changed only by permission of the office. You are responsible for the cleanliness and the repair of your assigned locker.

Custodians will help you with mechanical and maintenance problems. Lockers must be secured with a school-approved lock at all times. Locks are available for purchase in the main office. Only school locks are permitted on lockers; other locks will be removed. Any items left in your locker at the end of the year will be discarded.

WE RECOMMEND THAT YOU DO NOT LEAVE VALUABLES IN YOUR LOCKER. The school cannot assume responsibility for money or valuables, lost or stolen when left in lockers. The office will temporarily hold your valuables if you must bring them or money to school. Jackets and outerwear must be left in lockers and are not to be worn in classrooms.

Hazing:

Behavior/activities that draw undue attention, embarrass, or intimidate students are not tolerated. This includes any kind of initiation of students based on their status (e.g., freshmen students being mistreated by upperclassmen and older athletic team members mistreating new members). Incidents should be reported immediately to a teacher, coach, guidance counselor, or administrator. Further information regarding harassment and hazing is included in the Appendix of this handbook.

Motor Vehicles/Parking:

The following policies have been established in order to provide a safe environment for everyone (i.e., drivers, passengers, and pedestrians):

- Students driving vehicles to school may park in one of the designated school parking lots with a parking permit.
- Students may not park in the designated staff areas.
- Student parking permits must be purchased from the high school office for \$50 and are not transferable between students.



- Vehicles parked in designated school lots without a school parking permit will be subject to ticket and/or towing.
- Students may only park in designated student stalls. Student vehicles parked in other areas will be stickered, ticketed or towed.
- Students may not park in “Visitor Parking” stalls, even for short periods of time.
- Vehicles are not to be moved out of the parking lot during the regular school day, including lunch, unless the student has the school’s permission to leave. Such permission is to be granted ONLY upon receipt of a written or telephoned request from the parent/guardian of the student. The permit is for the DRIVER of the vehicle ONLY.
- Students may not be in or on a moving or parked vehicle that is on or off school grounds during the school day without permission.
- Repeated violations of the motor vehicle / parking policy will result in revocation of a student’s permit without a refund and ineligibility to purchase a permit in future years.
- For safety purposes, the riding of skateboards and rollerblades on school property is prohibited.

Study Hall:

A study hall should be a place that is conducive to studying. Therefore, rules have been established to provide such an atmosphere. Your study hall teacher will explain these rules on the first day of class. Card playing is prohibited in study halls.

Guided study hall is held in classrooms. Only water may be taken into lecture rooms, classrooms, or the auditorium during study halls. Commons study hall is held in the commons or the small auditorium, provides greater freedom and more responsibility for 11 th and 12 th grade students.

Responsibility Release Program:

The purpose of the Responsibility Release Program is to provide:

- A program that is a junior/senior privilege.
- An increased level of responsibility for juniors/seniors in their use of unscheduled time. The program is intended to help juniors/seniors develop a higher level of self-discipline through making their own decisions.
- An opportunity for learning through part-time employment.
- An atmosphere of mutual trust and cooperation.

Privilege: A junior or senior student with a study hall who qualifies for the Responsibility Release Program is given the freedom to be self-directing in the use of their study hall time and go directly to their planned destination (inside or outside the school) without having to report to the study hall for attendance. Those who earn this privilege cannot be in the building without administrative approval. This privilege may be removed at any time with administrative discretion.



Responsibility: Participating students are expected to show RESPONSIBILITY by:

- Maintaining a 2.7 overall grade point average
- Setting an example for other students, particularly with regard to behavior in the school and community
- Observing all school regulations, especially those concerning hall passing times and the Responsibility Release Program
- Using good judgment in their conduct in and around school and community
- Participating in meetings about the RESPONSIBILITY Release Program and its evaluation

Posters:

Announcements of out-of-school activities may only be posted in the LMTC. Announcements of in-school activities may only be posted on the vinyl boards located in hallways. These must be administratively approved prior to posting.

Drug-Free Schools:

Students are expected to help maintain a tobacco, alcohol and other drug-free environment.

We comply with the following laws:

1. Wisconsin law prohibits the use and possession of tobacco products on school property.
2. State law prohibits possession or consumption of alcohol by persons less than 21 years of age.
3. Wisconsin law prohibits the possession or use of controlled substances, or look alikes, and drug paraphernalia by all age groups. Students who violate these laws may be suspended and or expelled. Students in co-curricular activities will have further penalties and should ask their coach for the co-curricular code.

Students under the influence of drugs or alcohol at school or school events:

1. Will be suspended and/or expelled
2. Will be referred to law enforcement
3. Are not allowed to attend co-curricular activities for the season during which the offense occurred
4. Are not allowed to attend the next dance following the offense (Homecoming, Winter Formal, Prom, etc.)
5. Are not allowed to participate in school-sponsored trips requiring overnight stays for one calendar year after the offense
6. Second offense = loss of attendance privileges for co-curricular events and dances for one year
7. Third offense = loss of attendance privileges for co-curricular events and dances for the remainder of high school



Second and third offenses may have their penalties reduced by voluntarily participating in an ATODA assessment and follow-up counseling at non-district expense.

Any student may receive help with alcohol, tobacco or other drug use problems from trained school personnel who must keep the information confidential. Students wanting information should contact a teacher, counselor or administrator for referral to ATODA support.

Board of Education Policies:

[Restrictions on Tobacco, Nicotine, and Vapor Products Policy 443.3](#)

[Student Alcohol and Other Drug Abuse Policy 443.4](#)

Under the Influence: Any student who has consumed or used any amount of any prohibited substance will be considered under the influence. Being under the influence includes but is not limited to, the emission of the odor of any of these substances, such as having alcohol on the breath, or any impairment of normal functioning, such as slurred speech, inability to walk properly, or dilated pupils.

Possession: Possession means having any knowledge of, and any control over, an item. Control includes, but is not limited to, having access to an item in a school locker, personal effects, a vehicle, or other place where the item is located. It is not necessary that a student intended to control the item. A student may acquire knowledge of an item visually, by being told about the item, or through other sensory perception. A student's knowledge will be determined based on the surrounding circumstances, not just the student's statements. For example, "forgetting" that an item is in one's locker, personal effects,

Delivery: Delivery means a transfer, or attempted transfer, of possession or control to another person whether or not the substance or item is in that person's immediate presence. Delivery includes, but is not limited to, any gift, exchange, sale, or other transfer with or without payment or other consideration.

Look-alike: a "look-alike" is any substance or item which is not, but reasonably appears to be, or is represented to be, the real substance or item. Examples include, but are not limited to: (a) a toy gun which is very difficult to distinguish, except upon close actual gun; (b) a green leafy plant material, a vape pen, or edible which is not, but is claimed, believed, or intended to appear to be marijuana or a THC derivative; and (c) a white powdered substance which is not, but is claimed, believed, or intended to appear to be a toxic chemical or biological agent.

Drug Paraphernalia: drug paraphernalia includes, but is not limited to, pipes, one-hitters, rolling papers, or any device or item which contains residue of an illegal substance.



EXPECTATIONS - Dress Code

What we wear can contribute to a culture of respect and learning. This dress code is a set of guidelines intended to describe what we wear when it is time to engage in instruction and be productive. This includes all school sponsored events and activities.

The primary responsibility for a student's dress belongs to the student and their parent(s) or guardian(s). The school district is responsible for ensuring that student dress, and the enforcement of the dress code:

- does not interfere with the health or safety of any student;
- does not contribute to a hostile or intimidating atmosphere for any student;
- does not reinforce or contribute to a culture of harassment or objectification.

At Waunakee Community High School, the dress code will:

- Maintain a safe classroom environment.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that: is racist, lewd, vulgar or obscene; containing fighting words; incites others to imminent lawless action; defamatory/hate speech; threats to others.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference profanity, pornography, alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, ability, or body type/size.
- Ensure students feel comfortable in the learning environment without fear of, or actual, discipline or body shaming.
- Allow students to wear clothing that expresses their self-identified gender.
- Ensure consistent enforcement of the dress code and consistent consequences for violations of the dress code.

Dress Code

1. Section 1:

Students Must Wear*

- A Shirt (with fabric in the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- footwear.
- The bottom of the shirt must be able to meet the top of the pants (or equivalent).



*Courses and school events that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).

2. Section 2:

Students May Wear, as long as these items do not violate Section 1 above:

- Hats or hoodie sweatshirts. Hats or hoods (both may not be worn at the same time) must allow the face and ears to be visible to staff, and not interfere with the line of sight of any student or staff. Students must comply with a staff member request to remove hats/hoods/headgear during the administration of assessments.
- Religious headwear
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

3. Section 3:

Students Cannot Wear:

- Apparel that displays/reflects violent language or images.
- Apparel that displays/reflects images or language depicting drugs or alcohol (or any illegal item or activity).
- Apparel that displays/reflects hate speech, profanity, pornography, lewd words or images.
- Apparel that displays/reflects images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups. The wearing or display of the confederate flag or swastika during the school day and on school property is not allowed.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Blankets
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).



Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. When a teacher, school counselor, or school administrator discusses a dress code violation with a student, it is recommended that another adult should be present if possible. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

Staff Responsibility:

- If a student is violating Section 3 of the dress code, staff shall address the issue privately with the student following the guidelines below.
- If a student is violating Section 1 or Section 2 of the dress code or if a staff member is unable to enforce Section 3 of the dress code following the guidelines below, unsure if the dress code is being violated, or uncomfortable enforcing the dress code, an email should be sent to the distribution list !HS Dress Code Violation (hsdresscodeviolation@waunakee.k12.wi.us). An administrator or student services staff member shall determine the next steps.

Administrator/Student Services Staff Member Responsibility:

- If a student is violating Section 1 or Section 2 of the dress code or a teacher has contacted you about a student violating Section 3 of the dress code, speak to that student privately and with the least possible loss of classroom instruction. Resolve the situation using the guidelines below.

Enforcement Guidelines:

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Section 3 of the dress code. Students in violation of Section 3 will be provided 3 options to be dressed more to code during the school day:
 - Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
 - Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
 - If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- No student shall be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- Students shall not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:
 - kneeling or bending over to check attire fit or measuring straps or skirt length;
 - asking students to account for their attire in the classroom or in hallways in front of others;



- calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; and,
- accusing students of “distracting” other students with their clothing.



EXPECTATIONS - Bathroom Behavior

The restrooms at Waunakee Community High School must only be used for their intended purpose. Students found eating, loitering, vandalizing, vaping/smoking, or engaging in disruptive behavior in the restrooms will face disciplinary consequences.

Rules:

- Students should use the restrooms promptly for their intended purpose and then exit. Loitering, gathering in groups, and hanging out in the restrooms is prohibited.
- No more than 1 person is allowed in any stall at any time.
- Vandalism of any kind, including writing on walls, damaging fixtures, etc. is strictly prohibited and will result in disciplinary action and potential financial restitution.
- Vaping, smoking, and use or possession of any tobacco/nicotine products is prohibited per [School District Policy 443.3](#). This will result in confiscation and disciplinary consequences.
- Students are expected to clean up after themselves and dispose of trash properly. No rough-housing, yelling, or other disruptive behavior is allowed.
- Students who notice any disruptive, unsafe, or concerning behavior should immediately report it to school staff.
- Cell phones are strictly prohibited in the bathrooms at all times.

Disciplinary Action:

Violations may result in out-of-school suspension or other escalated consequences. Student safety and maintaining an appropriate educational environment are priorities. Students are expected to be responsible and follow all school rules and policies when using the restrooms.



EXPECTATIONS - Behavior

For expectations and Classroom Code of Conduct, please refer to [School Board Policy 443](#).

In order for a school to function effectively, everyone must work together. Any disruption to learning is looked upon as behavior that must be changed so that we can get back to our major purpose. Students are expected to use self-discipline by limiting their actions for the good of others. Your behavior should not interfere with the rights and civil liberties of others.

The school administration, along with teachers, is responsible for maintaining the school environment by taking immediate action when a disturbance occurs. We believe that good discipline results from consistent application of the rules to each person. Disobedience and misconduct will be handled through detentions, suspensions, expulsions or other consequences that clearly indicates to students that their behavior is inappropriate and unacceptable.

Detentions can be given by the teacher for classroom disturbances or they can be given by the principal or assistant principal. Detentions can be served with a teacher or with the assistant principal depending on the circumstances and their decision about what will happen. If a student does not serve the scheduled time of the detention, additional consequences may be added.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

Teacher Detentions: 1) Your teacher will inform you of the number of minutes you have been assigned and tell you when you can make up the time and where; 2) Detentions usually are served the day they are given in order to be meaningful to both parties. However, detentions are required to be served by at least the day after they are received; and 3) Failure to report for detention without permission to be excused will result in a doubling of the time for the following two days.

Office Detentions: 1) A copy of each office referral is sent to the student's parent/guardian and one is retained in the student's permanent file; and 2) A conference with the parent/guardian may be requested if the infraction is serious or there have been a number of other incidents which caused a detention to be given.

Saturday School: Students may be assigned to serve Saturday School from 9:00 a.m. until 12:00 p.m. Failure to serve will result in an in-school suspension.

Suspensions: The principal or assistant principal has the authority to suspend a student if her/his behavior seriously endangers the health, safety, property, operation or welfare of the school or a member of the school community. If you are suspended out-of-school, you are not



permitted on school grounds and you may not attend any school functions during the suspension. Seniors that are suspended in the week prior to Graduation will not be eligible to participate in the ceremony. Students who are in co-curricular activities and receive suspensions or detentions should refer to the co-curricular code to determine additional consequences.

The following offenses are subject to suspension/expulsion while on school grounds, at school events, or while under the supervision of school authorities. The following list is items that could cause suspension or expulsion, but is not limited to:

1. Willfully defacing or damaging school or personal property.
2. Possession, selling, distribution or use of illegal drugs, drug paraphernalia, legal drugs used for illegal purposes, alcohol, tobacco or look alike products or any other substance that causes intoxication or results in mind or mood alterations. Included are e-cigarettes and/or vapor devices which release vapors to the user or environment.
3. Fighting, acts of violence or sexual assault.
4. Carrying, using or possessing weapons or look-alike weapons.
5. Use of profanity, vulgarity or obscene gestures.
6. Commission of a serious act of defiance against a teacher or administrator.
7. Refusal or neglect to obey the rules.
8. Unauthorized or unsafe use of a vehicle.
9. Presenting a false note to the attendance office.
10. Threats against property or a person.
11. Stealing.
12. Interference with a school person carrying out his/her duties.
13. Harassment.

Police will be notified whenever physical force is used or weapons are on campus.

Students will be subject to the regulations set-up by any co-curricular activity in which they are enrolled. Students who violate local, state or federal law shall also be subject to civil and/or criminal prosecution.

Due Process in a Suspension:

- Before a student is suspended they must be advised of the reasons for the suspension, given oral and/or written notice of the charges and evidence, and given an opportunity to give his/her side of the story.
- It must be determined that the student is guilty of non-compliance with a school rule and that the suspension is reasonably justified.
- Prompt notice of the suspension and reasons for it will be given to the parent. The police may be requested to come to the building in order to cite a student if the administrator determines that the behavior is serious enough to warrant further consequences than the school can legally administer. If a student is suspended out-of-school, then at no time will the student be permitted to be in school, on school property, or at a school



activity unless approved by the principal or assistant principal. Parents may be required to attend a meeting with their child and assistant principal (or principal) before the suspended student will be allowed to re-enter school.

- The student will be given an opportunity to take any quarterly, semester, or grading period exams or make-up any major project, speech, etc., which is missed due to the suspension.
- The student and parent/guardian will be given an opportunity to have a conference with the district administrator or someone he appoints (but not someone from the student's school) within five school days of the suspension. The purpose of the conference will be for the school official to determine if the suspension was fair, just and appropriate. If it is found that the suspension was unfair, unjust or inappropriate or that the student suffered undue consequences as a result of the suspension, reference to the suspension may be removed from the student's record. This finding must be made within 15 days after the conference.



GENERAL INFORMATION

BUS SERVICE/TRANSPORTATION

The Board of Education provides transportation for all students requiring this service. Buses leave promptly from the high school loading area at 3:35 p.m. Persons missing the bus due to a school schedule conflict should report to the office and arrangements will be made to transport them home. Students who accidentally miss the bus must provide their own transportation. Orderly conduct is expected from each student riding the bus.

Co-curricular trips:

- The above rules and regulations apply to any trip under school sponsorship.
- Pupils shall respect the wishes of a chaperone appointed by the school.
- Pupils riding the bus to an activity must also ride the bus on the way back.
- If a student does not wish to ride the bus back from an activity, they must present a written parental request to the assistant principal prior to the trip. Students may only ride with parents or a relative if they are not returning on the bus.

Spectator Bus Policy:

Spectator bus tickets will be sold in the office until noon the day of the game or by noon Friday. Refunds will not be made. Remember, if you ride the bus to an event, you are expected to return home on the bus.

DANCES

Dances will be held from time to time during the school year. They are usually held in the commons area. All students and guests attending WCHS dances will be governed by the following regulations.

- Students will not be allowed into the dance after half of the dance has occurred.
- Students bringing a guest to a dance must register the guest in the office prior to the dance. Guests must be current high school students or one year removed from graduation.
- Once you have entered the dance you will not be allowed to go outside and then re-enter the dance unless a chaperone approves prior to your leaving.
- A student may be excluded from a dance for misconduct.
- Students are expected to dance in an appropriate manner. Dancing that is overly suggestive or physical will be addressed by supervisors.

Junior/Senior Prom is an event sponsored by the junior class. The dance is open for junior and senior students and their guests. A special area is available for spectators (parents/guardians are encouraged to attend). Juniors vote for candidates in their class and those receiving the



most votes are on the Prom Court. The royalty are announced as part of the Grand March the night of the dance.

Homecoming Activities will be determined by the class officers. Other students are encouraged to help and take part in any of the activities. The Homecoming Court consists of senior students who are selected by their school-sponsored clubs and organizations to represent their membership in the Assembly and Parade. Each year the Class Officers plan which events they want to include during the week, so no two year's events will be exactly the same.

ELECTIONS

Student government (Class officers and Student Council) positions are elected in the spring. Four officers are elected for each class (e.g., a president, vice-president, secretary, and treasurer as well as student council positions). Applications can be obtained in the high school main office.

FEES

- A supplies/textbook fee of \$60.00 will be assessed to all students.
- If a student is going to participate in any co-curricular activity (excluding clubs and student council), they must pay an annual participant fee of \$75.00 per activity, with a maximum of \$225.00 for three or more activities.
- Waiver of fees: The Waunakee Community School District charges fees for several purposes. All district fees will be waived for families who qualify for the federal free/reduced lunch program whose DPI waiver form is signed. Applications for the federal free/reduced lunch program are sent to all families prior to the start of the school year. Questions about the program can be directed to the Business Office, at 849.2000 ext. 8491.
- No refunds will be provided after fees are paid.
- Note: The Waunakee Community School charges a supplies/textbook fee. This fee is annually approved by the Board of Education. The fee varies by grade level. The fee is charged to partially offset the district's costs for providing consumable supplies, textbooks, and workbooks to students.

Neither of the above rates includes the following:

- Advanced Placement United States History textbook \$21.95
- Band: uniform rental fee of \$10, musical instrument rental \$40, percussion instrument rental \$50, large instrument rental \$100
- Music books/Solo and Ensemble books
- Solo/Ensemble participation \$25
- Football equipment \$35; optional helmet purchase program \$295
- CESA driver education fee of \$400.00 (\$25 more for internet coursework)
- Yearbook



- materials for family and consumer education, industrial tech, art for projects to be taken home
- Art: Elements of Art and Principles of Design \$5; Ceramics, Metals, D and P, Photography, Textiles, Advanced Art Workshop \$10
- Tech Education Metals \$20
- Tech Education Home/Auto \$10
- Family Consumer Education (FCE) foods courses \$40
- Physical education (athletic shoes, bowling, etc.)
- Transcripts: \$15 one-time fee and then subsequent copies are free. Transcripts are free if the student fee has been paid.
- Admission to home athletic events, spectator bus and away activities
- W.I.A.A. State Tournaments
- Abnormal wear of textbooks and workbooks
- School plays and musicals
- Vandalism of school property
- School-approved lock \$5.50
- Lunch: Meal Deal \$4.15, milk \$.40, breakfast \$1.50
- Parking \$50.00
- Innovation Center \$25.00

FIRE DRILLS

The State of Wisconsin requires schools to have a fire drill once a month. These drills are unannounced. When the first alarm sounds, all students are to leave the building immediately. The exit route for each room is posted near the door. Stay with your class and your teacher.

STUDENT HEALTH/INJURIES

Minor: First aid will be administered by the classroom teacher or the student will be referred to the school nurse or the office.

Serious: Injuries requiring the attention of a doctor should be reported immediately to the office. Transportation to a doctor or a hospital will be arranged and a call to your parents/guardians will be made. An accident report will need to be filled in by the student and the teacher.,

Illness: A nurse's office is available to students who require temporary aid. If you are ill, report to the office for a pass to go to the nurse's office. If you are very ill, you must have a pass to go home. We must have contact with your parents/guardian before we can give you permission to leave the building.

Medication: A Medication Consent Form must be completed by parent/guardian before school personnel can administer any medicine, including over-the-counter brands. A prescription Medication Consent Form must be completed in order for school personnel to administer



prescription drugs. These forms must be updated annually. OTC or prescription medications self-administered by the student must be in the clearly labeled original container.

LOST AND FOUND

Lost & found items can be located in the main office. All losses should be reported there.

PETS IN THE CLASSROOM

District guidelines allow for animals to be kept as pets in the classrooms of Waunakee Community School District. The guidelines and suggestions for management of pets in a classroom are available in the office and are shared with teachers.

LUNCH PROGRAM

Several breakfast and lunch options are offered daily in our school cafeteria, as well as a large assortment of la carte items. Students may purchase these items with available funds in their lunch account or with cash. Premium lunch options include Chef Station, Premium Grill and Creation Station. Meal Deals are also available which include Diner, Pizza & Fresh Express. All Meals come with either a milk carton or mini water bottle. Students may lose cafeteria privileges for theft, disrespect or as determined by administration.

WITHDRAWAL PROCEDURE

Students who are withdrawing from school during the regular school year should follow this procedure:

1. Provide written parental permission to withdraw.
2. Notify the principal of their intentions to withdraw and secure a withdrawal form from the guidance secretary.
3. Notify a counselor of withdrawal.
4. Return all library books and obtain a check-out okay from the librarian.
5. Remove personal equipment from the gym locker, check-in lock to the physical education teacher and get a signature.
6. Clean out the main locker.
7. Return completed withdrawal form to office.
8. Records will not be transferred if the student has any unpaid fees or fines.



GENERAL INFORMATION - Student Records

If you have questions or concerns regarding student records or directory information, please contact the high school office. Student records and directory information procedures are outlined in [School Board Policy 347](#).

The Waunakee Community School District has adopted policies and procedures that comply with federal and state law aimed at providing access to information and protecting pupil rights to privacy.

These include:

- Parent/guardian advanced notification of right to inspect and opt his/her child out of the administration of third- party surveys which may delve into sensitive subjects.
- Parent/guardian right to inspect any instructional materials used in the curriculum
- Parent/guardian advanced notification of a right to opt his/her child out of any physical screenings the school may administer (vision, hearing, etc.,)
- Parent guardian right to request student directory data information not be released without prior consent
 - The Waunakee Community School District identifies the following as directory data:
 - Name,
 - Name as part of their participation in officially recognized activities/programs and/or sports,
 - Weight and height, if a member of an athletic team,
 - Photographs,
 - Degrees and awards received
 - Parents/guardians have 14 days, from the date of receiving the annual Pupil Privacy Rights Notification, to inform the district that all or any part of the directory data may not be released without their prior consent.
 - Parent/guardians are allowed 14 days to inform the district, in writing, of all the directory data items they refuse to permit the District to release without consent.
- Parents/guardians of secondary school students shall also be notified of their option to request the District not to release the secondary school student's name, address or telephone listing to military recruiters or institutions of higher education without prior written parental consent.



GENERAL INFORMATION - Disclaimers

The Waunakee Community School District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, religion, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national original, sex, religion, or handicap. The Wisconsin Fair Employment Law also prohibits discrimination in employment on the basis of creed, marital status, ancestry, arrest record or conviction record, or sexual orientation. Anyone with a complaint should contact the district compliance office.

Individuals requiring the assistance of auxiliary aids or special accommodations because of a disability are asked to contact the school office at (608) 849-2100 at least 24 hours prior to the event to arrange for appropriate accommodations.



GENERAL INFORMATION - Student Discrimination/Harassment

It is expected that students and families follow all district policies and procedures.

- Student Discrimination Complaint Procedures - ([Board of Education Policy 411-Rule 1](#))
- Sexual Harassment/Harassment - ([Board of Education Policy 412](#))

HARASSMENT, DISORDERLY CONDUCT, ANTI-SOCIAL BEHAVIOR

Harassing, disorderly conduct, or anti-social (gang) behavior is not tolerated or condoned. Harassment (including sexual harassment), disorderly or anti-social behavior is frequently referred to the police. Harassment is an act or series of acts that creates a threat to another person. It includes striking, shoving, kicking, or any other physical contact or threat of physical contact. It can also be repeated acts that intimidate another person (calling on the phone and hanging up repeatedly). Disorderly conduct includes engaging in violent, abusive, indecent, profane, boisterous, unreasonably loud conduct that causes or provokes a disturbance.

Students shall not be involved in antisocial or criminal activities that disrupt school or school sponsored activities. Gang activities that cause or may cause a disruption of school or school sponsored activities are prohibited. (Board of Education Policy 443.8).

Hazing: "No person may intentionally or recklessly engage in acts which endanger the physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating in connection with a school, college or university. Under those circumstances, prohibited acts may include any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, forced confinement or any other forced activity which endangers the physical health or safety of the student." [S.948.51 (2), Wisconsin Statutes]. "In this section "forced activity," means any activity which is a condition of initiation or admission into or affiliation with an organization, regardless of a student's willingness to participate in the activity." [S.948.51 (1), Wisconsin Statutes]. S. 948, in Wisconsin criminal code, applies universally.

PROCEDURES FOR DEALING WITH HARASSING BEHAVIOR

Students who have been seriously or repeatedly harassed by another student should tell an adult immediately. Severe situations will be referred to administration. Parents/Guardians of students may follow the procedures outlined in the complaint process above if they feel their child has been the victim of sexual harassment (sex discrimination). Students who harass others may be referred to the police.

Students who feel they are being harassed by another student should do the following:

- Respond assertively (tell harasser to stop, or walk away)



- Document the situation (write down the date, time, and location where and when the situation happened. Write down other people who saw/heard it. Write down your assertive response). Keep this document.
- If the harassment is severe, or if it does not stop after you have dealt with it assertively, go to the teacher in charge, or your homeroom teacher and tell him/her about the situation.
- Your teacher may involve others (guidance counselor, principal).
- If you are afraid to speak to your teachers alone, take a friend along to help you.
- Teachers will keep parents informed of more serious situations of harassment.
- Severe situations will be referred to administration.

Referrals: Students who are repeatedly or severely disruptive will receive referrals and will be sent to the administration. The referral will explain the situation and the consequences assigned. Every effort will be made to notify parents/guardians by phone to inform them when a student receives a referral. The referral form will always be sent home after the administrator meets with the student. Parents/guardians may be asked to meet with administration, faculty, guidance, and the student when referrals occur.

Suspensions: Repeated or severe disruptions may result in the student being assigned to Saturday school or an out-of-school suspension. Failure to serve or being asked to leave Saturday school will result in an out-of-school suspension. No student will be released until parents/guardians have been notified. Parents/guardians may be asked to meet with administration, faculty, guidance, and the student when suspension occurs.

STATE ATTENDANCE LAW

Among the major provisions are the following:

1. All students must attend school until age 18.
2. Any student who is 16 years of age or over and who has written approval from his/her parents/guardians may attend, in lieu of high school or on a part-time basis, a vocational, technical and adult education school. School board approval required.
3. Students and parents may request the school board to provide the student with program and curriculum modifications. These may include but are not limited to: a) modifications in current academic programs; b) school work training or work study programs; c) enrollment in alternative public school programs; d) enrollment in nonsectarian private school or program, located in the school district of residence; e) homebound study (nonsectarian correspondence courses or other areas of study approved by the school board); and f) enrollment in public educational programs located outside the school district.
4. If a request for modification is denied, parents may seek school board review, and if requested, the board must provide a written decision.



5. The attendance office must notify parents about truancy no later than the end of the next day in which school is in session. notice may be by personal service, mail or telephone call. The attendance officer may initiate proceedings against the child and/or parent in response to truancy.
6. The school board is required to establish a written attendance policy and provide each student with a copy of the established policy. A copy must be on file in each school in the district.
7. Teachers are required to submit to the school attendance officer daily attendance reports on all students in their charge.
8. No public school may deny school credit to a student solely on the basis of unexcused absences.
9. Prior to any legal proceedings in response to truancy, the school must provide evidence that appropriate school personnel have:
 - a. met with the student's parent/guardians to attempt to resolve the problem
 - b. b) provided an opportunity for educational counseling to determine the appropriateness of the student's educational program
 - c. c) determined whether learning problems may be a cause of the student's truancy
 - d. d) determined whether social problems may be a cause of the truancy.

STUDENT RELIGIOUS ACCOMMODATIONS

Religious accommodations for sincerely held student religious beliefs with regard to examinations and other academic requirements will be considered under the guidelines outlined in [Board of Education Policy 381.1](#).

AMERICANS DISABILITIES ACT ACCOMMODATIONS

Americans with Disabilities Act accommodations will be made for individuals with disabilities. Individuals requiring the assistance of auxiliary aids or special accommodations because of a disability are asked to contact the school office at (608) 849-2100, at least 24 hours prior to the event, to arrange for appropriate accommodations.

MEDICATION ADMINISTRATION

Parents/guardians are discouraged from having children take medication at school, unless it is absolutely required under physician's instructions. In the majority of cases, regular doses of medication should be able to be scheduled around the student's school day. Unless a child has an on-going medical condition, it should be a rare circumstance that a student is required to take medication at school.



TITLE IX NOTICE

The Board of the Waunakee Community School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Director of Human Resources, Waunakee Community School District. 905 Bethel Circle, Waunakee, WI 53597

- Brian Grabarski, 608.849.2000, ext. 8167 briangrabarski@waunakee.k12.wi.us

Director of Special Education, Waunakee Community School District. 905 Bethel Circle, Waunakee, WI 53597

- Tiffany Loken, 608.849.2000, ext. 8268 tiffanyloken@waunakee.k12.wi.us

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 413/513 Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: <https://www.waunakee.k12.wi.us/board/policies>

The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.



STUDENT RIGHTS

Federal law ([Family Education Rights and Privacy Act](#)) and Wisconsin State law (Chapter 118.125) affords parents and adult students (over 18 years of age) certain rights with respect to the pupil's education records. They are:

1. Their right to inspect, review, and obtain copies of pupil records:
Parents/guardians or adult student should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. Should a parent/guardian or adult student ask for assistance in submitting a request to inspect, review or obtain copies of records, the principal (or designee) shall provide such assistance. A response to a request shall be provided as soon as practicable and without delay, but in no case more than 45 days after receipt of the request. An adult student or the parent/guardian of a minor student shall, upon request, be shown and provided with a copy of the student's progress records. An adult student or the parent/guardian of a minor student shall, upon request, be shown the student's behavioral records in the presence of a person qualified to explain and interpret the records. Such a student or parent/guardian shall, upon request, be provided with a copy of the behavioral records.
2. Their right to request the amendment of the student's pupil records if they believe the records are inaccurate, misleading or otherwise in violation of the student's rights of privacy:
A parent/guardian or adult student who believes that information contained in the student's pupil records is inaccurate, misleading or otherwise in violation of the student's rights of privacy may request the District to amend the records. Such request shall be addressed in writing to the school official having custody of the records. Within a reasonable time after receiving the request, the person having custody of the records shall decide whether to amend the records in accordance with the request and inform the parent/guardian or adult student of the decision.

If the person having custody of the records refuses to amend the records, he/she shall inform the parent/guardian or adult student of the refusal and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or adult student when notified of their right to a hearing.

3. Their right to consent to the disclosure of the student's pupil records, except to the extent state and federal law authorizes disclosure without consent:
Exceptions include the following: Pupil records shall be made available to persons employed by the District who are required by the state to hold a license and to other District officials who have been determined by the Board of Education to have legitimate



educational interests, including safety interests, in the pupil records. A “school official” is a person employed by the District who is required by the Department of Public Instruction (DPI) to hold a license; a person who is employed by or working on behalf of the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and police-school liaison personnel); a person serving on the Board, a person or company with whom the District has contracted to perform a specific task (such as an attorney, auditor, medical consultant or therapist); or a person serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a “legitimate educational interest” if the official needs to review a pupil record in order to fulfill his/her professional or District responsibility.

4. Their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.
The name and address of the office that administers FERPA is: Family Compliance Office, U.S. Department of Education, Washington, DC 20202-4605
5. Directory Data Procedures



STUDENT RECORDS AND REQUESTS

1. TECHNICAL COLLEGE REQUESTS

If the District has followed the annual directory data notification procedure set forth in [School Board Policy 347](#), and the parent/guardian or adult student does not object to the directory data being released, the Board Clerk or designee shall, upon request, provide the name and address of each student expected to graduate from high school in the current school year to the technical college district board.

2. JUVENILE DELINQUENCY, SAFETY, OR EMERGENCY

If the District has followed the annual directory data notification procedure set forth in [School Board Policy 347](#), and the parent/guardian or adult student does not object to the directory data being released, the Board Clerk or designee shall, upon request, provide any representative of a law enforcement agency, city attorney, district attorney or corporation counsel, county department under sections 46.215, 46.22 or 46.23, a court of record or municipal court with such directory data information relating to any such student enrolled in the school district for the purpose of enforcing that student's school attendance, to respond to a health or safety emergency, or to aid in the investigation of alleged criminal or delinquent activity by a student enrolled in the District.

3. MILITARY RECRUITERS AND HIGHER EDUCATION INSTITUTIONS

If the District has followed the annual notification procedure set forth in [School Board Policy 347](#), and the parent/guardian or adult student does not object to name, address, and telephone listing being released, the District shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses and telephone listings. The District shall provide military recruiters the same access to secondary school students and student directory data about such students as is provided to post-secondary schools or prospective employers.

4. OTHER

- a. Except as otherwise specified, the District will not disclose any of the following directory data information (per 118.125 and FERPA) without written consent of parents/guardians or adult students
- b. Address
- c. Telephone number
- d. Electronic mail address
- e. Date and place of birth
- f. Dates of attendance
- g. Major field of study
- h. Name of the school most recently previously attended



5. The District may disclose the following directory data information (per 118.125 and FERPA) upon request unless the parents/guardian or adult student notifies the school to not disclose the directory data in accordance with the annual notification procedure set forth in [School Board Policy 347](#):
- a. Name
 - b. Name as part of their participation in officially recognized activities/programs and/or sports,
 - c. Weight and height, if a member of an athletic team,
 - d. Photographs
 - e. Degrees and awards received



SCHOOL BOARD POLICIES

School Board Policies are set for the educational goals of the entire school system and provide directives for administrators and other staff members and volunteers to follow while working towards the district's goals. The policies outline business procedures to allow for efficient operations of student activities and school operations.

It is expected that students and families follow all district policies and procedures. All of the district policies can be found on the [district website](#).

- Admission of Full-Time Nonresident Students (Tuition/Waiver) - [422](#)
- Admission of Students Participating in Full-Time Open Enrollment - [423 Rule 1](#)
- Anti-Bullying Policy - [443.9](#)
- Attendance Policy - [431](#)
- Assignment of Students to Classes - [433](#)
- Automated External Defibrillator Use Procedures - [453.11 Rule](#)
- Care of School Property By Students - [443.5](#)
- Child Enticement - [455.2](#)
- Children of Divorced/Separated Parents & Parents Not Sharing the Same Household - [491](#)
- Classroom Code of Conduct - [443](#)
- Co-Curricular Activity Size Limitations Coach/Player Ratios - [370 Rule 1](#)
- Co-Curricular Offerings - [370 Rule 3](#)
- Co-Curricular Program Eligibility - [370 Rule 2](#)
- Communicable Diseases - [453.3](#)
- Communicable Disease Control Procedures - Students - [453.3 Rule 1](#)
- Disciplinary Actions for Specific Gang-Related Activities - [443.8 Rule 2](#)
- Early College Credit Program - [343.46](#)
- Early Reinstatement of Expelled Students - [447.4 Rule](#)
- Education for Employment - [341.2](#)
- Emergency Nursing Services - [453.1](#)
- Emergency Nursing Services - [453.1 Rule](#)
- Equal Educational Opportunities - [411](#)
- Extracurricular Activities (including Athletics) - [370](#)
- Full-Time Open Enrollment Program (Inter-District) - [423](#)
- Full Time Student - [412.1](#)
- Gangs and Gang-Related Activities - [443.8](#)
- Gangs and Gang-Related Activities - [443.8 Rule 1](#)
- Grading Systems - [345.1](#)
- Graduation Ceremony/Honors - [345.7](#)
- Guidelines for Working with Parents Involved in Legal Actions Affecting the Family - [491 Rule](#)



High School CoCurricular Code & Policies-Use of Alcohol, Tobacco, or Controlled Substances - [370 Rule 5](#)

High School Grading Scale, Grade Point Average & Class Rank - [345.11](#)

High School Graduation Requirements - [345.6](#)

Human Growth and Development Instruction - [341.31](#)

Life Threatening Allergy Management - [453.5](#)

Medication Administration to Students - [453.4](#)

Medication Administration to Students Procedures - [453.4 Rule](#)

Model Notification of Rights Under FERPA - [347.1 Rule 1](#)

Nondiscrimination on the Basis of Sex in Education Programs or Activities/Title IX - [413](#)

Out of Season Athletic Clinics/Leagues - [379/831](#)

Parent Rights in Relation to District Programs/Activities & Student Privacy - [333](#)

Parking and Parking Permits - [455.3 Rule](#)

Participating of Non-Public School Students in District Courses, Programs and Activities - [424](#)

Procedures for Awarding the Wisconsin Academic Excellence Scholarship - [461 Rule](#)

Procedures for Awarding the Wisconsin Technical Excellence Scholarship - [462 Rule](#)

Procedures for Handling Individual Course Applications from Non-Public School Students - [424 Rule](#)

Procedures for Maintenance & Confidentiality of Student Records - [347 Rule 1](#)

Procedures for Placing Transfer Students - [420 Rule 1](#)

Procedures for Reporting Child Abuse/Neglect - [454 Rule](#)

Proof of Residence - [420 Rule 2](#)

Random Drug Tests and CoCurricular Participation - [377.2](#)

Random Drug Tests - [377.2 Rule 1](#)

Released Time for Students Work Experience - [434](#)

Reporting of Child Abuse/Neglect - [454](#)

Restrictions on Tobacco, Nicotine, and Vapor Products - [443.3](#)

Safe and Responsible Use of the Internet & Other Technology Resources - [363.2](#)

School Admissions - [420](#)

School Attendance Areas - [432](#)

School Counseling Program - [364](#)

School Year Calendar - [321](#)

Service Animals in the School - [383.1](#)

Sexual Harassment/Harrassment - [412](#)

Staff Use of Physical Force, Physical Restraint and Seclusion - [447.1](#)

Standing Order for Allergic Reaction (Anaphylaxis) - [453.5 Rule](#)

State/National (Non-Athletic) Competitions - [370.1](#)

State Tournament Attendance - [377.1](#)

Student Alcohol and Other Drug Abuse - [443.4](#)

Student Attendance - [431](#)

Student Automobile Use - [455.3](#)

Student Conduct - [443](#)



Student Discipline - [447](#)
Student Discipline Suspension and Expulsion Students with Disabilities - [447.5](#)
Student Dismissal - [435](#)
Student Discrimination Complaint Procedures - [411 Rule 1](#)
Student Dress Code - [443.1](#)
Student Expression Activities - [440](#)
Student Expulsion - [447.4](#)
Student Fundraising Activities - [374](#)
Student Immunizations - [453.2](#)
Student-Initiated Clubs and Similar Organizations - [371.1](#)
Student Insurance Program - [451](#)
Student Internet Safety & Acceptable Use - [363.2 Rule 2](#)
Student Involvement in Decision Making - [442](#)
Student Performances - [378](#)
Student Photographs - [492](#)
Student Publications - [372](#)
Student Records - [347](#)
Student Representation to the Board - [442.2](#)
Student Safety - [455](#)
Student Safety Patrols - [455.4](#)
Student Scholarships - [460](#)
Student Search Activities - [446](#)
Student Social Events - [373](#)
Student Suicide Prevention & Intervention - [457](#)
Student Suspensions - [447.3](#)
Student Use and Possession of Electronic Communications Devices - [443.6](#)
Student Volunteers for School & Public Service - [480](#)
Students of Legal Age - [448](#)
Students Experiencing Homelessness - [411.2](#)
Teaching About Controversial Issues - [381](#)
Teaching About Religion - [381.1](#)
Threats of School Violence - [443.72](#)
Technical College Course Program - [343.45](#)
Use of Automated External Defibrillators - [453.11](#)
Use of Seclusion and Restraint - [447.11](#)
Wednesday Evening & Sunday Activities - [321.1](#)



SCHOOL DISTRICT BRANDING GUIDELINES

Waunakee Community School District plays an integral role and is a staple in our Waunakee community. During the 2021-2022 school year, the Board of Education approved a year-long process to create a district visual brand. This process included a wide selection of community stakeholders, including students, staff, Board of Education members, parents, community members, etc. to gather input.

Visual branding is an important facet of an organization's communication plan. To keep the integrity of the Waunakee Community School District and the district/high school visual brand, it is crucial to follow these guidelines when using visual elements. This will help strengthen our image, promote trust, and will allow us to represent ourselves as one team.

A brand includes our name, logo, and identifying elements including fonts, colors, and graphics. The logo is a visual representation that represents our brand.

The visual branding results enclosed in these district branding guidelines packages are relevant for the Waunakee Community High School brand and the spirit/athletic/co-curricular programs of our school district. The correct guidelines should be followed with what you are producing or sharing with the community to represent our brand. Certain criteria must be met, and any and all entities that use the logo are subject to review and approval by the Waunakee Community School District.

With our high school brand, it is important that the district communicates to the community with a consistent, solid, and professional manner.

If you are seeking the Waunakee Community School District and its logo or the Waunakee Community High Schools and its logo, please contact the Communications Department via email at wcsd_communications@waunakee.k12.wi.us.

[Waunakee Community School District Branding Guidelines](#)

[Waunakee Community High School Branding Guidelines](#)

[Color Reference Quick Sheet](#)



STUDENT FINANCIAL ASSISTANCE FUND (SFAF)

The Student Financial Assistance Fund is committed to ensuring that all Waunakee Community School District students and families can participate in school activities and programs regardless of their ability to pay.

If you have questions regarding the Student Financial Assistance Fund or to learn more about the Fund, please contact Teri Reible at the district office via phone (608) 849-2000. If you need assistance in a language other than English, please call the district interpreter and translator at 608-849-2000 option 2.

Visit the [district website](#) for more information.