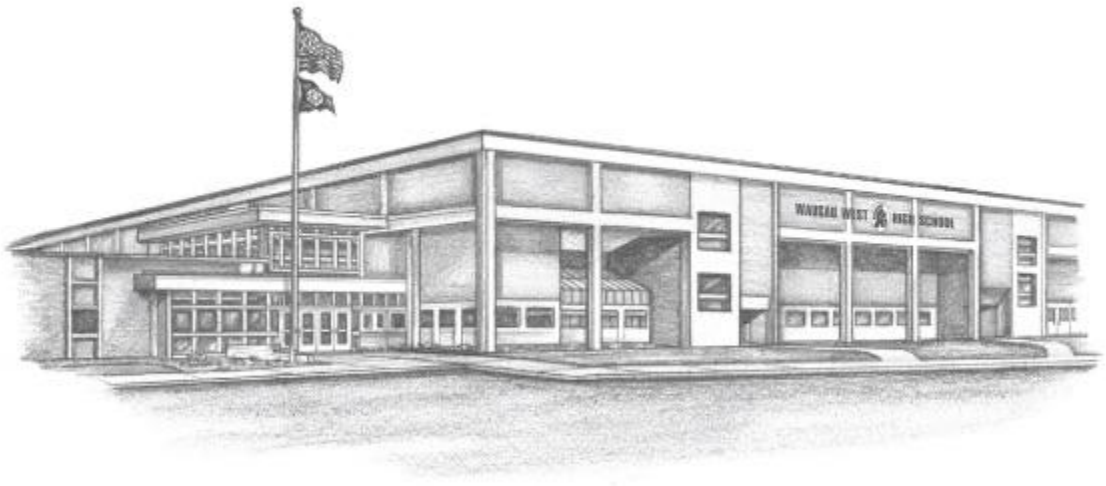
Wausau West High School



2026-2027

Parent/Student Handbook

WAUSAU WEST HIGH SCHOOL

"A Tradition of Excellence"
Home of the Warriors

Curt Richardt, Principal
Jason Foster, Associate Principal – Special Education
Allie Libby, Associate Principal – Pupil Services
Yumiko Okabe, Associate Principal – Programming
Brian Brandt, Athletic/Activity Director

Wausau West High School
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Wausau, WI 54401
715–261–0850
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High School Code: 502-417
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715–261-0500
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wausauschools.org

WSD CONTINUOUS NONDISCRIMINATION NOTICE

The District does not discriminate on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, or any other characteristic protected by law in its practices.

Hauv Paus Tsev Kawm Ntawv tsis muaj kev ntxub ntxaug raws li Pawg Saib Xyuas Kev Tiv Thaiv ntawm haiv neeg, xim, lub tebchaws tuaj, hnub nyoog, poj niam txiv neej (xws li kev hloov pauv poj niam txiv neej, kev hloov ntawm poj niam txiv neej, kev nyiam poj niam txiv neej, lossis poj niam txiv neej), cev xeeb tub, kev ntseeg lossis kev ntseeg, cov ntaub ntawv caj ces, kev tsis taus los yog kev tsis taus, kev txij nkawm, kev ua pej xeem, kev ua tub rog, kev ua tub rog (raws li tau hais tseg hauv 111.32, Wis. Stats.), caj ces, cov ntaub ntawv raug ntes, cov ntaub ntawv txiav txim siab, siv lossis tsis siv cov khoom raug cai tawm hauv Cheeb Tsam thaj chaw thaum tsis ua haujlwm teev, tsis kam mus koom lub rooj sib tham lossis koom nrog kev sib txuas lus txog kev ntseeg lossis kev nom kev tswv, lossis lwm yam kev tiv thaiv los ntawm txoj cai lij choj hauv nws cov kev coj ua.

El Distrito no discrimina por motivos de las clases protegidas de raza, color, origen nacional, edad, sexo (incluido el estado de transgénero, cambio de sexo, orientación sexual o identidad de género), embarazo, credo o religión, información genética, discapacidad o impedimento, estado civil, estado de ciudadanía, estado de veterano, servicio militar (según se define en 111.32, Wis. Stats.), ascendencia, antecedentes penales, antecedentes penales, uso o no uso de productos legales fuera de las instalaciones del Distrito fuera del horario laboral, negarse a asistir a una reunión o participar en cualquier comunicación sobre asuntos religiosos o políticos, o cualquier otra característica protegida por la ley en sus prácticas.

Tabatha Gundrum
Director of Human Resources – Compliance Officer
Wausau School District
415 Seymour Street
Wausau, WI 54402-0359
715-261-0500

Parental and/or Community Volunteer Support Program

- The Wausau West Site Council has established as one of its objectives to provide more opportunities for parental and community involvement.

- Research shows that schools and students improve when family and community volunteers are involved with their education.

- The Volunteer Support Program works towards pairing faculty needs with parental interest to create meaningful volunteer opportunities at Wausau West. This includes a wide range of opportunities from helping out at special events, mentoring in resource rooms, clerical help, or chaperoning for field trips or dances.

- If you are interested in becoming a school volunteer, please go to the Wausau School District website www.wausauschools.org under Programs; O.N.E. Volunteer Network.

TABLE OF CONTENTS

	PAGE
HOW WAUSAU WEST WORKS	6 - 12
WEST HIGH SCHOOL'S MISSION & VISION	13 - 14
GENERAL INFORMATION	15 - 17
ACADEMIC INFORMATION	17 - 22
ADVISOR/ADVISEE PROGRAM	22
SCHOOL POLICIES	22- 37
ORGANIZATIONS AND ACTIVITIES	37- 42
DISTRICT POLICIES	42- 59
INDEX	60- 61

HOW WAUSAU WEST WORKS
THE FLEX MOD SCHEDULE

PHILOSOPHY

Important differences exist in the way each student learns and in how each subject is best taught. To the extent possible, West High's educational program is designed to meet the educational needs of individual students and courses.

DESCRIPTION

In order to provide flexibility in scheduling student and staff time, West uses a program called "Flexible Modular Scheduling." Flexible modular scheduling divides the day into twenty-one modules of twenty minutes each. Each class meets two to five times a week and class sessions may vary in length from two mods (40 minutes) up to five mods (100 minutes) on a given day. Courses must meet at least eleven mods per week. The number of students per class meeting may vary from as low as 8 in "small group" sessions to as high as 240 in "large group" sessions depending on the purpose of the class.

Small Groups

Small groups are classes that have 10 to 22 students. Small groups are the corner stone of Flex-Mod. It is here where the trust necessary for meaningful discussions can be built and true connections between students and teachers may be made. There is no hiding in a small group – every student is a needed and valued contributor to the learning process of the class as a whole.

Large Groups

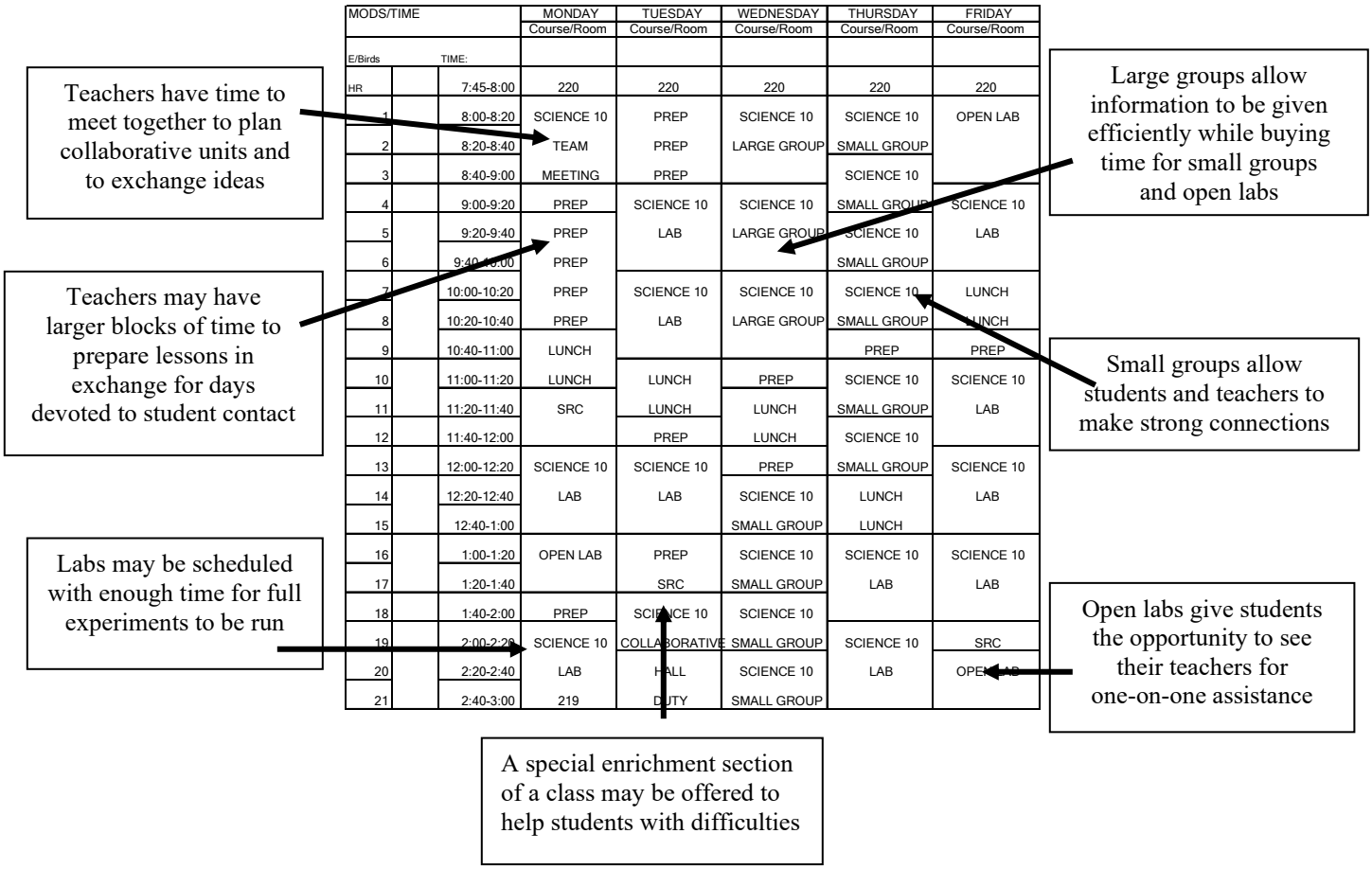
Large groups are classes that have 70 to 240 students. Large groups are used to do special presentations, to bring in guest speakers who cannot commit to talking to several classes all day, or to show movies. The advantage of large groups is for teachers and students to have more meaningful student interaction in small groups and in open labs.

Labs

Where small groups provide time for students to process what they have heard and seen in a comfortable environment, labs give students the hands-on experiences they need to build their understandings of the world around us. Flex-Mod allows students time in their schedules to do complete lab experiments without the time constraints that you find in a traditional schedule.



Wausau West Teacher Schedule



MODS/TIME			MONDAY Course/Room	TUESDAY Course/Room	WEDNESDAY Course/Room	THURSDAY Course/Room	FRIDAY Course/Room
E/Birds		TIME:					
HR		7:45-8:00	220	220	220	220	220
1		8:00-8:20	SCIENCE 10	PREP	SCIENCE 10	SCIENCE 10	OPEN LAB
2		8:20-8:40	TEAM	PREP	LARGE GROUP	SMALL GROUP	
3		8:40-9:00	MEETING	PREP		SCIENCE 10	
4		9:00-9:20	PREP	SCIENCE 10	SCIENCE 10	SMALL GROUP	SCIENCE 10
5		9:20-9:40	PREP	LAB	LARGE GROUP	SCIENCE 10	LAB
6		9:40-10:00	PREP			SMALL GROUP	
7		10:00-10:20	PREP	SCIENCE 10	SCIENCE 10	SCIENCE 10	LUNCH
8		10:20-10:40	PREP	LAB	LARGE GROUP	SMALL GROUP	LUNCH
9		10:40-11:00	LUNCH			PREP	PREP
10		11:00-11:20	LUNCH	LUNCH	PREP	SCIENCE 10	SCIENCE 10
11		11:20-11:40	SRC	LUNCH	LUNCH	SMALL GROUP	LAB
12		11:40-12:00		PREP	LUNCH	SCIENCE 10	
13		12:00-12:20	SCIENCE 10	SCIENCE 10	PREP	SMALL GROUP	SCIENCE 10
14		12:20-12:40	LAB	LAB	SCIENCE 10	LUNCH	LAB
15		12:40-1:00			SMALL GROUP	LUNCH	
16		1:00-1:20	OPEN LAB	PREP	SCIENCE 10	SCIENCE 10	SCIENCE 10
17		1:20-1:40		SRC	SMALL GROUP	LAB	LAB
18		1:40-2:00	PREP	SCIENCE 10	SCIENCE 10		
19		2:00-2:20	SCIENCE 10	COLLABORATIVE	SMALL GROUP	SCIENCE 10	SRC
20		2:20-2:40	LAB	HALL	SCIENCE 10	LAB	OPEN LAB
21		2:40-3:00	219	DUTY	SMALL GROUP		

INDIVIDUAL OR UNSTRUCTURED STUDY TIME

PHILOSOPHY

A leading objective in a flexibly scheduled high school is to offer opportunities to students for self-direction. We believe that modular scheduling provides students with the opportunity to learn to make wise decisions about where to spend their unstructured time. The teachers and administrative staff feel most students are mature enough to use unstructured time properly and to accept the responsibilities that accompany this privilege.

Individual study time or “unstructured mods” refers to that time when students are not assigned to a classroom and when students themselves will direct the use of their time through selecting one of the options open to them.

OPTIONS OPEN TO STUDENTS DURING INDIVIDUAL OR UNSTRUCTURED STUDY TIME:

1. **IMC/Library**
2. **Department Resource Centers**
   a. **English/Social Studies**
   b. **Math**
   c. **Computer Labs**
   d. **English Learner**
   e. **Global Language**
3. **Fieldhouse/Fitness Center**
4. **Writing Laboratories**
5. **Open Laboratories**
6. **Career Center**
7. **Commons (Upperclassmen)**
8. **Teacher-Student Conference**
9. **Student-Student Tutoring**
10. **Enrichment Opportunities**
11. **Working as Laboratory Aide**
12. **Student-Counselor Conference**
13. **Administrative Office Appointments**



OPEN LABORATORIES

PHILOSOPHY

The wise use of individual or unstructured time by large numbers of students is necessary if any degree of success is to be realized in a flexibly scheduled high school. A goal relating to open laboratories is to keep them open and staffed by teachers for student use.

Examples of how open laboratories are used:

1. A student may individually or in groups design and develop a creative project.
2. A student may work as a "student aide" with a qualified teacher or instructional aide.
3. A student may work on assigned or optional problems.
4. A student may develop skills.
5. A student may pursue personal interest.
6. A student may work on an experiment or class assignments.
7. A student may assist other students.
8. A student may work with a teacher who works on a consultant basis.

RESOURCE CENTERS

PHILOSOPHY

Resource centers serve as material and help centers in a specific subject area or areas. Instead of being assigned to a study hall that may or may not have the materials that students need, students may choose which resource center to go to during their unstructured mods to complete assignments or to receive teacher assistance. Each department provides for a resource center in the department even though a special room is not provided. Resource centers can be vast in scope or small, depending on staff and materials available.

DESCRIPTION OF RESOURCE CENTERS



Ideally an English teacher, mathematics teacher, social studies teacher, or a paraprofessional will be assigned to the resource centers during each mod of the day. Students desiring research information in a specific area utilize resource centers. The resource centers contain books from the library to be used for a certain period of time, subject area books permanently located there (i.e., reference books, textbooks, reference for teachers) and AV materials. Some of the AV material will be permanently located in the centers while others will be sent from the library for a period of time. Resource Centers are used for: material check-out, quiet study, teacher help and back-scheduling.

LIBRARY

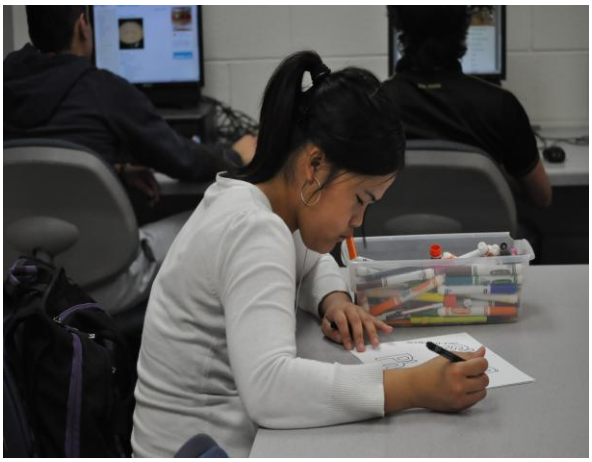
The library staff welcomes all students to the library and hopes that students will find it a pleasant place to work. The library is open from 7:30 a.m. to 3:30 p.m. each school day. The library provides a place to study, read, or to use the computers/printers. There are two breakout rooms available on a first come first serve basis. Possible requests for these rooms may include: recording, practicing for speeches, quiet study, and meeting online with virtual classes. Students also will find occasional optional activities and reading incentives throughout the school year. Additionally, classes schedule space in the library or in the Flex classroom off the library. Students should expect to occasionally find a class moved to the library for scheduled time with the librarian or to use the resources.

Both print and non-print materials are housed in the library to help students complete class assignments, research a topic, or pursue individual interests. A professional library media specialist is available to assist with locating sources for assignments and answer questions about research, technology, and citing sources.

Students may check out materials for a period of up to one month with due dates arranged at the circulation desk. Ebooks are available year round by visiting their Canvas library course and clicking on SORA. The library does not charge fines except for lost items or in the case of damage

that requires repair, up to the cost of replacing the material. At the end of first semester, a fine letter for the cost of library material(s) will be issued for any materials that are a month overdue. At the conclusion of a school year, for any remaining materials checked out, a fine letter for replacement will be issued. Materials may be returned, in good condition, back to the library and the fine will be removed if returned within one year of the date of issue.

The Benefits of Flex-Mod for Students



Flex-Mod prepares students for life after school. The system requires that students learn to manage their time effectively by choosing where to spend their off-mods, team cooperatively with other students in small groups, and work with adults in different settings. It provides opportunities for the curious student to take extra classes to explore interests, the career minded student to take advantage of job opportunities, the college bound student to take courses at UW-Stevens Point at Wausau and North Central Technical College, and the credit deficient student to catch up on needed credits.

The Curious Student/The Credit Deficient Student

These two types of students both benefit from Flex-Mod's ability to accommodate a schedule with more classes than normally possible in a regular school day. The curious student may take extra classes to explore interests while the late maturing student may take extra classes to catch up on needed credits.

When two class meetings overlap, the teachers will try to move one of the classes. If that is not possible, then the student will stay for half the time in one class and then go to the rest of the second class.

When students miss part of a class, they make up the time missed by attending the teacher's open lab.

Students may take enrichment classes that meet once a week.

MODS/TIME			MONDAY Course/Room	TUESDAY Course/Room	WEDNESDAY Course/Room	THURSDAY Course/Room	FRIDAY Course/Room
E/Birds		TIME:					
HR		7:45-8:00	220	220	220	220	220
1		8:00-8:20	ORCHESTRA	SPANISH III	ORCHESTRA	SPANISH III	ORCHESTRA
2		8:20-8:40					
3		8:40-9:00		AP PHYSICS			
4		9:00-9:20	WORLD LIT	ORCHE- STRA	WORLD LIT		
5		9:20-9:40		WORLD HISTORY		WORLD HISTORY	WORLD LIT
6		9:40-10:00		LARGE GROUP			
7		10:00-10:20	PRECALC	WORLD LIT	PRECALC	PRECALC	
8		10:20-10:40					PRECALC
9		10:40-11:00	LUNCH		LUNCH		
10		11:00-11:20	WORLD	LUNCH	WORLD	LUNCH	SPANISH
11		11:20-11:40	HISTORY		HISTORY		III
12		11:40-12:00	LUNCH		PSYCH	AP PHYSICS	WORLD
13		12:00-12:20	PSYCH	PRECALC			HISTORY
14		12:20-12:40	LARGE		PHY ED	WORLD LIT	PSYCH
15		12:40-1:00	GROUP		LARGE GROUP		
16		1:00-1:20	SPANISH	PHY ED		PHY ED	
17		1:20-1:40	III	LEADERSHIP		LEADERSHIP	
18		1:40-2:00			SPANISH III MAKE-UP		
19		2:00-2:20	PHYSICS LAB MAKE-UP	CONNEC- TIONS			AP PHYSICS
20		2:20-2:40	AP PHYSICS		AP PHYSICS	ORCHESTRA	
21		2:40-3:00					

The student is taking seven courses, plus a phy ed class, and an exploratory/ enrichment course.

Music classes meet eight to fourteen mods per week. If a class and music overlap, students may miss music once a week (except during concert weeks) and attend the other class for the full time.

Advanced Placement Courses allow students to get a head start on college credits.



The Career Minded Student/The College Bound Student

Wausau West High School has a strong apprenticeship program which the Flex-Mod system accommodates by allowing apprenticeship students to cluster their classes in ways that can accommodate their work schedules. Youth Options is a program that permits students to take college courses while still in high school. Flex-Mod makes it possible for these students to attend high school and college at the same time.

If a class is not available at West High, students may take the course at East High and vice versa.

MODS/TIME			MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			Course/Room	Course/Room	Course/Room	Course/Room	Course/Room
E/Birds		TIME:					
HR		7:45-8:00	220	220	220	220	220
1		8:00-8:20	AUTO	AUTO	AUTO	AUTO	AUTO
2		8:20-8:40	MECHANICS	MECHANICS	MECHANICS	MECHANICS	MECHANICS
3		8:40-9:00	II	II	II	II	II
4		9:00-9:20	WORLD LIT	WORLD HISTORY	WORLD LIT		
5		9:20-9:40		LARGE GROUP		WORLD	WORLD LIT
6		9:40-10:00				HISTORY	
7		10:00-10:20	PRECALC	WORLD LIT	PRECALC	PRECALC	
8		10:20-10:40					PRECALC
9		10:40-11:00	LUNCH		LUNCH		
10		11:00-11:20	WORLD	LUNCH	WORLD	LUNCH	
11		11:20-11:40	HISTORY		HISTORY		
12		11:40-12:00	LUNCH		LUNCH		WORLD
13		12:00-12:20		PRECALC			HISTORY
14		12:20-12:40	WORK		PHY ED	WORLD LIT	LUNCH
15		12:40-1:00	SITE		LARGE GROUP		
16		1:00-1:20		PHY ED	WORK	PHY ED	WORK
17		1:20-1:40		TEAM GAMES	SITE	TEAM GAMES	SITE
18		1:40-2:00		WORK		WORK	
19		2:00-2:20		SITE		SITE	
20		2:20-2:40					
21		2:40-3:00					

Students still have time in their schedules for lunch and opportunities to seek out teachers.

The work site is a supervised experience by a Wausau West teacher and counts as two credits.

Instead of going to work, students may take college courses during these open times.

How Does Wausau West Work?

Wausau West works because of the Flex-Mod Schedule. It allows course schedules for students to be arranged so that …



"Time serves students instead of students serving time."

WAUSAU WEST HIGH SCHOOL VISION STATEMENT

Wausau West strives to be a **unique learning community** that **encourages learning at high levels** in order for all **individuals** to successfully **participate in a democratic and diverse society**. The tradition of innovation that has existed within a culture that values the flexibility fostered by modular scheduling needs to be perpetuated.

UNIQUE LEARNING COMMUNITY

Students, parents, teachers, staff, and community members will work as a team at Wausau West to promote learning for its members in a setting that is **collaborative**, **dynamic** and **supportive**.

Collaborative

Effective communication will establish an independent web of community cooperation. Team teaching and interdisciplinary curriculum will be regular parts of the instructional program.

Dynamic

Progressive and pioneering attitudes will lead to flexible, fluid and evolving curriculum along with stimulating programs. Perpetuating the culture of innovation that is responsive to the changing needs of individuals, activities and society must remain a high priority.

Supportive

A physically and emotionally safe environment will promote a culture of caring. The behavior, academic progress and emotional wellbeing of each student will be monitored, and suitable resources will be marshaled as needed. Flexible modular scheduling provides unprecedented opportunities for creating personalized instruction. The unstructured portions of students' schedules will be used to create individualized approaches. Students of all levels will achieve their academic potential and independent growth through appropriate use of their unstructured time. Special attention will be paid to championing the needs and celebrating the accomplishments of individuals while challenging all to achieve to the highest expectations.

ENCOURAGES LEARNING AT HIGH LEVELS

Everyone will be challenged through multiple learning opportunities and educational risk taking to learn at a level representing his/her highest cognitive, emotional and physical capabilities.

Multiple Learning Opportunities

Flexible modular instruction at Wausau West can accommodate various learning and teaching styles. Learning how to learn can be developed through the various class phases of large groups, medium groups, small groups, and labs. Independent study opportunities and time for students and teachers to work together during the students' unstructured times will provide the setting for the development of lifelong learning. In search of accountability, alternative assessment methods will be utilized allowing all students to reach the highest levels of learning. Providing both professional development and parent education is essential to support the expansion of learning opportunities.

Educational Risk Taking

Resources and support for trying new and innovative approaches will be provided. Mistakes should be viewed as steps in the learning continuum. Everyone will be challenged to learn to his/her highest levels. Extra-curricular and co-curricular programs will offer avenues for cognitive, physical and creative risk taking for educational and positive personal development.

PARTICIPATE IN A DEMOCRATIC AND DIVERSE SOCIETY

Students must acquire the wisdom and develop a value system necessary to prepare them for participation in the family, civic, economic and cultural life of a complex, interdependent, diverse society. Students need to understand and respect individuals, appreciate multi-cultural diversity, and work cooperatively with all people.

Wisdom

Being literate and knowledgeable are quite necessary, but the Wausau West community members will strive to develop deep understanding and keen discernment in the students. Wausau West will help develop a positive acceptance of self and personal limits which are necessary to form sound judgments and perhaps, to challenge conventional thinking.

Develop a Value System

Wausau West High School will encourage honesty, integrity and courtesy. Respect and tolerance will help develop an appreciation of education's worth. Accepting independence and personal responsibility while valuing volunteerism will cultivate pride in self, family, school and community. Performing democratic decision making and participating in civic responsibilities will support acting conscientiously for the good of society as a whole.



WEST HIGH GENERAL SCHOOL INFORMATION

WAUSAU WEST FACULTY

Go to the Wausau West website at west.wausauschools.org and select the *Directory* tab for the current listing of Wausau West Faculty. You can also access their email under this tab.

WAUSAU SCHOOL DISTRICT CALENDAR

The current school district calendar can be found at wausauschools.org and select the *Calendar* tab. You may also pick up a copy in the Wausau West Main Office.

FLEX MOD SCHEDULING - PHILOSOPHY

Important differences exist in the way each student learns. To the extent possible, West High's educational program is designed to meet the educational needs of individual students.

In order to provide flexibility in scheduling student and staff time, West uses a program called "Flexible Modular Scheduling." Flexible modular scheduling divides the day into twenty-one modules of twenty minutes each. Class sessions may vary in length from two mods or forty minutes up to five mods or one hundred minutes on a given day. The number of students per class meeting may vary from as low as 15 to as high as 240.

DAILY SCHEDULE

Homeroom begins promptly at 7:41 a.m. and school is dismissed at 3:00 p.m.

Breakfast is served before school from 7:20-7:41 a.m. and again after homeroom from 8:00-9:30 a.m.

Lunch is served mods 9-15. Each student is allowed up to two mods for lunch (if the student is approved for the Open Campus Incentive Program (see page 29) and their schedule allows, they may be allowed to leave the building during all unstructured time starting at Mod 9 throughout the end of the school day).

Teachers are available to help students from 7:30 a.m. to 3:30 p.m.

PASSING TIME

There are five minutes at the end of each mod during which students may pass from one place to another. Students are expected to stay in one location for more than one mod at a time.

UNSTRUCTURED TIME/INDEPENDENT STUDY TIME

We believe that modular scheduling provides students with the opportunity to learn to make wise decisions about where to spend their independent study time. The teachers and administrative staff feel students are mature enough to use this independent study time properly and to accept the responsibilities which accompany this privilege.

ASSIGNED SCHEDULE

This is a program in which students can be assigned to an area to spend their unstructured time. Parents may contact the school and have their son/daughter put on an assigned schedule. It is used to help students accept the responsibility for their unstructured time. This program makes it possible for the school to account for a student's whereabouts at all times. If students are placed on an assigned schedule, they must attend or will be considered truant.

BACKSCHEDULING

Teachers will schedule students for extra help when student performance warrants it. Students or parents can also initiate backscheduling.

Locations available for independent study are:

1. COMMONS

An area located in the cafeteria where students may go to study, relax, have a beverage or snack and talk to friends. The following rules apply to the use of the commons area:

1. Freshmen are not allowed in the commons with the exception of two lunch mods.
2. Sophomores, juniors and seniors who have any D/F/U/I/WF or WU's on their last quarter grading period report card or on their progress reports will not be allowed in the commons until the next grading period.
3. Students who become discipline problems or have attendance problems can also be denied the privilege of using the commons for a period of time.

Students who are found in the commons area, when they are not to be in the commons for one of the above reasons, will be given only one warning per school year. Further violations will lead to consequences up to, and including, suspension.

2. LIBRARY

The library staff welcomes all students to the library and hopes that students will find it a pleasant place to work. The library is open from 7:30 a.m. to 3:30 p.m. each school day. The library provides a place to study, read, or to use the computers/ printers. There are two breakout rooms available on a first come first serve basis. Possible requests for these rooms may include: recording, practicing for speeches, quiet study, and meeting online with virtual classes. Students also will find occasional optional activities and reading incentives throughout the school year. Additionally, classes schedule space in the library or in the Flex classroom off the library. Students should expect to occasionally find a class moved to the library for scheduled time with the librarian or to use the resources.

Both print and non-print materials are housed in the library to help students complete class assignments, research a topic, or pursue individual interests. A professional library media specialist is available to assist with locating sources for assignments and answer questions about research, technology, and citing sources.

Students may check out materials for a period of up to one month with due dates arranged at the circulation desk. Ebooks are available year round by visiting their Canvas library course and clicking on SORA. The library does not charge fines except for lost items or in the case of damage that requires repair, up to the cost of replacing the material. At the end of first semester, a fine letter for the cost of library material(s) will be issued for any materials that are a month overdue. At the conclusion of a school year, for any remaining materials checked out, a fine letter for replacement will be issued. Materials may be returned, in good condition, back to the library and the fine will be removed if returned within one year of the date of issue.

Student behavior in the library:

1. The library is an area for students to work on assignments or optional activities offered to students.

2. Students are encouraged to keep the noise volume at a level appropriate to allow those in the quieter areas to study without interruption.
3. Students are expected to be respectful to staff and each other.
4. Due to allergies, food is not allowed in the library.
5. Cell phone use is prohibited in the library with the exception of listening to music to study. Students will be expected to use earbuds and keep music at a low volume.

Students whose behavior disrupts the atmosphere will receive a warning from the staff. If the behavior continues, the student may be asked to leave. Students who continue to disrupt the library will be referred to the office where their unscheduled mod use of the library may be removed for a time.

3. OPEN LABS

Each department has work areas staffed by teachers where students may work or get individual help. Classroom open lab schedules are posted on or by classroom doors. A complete schedule of all open labs is published each semester and posted in your homerooms and in many locations around the school.

4. RESOURCE CENTERS

Each department places books, current magazines and AV materials in a study area. This room is staffed by either a teacher or an instructional aide to assist students in completing their academic assignments.

Resource Centers	Room No.	Resource Centers	Room No.
Art	121-122	Math Resource Center	213
Career Center	183	Global Language Res. Ctr.	233 (FLANG)
Fit Lab	193	Social Studies/English Res.	316 (HERC)
Open Labs	As posted	EL Resource Center	322
Math Computer Lab	204	Library/IMC	328
		English Open Lab/RtI	345

Resource Centers are to be used for: material check-out, quiet study, teacher help, and backscheduling. A student I.D. is required for admission to a Resource Center. Be sure to carry it with you at all times.

STUDENT AIDE PROGRAM

The Wausau West Student Aide Program is an asset to the total school program. Students with a sincere desire to assist in a given department should consult with a staff member. Each student aide is asked to sign a contract specifying the conditions of his or her particular work schedule. One-quarter credit is given per semester with no more than one credit counting toward graduation.

ACADEMIC INFORMATION

GRADING

Grades measuring student achievement are given at the end of each quarter. Quarter grades are not recorded on the student's transcript or permanent record. Semester grades are recorded on a student's transcript and are given at the end of each semester. Credit toward graduation is awarded on the basis of semester grades. Students should be aware that semester grades are calculated in a number of different ways by the faculty. The specifics of course grading will be outlined by the teacher.

If students have questions about their grades or the credit they receive for a course, they should contact the teacher. Following is a list of grades and symbols used on report cards. A short explanation of each is given:

Achievement Grade

A = Excellent
B = Above Average
C = Average
D = Below Average
F = Failure
I = Incomplete
U = Unsatisfactory
PCR = Passing Credit Received
WF = Withdrawal Failure
NCR = No Credit Received
S = Satisfactory

Grades of *S* and *U* may only be used in Special Education, EL and physical education unless specifically approved by administration.

Incomplete Grade Policy

Each teacher will set up timelines for the incompletes to be completed. If those timelines are not met, the incomplete grade becomes a failing grade.

PROGRESS REPORTS

All mid-quarter progress reports will be available to view on Infinite Campus and handed out to students during homeroom.

We suggest that if, at any time, parents are concerned about the progress of their son or daughter, they should contact the teacher. Infinite Campus can provide additional information. At any time, a teacher may communicate with a parent if they see a change in a student's performance.

REPORT CARDS

Report cards will be mailed home at the end of each semester.

HONOR ROLL

West publishes an honor roll based on semester grades. Qualifications are:

1. A minimum 3.5 grade point average for the previous semester. Courses issuing S/U grades are not included in the calculation.
2. No failing semester grades.
3. Incompletes must be cleared in the office within eight (8) school days following the end of the semester.
4. Student must be carrying an approved load.

ACADEMIC AWARDS

Academic awards are based on semester grades. Qualifications are:

Medal Awards Semester G.P.A.	
Gold	4.00
Silver	3.75 ↑
Bronze	3.50 ↑

Varsity Letters: "W" Award Cumulative G.P.A.	
Senior	3.50 ↑
Junior	3.75 ↑
Sophomore	4.00

CLASS RANK

Each letter grade carries a specific number of points which are used to determine class rank. The following points are awarded for each letter grade:

GRADE	POINT
A	4
B	3
C	2
D	1
F	0
I	0

GRADE	POINT
PCR	Not included in GPA
WF	0
S	Not included in GPA
U	Not included in GPA
NCR	Not included in GPA

At the end of seven semesters, each student's accumulated grade points are divided by the total credits attempted. The result is a grade point average which is then used to rank the senior class in a descending order. The following policies are used in determining seven semesters' class rank:

1. All grade changes must be recorded in the Programming Office by the last day of the second semester.
2. Incompletes or grade changes pertaining to the seventh semester must be recorded by the end of the second week following the seventh semester.
3. High school credit earned in the eighth grade will not be included in the rank.
4. PCR grades will be included as credits earned but no grade points will be awarded.
5. S, U, NCR and PCR grades are not included in the GPA.
6. Student aide and internship grades are not included in the GPA.
7. Graduating juniors will not be included in the senior class rank.

COUNSELING

COUNSELING DEPARTMENT

Counseling is a service for all students and addresses educational, vocational/career, personal and social concerns. Counselors are assigned to homerooms so students can identify with a specific counselor for assistance.

Students are encouraged to make an appointment with their counselor to become acquainted and learn about the services available. This can then be the introduction to future visits as needs arise. Appointments are made through the Counseling Office assistant. An example of the many services provided include: personal/social counseling, course selection counseling, academic support and guidance, student support groups, career counseling, parent and student senior and sophomore conferences, career assessment, Junior Parent Night information, financial information

to help with college, career resources, college admissions testing assistance, post high school planning, and college application processing and transcript release.

CAREER CENTER

The Career Center offers information regarding post-secondary planning. College, military, and career resources are available and representatives from various colleges and military branches make regular visits to meet with students.

Students can also search for jobs and volunteer opportunities and receive help filling out applications and preparing for interviews. College admission testing registration, college application and financial aid application assistance are also provided.

The Career Center is open at varying times throughout the week so students need to check the schedule or make an appointment with the Career Center Coordinator.

HIGH SCHOOL CODE

A high school code is needed for Scholastic Aptitude Test (SAT) applications and for American College Testing (ACT) Financial Aid Form/Family Financial Statement College Applications - **Code Number - 502417**.

STUDENT FEES

All students attending West High School will be required to pay a student fee for the 2026-2027 school year. This required fee will cover the cost of the following items: athletic pass, student magazine, student activity fees, physical education towel fee, drama/music production fees (excluding Pop Concert). Students and parents should be aware that some courses require the payment of an additional fee. All students taking a science course need to pay a science lab fee.

Yearbooks are purchased separately for $55.00. Having a student's name engraved on their yearbook is an additional $2.00.

Fees may be paid in the Business Office and online via Infinite Campus. Checks should be made payable to *Wausau West High School*. We also are accepting debit/credit cards as well as cash and checks for payments. There will be an additional fee of $2.00 to use your credit/debit card.

GRADUATION REQUIREMENTS

Graduation requirements can be found in the Wausau West 2026-27 Career Planning & Course Registration Handbook.

In addition, a student's daily attendance, behavior and/or academic performance will also affect their "privilege" to walk the stage for graduation. Wausau West requires students to have at least 22.5 credits in order to participate in the graduation ceremony. Those students must then fulfill their missing requirement(s) during summer school prior to receiving their diploma.

EARLY GRADUATION

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

1. The application for early graduation has been submitted to the high school principal by the parent or guardian of the student or the student if he/she is 18 years of age. This application must be received no later than December 1.

2. The building principal and high school counselor have granted permission following conferences with faculty members who have worked with the student. (Social and emotional factors are to be evaluated in addition to academic achievements.)
3. All present academic requirements are to be met prior to the date of graduation.

WITHDRAWAL PROCEDURES

Withdrawal procedures are initiated in the Counseling Office. Students withdrawing from West are to use the withdrawal form to obtain release signatures from all teachers, Pupil Services Associate Principal, Attendance Specialist, Library, Director of Counseling and the Business Office. All obligations are noted on this form. The completed form is to be returned to the Counseling Office.

EARLY COLLEGE CREDIT PROGRAM (ECCP)

The Youth Options statute (118.55) was renamed the Early College Credit Program (ECCP). The ECCP statute allows Wisconsin public and private high school students to take one or more courses at an institution of higher education for high school and/or college credit.

Students looking to take courses in the summer or fall semesters must turn in the application by **March 1**. Students looking to take courses in the spring semester must turn in the application by **October 1.**

- Under this section, "institution of higher education" means an institution within the University of Wisconsin System, a tribally controlled college, or a private, nonprofit institution of higher education located in the state.

Under the ECCP, the cost of courses is shared among the institution of higher education (IHE), the school district (or private school), the state, and in some cases, the pupil's family. Neither the IHE or the school board may charge a pupil any additional costs or fees to a pupil, except that a school board may limit the amount it will pay to no more than 18 postsecondary semester credits per pupil.

START COLLEGE NOW (SCN)

"Start College Now" will allow high school students the opportunity to take college courses at Wisconsin Technical Colleges. Statute 38.12 (14) lays out all the aspects of the program.

Students looking to take courses in the fall semester must turn in the application by **March 1**. For spring semester courses the same application is used, however the due date is **October 1.**

Please note SCN does NOT cover the summer semester.

To qualify for the ECCP and SCN Programs:

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

DROPPING A CLASS

Students are allowed to drop a class, without penalty, a) If they failed a prerequisite to the class they want to drop, b) Have too many conflicts with the class that cannot be resolved, c) Or need to add another class to meet graduation requirements. However, all students must carry a full course load each semester. **Please choose classes wisely and plan on sticking with your choices.** Any decisions to add and/or drop a course will involve consideration of course availability/openings. Withdrawals made past the deadline will result in a withdrawal failure "W/F" on student transcript and will affect the student's GPA.

CONFLICTS AND SCHEDULE CHANGES

Conflict Resolution Day is provided for students to address conflicts in their schedule. This is a very important aspect at Wausau West. If you have been identified as having conflicts in your next semester's schedule, **attendance is required**.

CAREER PLANNING AND COURSE REGISTRATION HANDBOOK

For more information on departmental course offerings, descriptions, and information regarding admission requirements for technical college or a four-year college/university, please refer to the Career Planning & Course Registration Handbook.

ADVISOR-ADVISEE PROGRAM

West High School has an Advisor-Advisee Program in the homeroom system that meets every morning from 7:41 – 7:55 a.m. Homerooms are structured so that students from all four grade levels are mixed and students keep the same homeroom teacher or advisor for all four of their high school years. This program provides individual assistance to students and a faculty person for parents to contact if problems arise.

Parents will have an opportunity to meet with their student's advisor at the beginning of the year. All parents will also be invited to meet with their student's advisor at the beginning of second semester to start planning for the next school year.

The goals of the Advisor/Advisee Program are the following:

1. Provide the student with a personal advisor during his/her high school years.
2. Help students make better academic and career choices.
3. Anticipate and deal with problems a student encounters at an early stage.
4. Develop better communication between home and school.
5. Provide an ongoing orientation to the students regarding the curriculum and procedures of the total school program.
6. Location for distribution of information to students.

GENERAL SCHOOL POLICIES

CELL PHONE POLICY

Classroom Policy

- Cell phones must be "checked" at the start of class using classroom phone pockets. - Teachers may assign a specific pocket number to each student.
- Phones may also be kept in backpacks (not visible).
- Phones may NOT be carried on the student (e.g., in pockets).
- "Not checking" a phone = "I don't have my phone on me."

- If a phone is seen or used, the policy is considered broken, regardless of the reason.

Other Electronic Devices
- Earbuds and headphones: Not permitted during class time. Allowed in resource centers, open labs, and the library.
- Smartwatches: Permitted unless they become a distraction-then they will no longer be allowed.

Disciplinary Process

First Offense:
- Students fill out a phone "ticket" and retrieve the phone at the end of the day from the main office.
- Minor behavior form submitted, and parents are contacted by the teacher.

Second Offense:
- Students fill out a phone "ticket" and are sent to the main office. Parents are contacted by administration and they also need to retrieve the phone at the end of the day.

Third Offense:
- After-school detention.
- Student sent to the Main Office and stays there for the remainder of the class.

Fourth Offense:
- After-school detention.
- Loss of open campus privileges, if applicable.

Fifth Offense and Beyond:
- In-school suspension.

Refusal to Comply
- The teacher contacts the Main Office.
- The student will be escorted to the office.
- Students will remain in the Main Office for the rest of the class.
- Parents must pick up the phone at the end of the day.

When Phone Use is Allowed
- In hallways
- During lunch
- Before and after school
- In the Commons
- Medical exceptions are permitted with documentation.

AGE OF MAJORITY

West High School recognizes that when students reach the Age of Majority, they are afforded all the rights and privileges of adulthood. Students may, upon reaching 18 years of age and after meeting with an administrator and a parent, assume full responsibility for their report card, attendance and other school related procedures and activities. However, students cannot simply sign in and out of school. They must have an acceptable reason for absence (i.e., illness, medical appointment, etc.) For complete details, see Associate Principal Ms. Okabe.

Adult students are not exempt from complying with the rules or policies enacted by the Wausau Board of Education or West High School. By State Statutes, school boards are authorized to make rules, including rules pertaining to student conduct, or to delegate this rule making function to the district's administrators or teachers. School rules made under the authority of the State Statutes

are binding on pupils regardless of age. Adult students are also subject to the same disciplinary procedures as students under the age of eighteen.

BUSES

All students who live more than two miles from school are provided with free transportation. The school has the right to deny bus transportation if a student behaves in an inappropriate manner. Please contact Mrs. Allie Libby, Associate Principal, at 715-261-0871 with any school bus concerns.

A copy of bus rider rules for both city and rural buses is contained in the District policies handbook which is available on the District's website. **All students arriving to homeroom after 7:41 a.m. who take a city bus will be considered late and issued consequences. Make better choices and ride an earlier bus**. City bus passes and bus tickets can be purchased in the school Business Office.

DRUG AND ALCOHOL ABUSE

The Board of Education recognizes that drug and alcohol abuse is a serious problem within the secondary schools of the nation. The Board recognizes, moreover, that drug and alcohol abuse is a behavioral/medical problem. To address the problem, it is necessary to have cooperation and communication with parents.

Parents are urged to contact the school with any concerns they may have pertaining to drugs or alcohol problems. The schools, in turn, will also stay in contact with the parents and/or guardians of students. Any student exhibiting a continuing problem or suspected of being under the influence of drugs or alcohol is to be referred to the designated administrator, counselor, health personnel, and Student Support Program.

Teacher Referral of Suspected Problem

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

Student Self Referral

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

FIRE DRILL

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys promptly and leaves the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. The fire drill is meant for everyone; the building must be evacuated!

ID CARDS

All students must carry an ID card. ID cards are used as tickets to school activities, used for open campus purposes, to check out materials in the library or resource centers, computer telecommunication (Internet) access and for the purpose of identification. ID's are issued to all students at the beginning of the school year. The first card is furnished to the student. If lost, there will be a $5.00 charge for replacement.

School personnel have the right to know the identity of all persons in the building. Students must identify themselves upon request of any school personnel. This should be done by presenting a student ID which students are expected to carry at all times. Violation of this rule may result in suspension from school.

INTERNET (TELECOMMUNICATIONS) USE

Students' access to Wausau School District electronic networks and resources within the district is a privilege, not a right. The privilege may be revoked at any time for use not consistent with the educational goals of the district. It is understood that a student has permission to use the Internet unless a parent puts in writing that the student is denied such access.

GENERAL INFORMATION

ATHLETIC PASSES

Passes for parents and non-West students to attend athletic events may be purchased through the Go Fan app and website. For more information, contact Brittany Tesch, Athletics Assistant at 715-261-0870.

FIELD TRIPS

Throughout the year, various classes and clubs make use of field trips. Parents must complete the Wausau School District Emergency Contact Medical Information Field Trip Authorization form in order for students to participate in field trips. Transportation is normally provided by the school and students must use the school transportation provided.

GAGGLE

The Wausau School District utilizes Gaggle filtering systems for all Gmail accounts owned and operated by the WSD. Gaggle is a program that filters all student Gmail accounts throughout the entire district, including Wausau West. If the filtering system detects information that is

inappropriate or questionable it flags the information which is sent to a Gaggle representative. That Gaggle representative passes along the information to the school district. If school Gmail is used to access social media such as Facebook, Instagram, Snapchat, Twitter or others, it has the potential to be screened by Gaggle. Inappropriate use of school Gmail and/or technology has the potential for disciplinary consequences.

INSURANCE

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

LOST AND FOUND

Students or parents looking for missing articles should check with the Commons Supervisor or Main Office at Wausau West.

LUNCH PROGRAM – How does it work?

1. Make payments into the student's account before 9:00 a.m. in order for the deposit to go into the account for that day. Please deposit a check made out to *WSD Food Service*. Cash is not accepted.
2. If you have more than one student in West High, you can write one check for lunch and designate on the envelope how much is for each student.
3. Students will be required to use an I.D. to make a meal selection. Manually entering I.D. numbers on the key pad is discouraged.
4. Food Service cashier assists students in scanning their card. The computer reads the student's bar code to deduct the cost of the items selected from the student's account.

MESSAGES

Parents who wish to leave a message for their child may do so through the Main Office. **This should be done only in the case of an emergency**.

PHYSICAL EDUCATION POLICIES

Locks and Lockers – **Students must purchase a lock from the Wausau West P.E. Department**. After you purchase a lock, you will be able to choose your own small locker in the Physical Education locker room. Small lockers are for you to store Phy. Ed. clothing while not in an activity. Tall lockers are for you to store street clothes only during your Phy. Ed. class. If tall lockers contain clothes or are locked overnight, the lock will be cut and items will be removed. **Wausau West is not responsible for items lost or stolen from lockers.**

Athletic Locker Rooms – All athletic locker rooms will be locked during the school day and will only be available for after school use for students involved in a sport for that season. Out of season athletes must use a small locker in the Phy. Ed. locker room for any activities such as weight training or running.

Fit Lab and Fieldhouse Open Lab – When offered, the weight room and fieldhouse are open to West High students to use during their unstructured time. Students must have their student ID, be passing all classes from the previous grading period, and be dressed for activity.

POSTERS

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

activity. For questions and approval, see Mr. Brian Brandt, Wausau West Athletic/Activities Director.

STUDENT PARKING LOT AND PARKING PERMITS

Students who wish to use the student parking lot must purchase a parking permit for the cost of $40 for the full school year, $30 after 1st quarter, $20 at semester, $10 after 3rd quarter.

Student Parking Guidelines:

- The City of Wausau has updated their parking enforcement processes which has in-turn prompted us to update our parking processes. We will no longer be issuing physical parking tags to be placed in vehicles. Instead, students purchasing a parking pass will be asked to submit the vehicle information on the vehicle or vehicles they will be parking in our lot. This information will be submitted to the Wausau Parking Enforcement's database and used by their new license plate scanning technology. The new technology will scan license plates in our parking lot as parking enforcement drives through and flag any plates that are not in the database. Any license plate that is flagged will be issued a parking citation.
- Parking in the student parking lot is on a first come, first served basis until the lot is full. Once the student parking lot is filled, students will have to park on a city street. Buying a parking pass does NOT guarantee a parking space in the student parking lot.
- Students parking in the student parking lot must park in a legal parking space.
- Students are not allowed to be in the student parking lot except when going to or coming from their vehicle.
- Students are not allowed to sit in their vehicles in the student parking lot.
- Students are never allowed to park in the visitor or the staff parking areas.
- Vehicles parked on school property are subject to search by school authorities.
- Violation of these rules will result in appropriate disciplinary measures.
- The administration reserves the right to deny students access to parking privileges.
- Any student observed driving dangerously on school property will be referred to the Wausau Police Department for appropriate legal action as well as being subject to possible school disciplinary action.
- Students who violate the parking regulations of the school will be issued a parking citation by the Wausau Police Department and if problems continue, will be denied the privilege of parking their car at West High School.

TEXTBOOK POLICY

In many courses, students will be provided a textbook. When the book is issued, a book condition slip is filled out. If the book is damaged or not returned at the end of the school year, then a fine is levied for the repair or replacement of the book. Textbooks are very expensive; handle them with care.

THEFTS

If an article is stolen, it should be reported to the classroom teacher and then to an Associate Principal. Students may be asked to fill out an online theft report through the Wausau Police Department at https://wausaupd.policetocitizen.com/ReportIncident. A copy of this report will be filed with the Wausau Police Department and is considered an official police report for insurance purposes. **BE PROACTIVE – Secure all of your belongings using provided lockers and locks!**

TORNADO SAFETY RULES

When a tornado approaches our area, immediate action may mean life or death. The intercom system will be used, when possible, to inform students of threatening conditions. REMEMBER: Tornado WATCH means tornadoes may develop. Tornado WARNING means a tornado has actually been sighted. A tornado drill is held on an annual basis. During drills or in actual emergency situations it is important that students follow the instructions of their classroom or study area teachers.

VISITORS TO WAUSAU WEST

Student visitors are NOT allowed during the school day. Student visitors are **not** allowed on campus during the school day unless supervised in an activity with **prior** permission from the Main Office. Persons who are in school or on school property between the hours of 7:00 a.m. and 3:00 p.m. on school days and have not obtained permission through the Main Office are subject to receiving a municipal citation from the Wausau Police Department for "unauthorized persons on school property" (City of Wausau Ordinance #61-4496). Parents or other adult visitors may park in the visitor parking lot which is located directly in front of the flag pole and administration offices. **All visitors/parents must check in to the Main Office utilizing the Visitor Aware Management System. You will need to present a current driver's license, and once approved, you will receive a visitor badge to wear while in the building**.

WORK PERMITS –

Work permits are now obtained through an online application which can be found at: https://dwd.wisconsin.gov/er/laborstandards/workpermit/

YEARBOOK PICTURES

Yearbook pictures are taken during schedule pick-up days in August. The purchase of a school picture package is optional. Seniors may have their graduation pictures taken at any approved studio or as offered at Wausau West but must provide the yearbook staff with a colored print by the first week in October of their senior year.



ATTENDANCE

Good school attendance is one predicator of academic success. **All students are required to be in attendance from 7:41 a.m. until 3:00 p.m.** Unstructured time must be spent in resource centers, open labs, library or other approved educational activities.

Students may be excused from school for the following reasons:

1. Personal illness. (**This absence falls under the ten days allowed for parental excuse unless a note from a physician is provided**.)
2. Funerals and religious services as requested by the parents/guardians.
3. Professional appointments that could not be scheduled outside of the regular school day. (**If part or all of the school day is missed due to a medical appointment, a note from the physician must be provided to the Attendance Office. If a note is not provided, the absence will fall under the ten days allowed for parental excuse**.)
4. Serious, personal or family crisis.
5. Student is not in proper physical and/or mental condition to attend school in accordance with Statute § 118.15(3)(a).
6. Family vacations or activities. (**This absence falls under the ten days allowed for parental excuse**.)
7. Suspension from school.

Students will be excused for the above reasons only when a parent/guardian explanation of the cause for the absence is given. **The school, not the parent/guardian, determines if the absence is excused**. Parents are requested to call the Attendance Office (715-261-0880) before 9:30 a.m. on the date of absence. If that call cannot be made, a written note is required upon the student's return. **Parents/guardians are allowed to excuse their child up to ten days per year without a medical note. Absences excused with medical notes are excused without using the ten days previously mentioned**.

TRUANCY

A student is habitually truant when absent from school all or part of five days in a school semester without an acceptable excuse. Students must attend all classes, including homeroom, per school board policy and state law.

If a teacher marks a student absent from class, parents will receive a call that evening from our automated system to notify them of the absence. Periodically, parents will also receive letters advising of any unexcused absences. If a student is marked absent from class, the Associate Principal, Attendance Specialist or designee will meet with the student to verify absences. If the absence is changed to unexcused, parents will be notified and detentions will be assigned.

If a student becomes habitually truant, the following steps may be taken:

1. Associate Principal or the Attendance Specialist may meet with the student. Detentions and/or in-school suspensions will be assigned by an administrator and the student may be required to participate in various intervention programs as determined by the school.
2. Continued class cuts will necessitate counselor and parental involvement. The counselor will determine if curriculum modifications would remedy the truancy.
3. A certified letter will be sent to the parent/guardian scheduling a meeting to discuss the student's truancy in depth or an agreed upon meeting time will be established over the telephone. This meeting should include the student, parents, counselor, attendance specialist, and associate principal. Program modifications, continued counseling assistance, or other decisions will be discussed in order to ameliorate the student's truancy.

4. If all efforts have failed and the student continues to be truant, a referral will be made to either Marathon County Courthouse or Marathon County Department of Social Services.
5. Municipal citations for truancy issued by the Wausau Police Department may also be used to change poor attendance choices at any point once a student begins truanting.

EXTENDED ILLNESS

If students are going to be absent for an extended period of time, the Attendance and Counseling Offices should be notified.

ANTICIPATED ABSENCE

This must be prearranged through the Attendance Office as many days in advance as possible. Students are required to obtain and complete an Anticipated Absence Form which is then returned to the Attendance Office. We do not encourage absences of this nature because of the lost instructional time. It is the student's responsibility to make up all missed work.

TARDINESS

Students are required to be in homeroom every day at 7:41 a.m. If a student arrives to school beyond 7:41 a.m., he/she needs to sign in through the Attendance Office. Any unapproved arrivals past 7:41 a.m. is considered tardy. Excessive tardiness is also considered truancy.

CLOSED CAMPUS

Wausau West has a closed campus for Freshmen, 1st semester Sophomores, and any upper classmen that doesn't qualify for open campus. This means that students are to be at school between 7:41 a.m. and 3:00 p.m. on scheduled school days. Students are allowed to go outside during their lunch mods. **HOWEVER, students must exit through the Commons and remain on the cemented area directly in front of the Commons.** Student lunch breaks have a maximum of forty minutes. Students are not allowed to enter any driveways or parking lots during their lunch periods or unstructured mods. Should a student need to get an item from their car, a pass from either their teacher, Commons Supervisor, Attendance Office or Administration is required.

INCENTIVE PROGRAMS

Wausau West has a closed campus, however, there are programs that offer flexibility: The Open Campus Incentive as well as the Apprenticeship and Internship Work Release are two such programs. The specific criteria for each program is explained in the following pages. Applications may be obtained in the Attendance Office or Main Office.

OPEN CAMPUS INCENTIVE PROGRAM

The Open Campus Incentive Program is designed to offer **Juniors, Seniors, and 2nd Semester Sophomores** who are in good standing, an opportunity **to leave campus during any unstructured time starting from Mod 1 until the end of the school day**. Wausau West always holds students accountable for negative behaviors and we now would like to offer positive reinforcement to students who consistently perform up to their capabilities. This program is aimed at providing all students the opportunity for recognition and rewards for a job well done.
Privileges will be earned quarterly. In order to earn privileges, the following criteria must be met:

- Eligible students must be passing all of their classes at the end of a quarter with a 70% or higher.
- Privileges may be revoked for any disciplinary or academic referral, at the discretion of administration.
- Student will not be in violation of any school athletic/activity code.
- Student will not be in violation of any Municipal, County, or State Laws.

- A signed waiver from the parent or guardian, regardless of Age of Majority, must be on file in the Attendance Office.
- Any day of questionable attendance may be interpreted as a skip day, which could result in loss of all privileges.
- Any students on release will demonstrate appropriate behavior in the community. Any reports of creating a nuisance will result in a loss of privileges.
- Students taking advantage of the incentive program **must leave school property.** Students found loitering in the parking lot may lose this privilege as well as be referred to Wausau PD for a citation.
- All students are required to go to homeroom, mandatory class meetings, assemblies, etc. Not attending will be considered an unexcused absence.
- Students with privileges are encouraged to schedule appointments during unstructured mods.
- Students must have a **current and valid student ID card, along with the Warrior Incentive indicator. Students must follow all check-in and check-out procedures established by administration.**
- Violating ***any*** of the criteria listed will result in immediate loss of privileges for the remainder of the quarter.
- Students whose privileges are revoked may reapply at the end of the quarter. If the revocation occurs during the last two weeks of the quarter, the student shall forfeit the remainder of the quarter and the following quarter.

APPRENTICESHIP AND INTERNSHIP WORK RELEASE PROGRAMS

Students must be in an **approved** school supervised work experience program, internship or apprenticeship in order to be released from school during the instructional day. Provisions for obtaining a permanent pass to leave school must be made by the supervising teacher through the Attendance Office.

PASSES

If students are leaving school for a legally acceptable reason, they must bring a note with them or have their parents call the Attendance Office. **Students must obtain a pass PRIOR to leaving school. If the student becomes ill during the school day, permission to leave school must be obtained in the Health Office.** Failure to do so will result in the absence being changed to unexcused.

RIGHTS AND RESPONSIBILITIES OF STUDENTS

Student discipline will be enforced in a manner which respects the rights and recognizes the responsibilities of all students. The rights and responsibilities listed here also may help prevent discipline problems. Each student has a right to:

- Expect and receive a quality education.
- Attend school without fear of verbal harassment or physical harm.
- Utilize school facilities and programs according to established school regulations and procedures.
- Hold property free from theft or damage.
- Expect courteous behavior from other students and school personnel.
- Obtain help regarding drug or alcohol use/abuse from school staff members.
- Hold peaceful rallies or demonstrations subject to the written approval of the school principal.
- Form, hold and express opinions and beliefs so long as the expression does not disrupt the normal operation of the school.

- Have access to all school rules to which they are subject.
- Due process in the application of the Student Conduct Code.
- Appeal an application of the Student Conduct Code through the appeal process outlined in the Code.

Since these rights are expressed or implied in the Student Conduct Code, the wording of that code prevails if there is an apparent conflict in meaning.

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

- Understand and follow the guidelines outlined in this Student Handbook.
- Attend school regularly, arrive on time, bring appropriate materials, be prepared to participate in class, and do assigned homework.
- Work toward academic growth.
- Respect the rights, feelings, and property of fellow students, parents and school staff.
- Conduct themselves properly while at school, to and from school, at any school related activity, or on school buses so as not to interfere with the rights of other students.
- Properly care for, return, or pay for lost school-issued textbooks and other materials.
- Be accountable for personal actions both as an individual and as part of a group.
- Reach out to other students and to school staff members in order to build bridges of understanding and cooperation.
- Refrain from using profane and vulgar language.
- Obey the laws concerning the possession and use of illegal drugs.
- Cooperate with other students and staff members to promote the well-being, safety, and security of the school community.

STUDENT BEHAVIORS

The following behaviors are those behaviors considered unacceptable and inappropriate at Wausau West High School. Students exhibiting these behaviors may be subject to some or all of the following consequences:

- Removal from class temporarily or permanently.
- Suspension in or out of school and/or referral to the police for the appropriate citation and possibly for expulsion.

HALL VIOLATIONS

A student in the halls during non-passing time without a hall pass will be given a hall violation. This results in the student being required to serve an after-school detention within three school days. Failure to serve the detention(s) or repeated hall violations will result in more severe disciplinary action being taken.

COMMONS RESTRICTION VIOLATION

All freshmen, sophomores and juniors or seniors who are restricted from being in the Commons because of grades or other reasons are not to be in the Commons with the exception of lunch mods**. After one warning students may be consequential up to, and including, suspension.**

PHYSICAL THREATS OR VIOLENCE

Incidents of physical assault (obvious willful attempt with force or violence to do harm to another) or severe verbal intimidation will not be tolerated at West High School or at school activities.

FIGHTING

Any fighting, battery, or any other conduct which may endanger the health or safety of self or other students is prohibited. The use of physical force against another person in a fight situation will result in suspension from school and referral to the police. Serious incidents or repeated violations may result in a recommendation to the Wausau Board of Education for expulsion from the Wausau School District.

THEFT AND VANDALISM

No person may take or destroy property of the school or personal property of others. Theft of school property or vandalism to school property and/or equipment will result in suspension from school and referral to the police.

ANTI-SOCIAL BEHAVIOR

School activities and school in general cannot be conducted with anti-social behavior present. Behavior deemed by school authorities to be disruptive, insubordinate in nature, or destructive, or dangerous to the welfare of the school and the people involved in the daily operation of the school and school activities is prohibited.

USE OF PROFANE LANGUAGE AND/OR GESTURES

Students are not to use profane language/gestures while in school or attending any school activity. This may result in referral to the police for a municipal citation in addition to school disciplinary action.

FORCE AGAINST A STAFF MEMBER

Any student intentionally using force against a staff member will be recommended to the Wausau Board of Education for expulsion from the Wausau School District and referred to the police.

VERBAL ABUSE, HARASSMENT OR THREATENING OF A STAFF MEMBER

Any student verbally abusing, harassing or threatening any staff member at West High School will be suspended from school, referred to the police and could face expulsion depending on the severity of the incident. This includes abuse, harassment or threats that occur through electronic mediums such as texting or other social media sites.

DISRESPECT/INSUBORDINATION TO A SCHOOL STAFF MEMBER

Students are expected to comply with the reasonable requests of teachers and school staff members. Failure to do so is a serious violation of the Student Conduct Code.

ALCOHOL AND OTHER DRUGS/DEALING DRUGS

A drug is defined as any substance that alters a person's ability to function appropriately in the academic environment. Any student possessing or being under the influence of alcohol, drugs, and/or paraphernalia (any item that can be used to store or use a drug) defined as illegal by Wisconsin Statutes will be subject to suspension from school and could be referred to the police and/or for counseling. Any student selling, purchasing or possessing with intent to sell or deliver drugs or chemicals which Wisconsin Statutes define as illegal will be recommended to the Board of Education for expulsion from the Wausau School District and referred to the police.

WEAPONS

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law and without the permission of the District Administrator.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The District Administrator will refer any student who violates this policy to the student's parents and may also make a referral to law enforcement. The student may also be subject to disciplinary action that may include immediate suspension and/or recommendation for expulsion.

This policy excludes:

- Weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
- Theatrical props used in appropriate settings;
- A knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the person's business while on District property or at a District-sponsored activity;
- The School Forest resident caretaker (an employee of the District) may keep and store his/her firearms in the house he/she resides in at the School Forest. Such firearms may not be used for any unauthorized purposes at the School Forest.

Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

BOMB THREATS, FIRE ALARMS AND 911 CALLS

Any student who reports a false bomb threat, fire or false alarm call, will be suspended from school, referred to the police and possibly recommended to the Board of Education for expulsion from the Wausau School District. This would also apply to any student starting a fire or attempting to start a fire on school premises.

FIREWORKS

The possession and/or use of any type of fireworks is forbidden. Violators will be suspended from school and referred to the police.

SMOKING/SMOKELESS TOBACCO/VAPING

According to state law it is illegal for persons under the age of 18 to possess or use any type of tobacco product. The use of tobacco products is also prohibited by state law on any school property or at school sponsored activities. Students violating this law will receive a municipal citation through the Wausau Police Department. Repeated violations may result in other school disciplinary action. Items such as vape pens, Juuls, vape-mods, e-cigarettes, or other similar devices are also prohibited from being on school grounds and are subject to disciplinary action.

IMPROPER DISPLAY OF AFFECTION

Appropriate behavior between students is expected at all times both at school and at school-sponsored activities. There is to be no kissing or other type of physical contact. Sexually explicit/obscene conduct will result in severe disciplinary action being taken.

GAMBLING AND GAMING

No gambling is permitted in school or at any school-sponsored activity. Playing of cards, board games, or digital gaming that interferes with learning or becomes disruptive will not be permitted.

COMPUTER DATA AND PROGRAMS

The school policy dealing with computer offenses of modifying, destroying, accessing, possessing and copying data and support documentation is in compliance with Wisconsin Statute 943.70.
This statute is posted in all computer areas. Any violations may lead to loss of computer privileges, suspension, restitution of damages and time and/or lead to court referral.

FORGERY

Students are not to forge the signatures of either parents or school personnel.

SOLICITATION OF FUNDS SALES AND DISTRIBUTION

A student may not solicit contributions or collect funds for any purpose from students or school personnel on school property, at school-sponsored functions or on school transportation unless the written permission of the principal has been obtained. A student may not display, distribute, offer to sell or sell any item to students or school personnel on school property, at school-sponsored functions, or on school transportation unless the written permission of the principal has been obtained.

STUDENT RALLIES AND DEMONSTRATIONS

Students may hold peaceful rallies or demonstrations that do not interfere with the conduct of activities normally carried on in the school building or on school grounds. The persons who organize the rally or demonstration must meet with the principal at least four hours prior to the rally to obtain written permission. If permission is not given, the rally or demonstration cannot be held.

DISTRIBUTION OF PUBLICATIONS PRODUCED BY STUDENTS

School newspapers, yearbooks, literary magazines, and similar publications are encouraged as learning experiences. As such, they shall have qualified faculty advisors and shall strive to meet high publications standards.

Publications shall reflect the judgment of the student editors which carries the obligation to be governed by the standards of responsible journalism. It is essential that school newspapers provide opportunities for members of the student community to express a variety of viewpoints and opinions.

Publications produced by school district students, with or without school sponsorship, must be approved by administration prior to distribution or sale. Administration has the right to approve school-sponsored publications as well as non-school publications.

STUDENT DISCIPLINARY ACTIONS

CEASE AND DESIST ORDER

A cease and desist order is issued in the first steps of peer conflict. Students are notified to have no further contact with, or regarding the other student(s). Failure to comply with a school-issued cease and desist will result in heightened consequences.

STUDENT CONFERENCE

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

PARENT CONTACT

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

PARENT CONFERENCE

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

CONTRACT WITH STUDENT AND/OR PARENT

An agreement is written listing steps to be taken by the student to improve behavior. The agreement should also describe the support to be provided by school staff and/or parent.

ASSIGNED SCHEDULE

The school does have the right to assign a student's unstructured or out of class time. This allows the school to account for a student's whereabouts at all times. If students are placed on assigned schedule, they MUST attend or will be considered truant.

REFERRAL TO COUNSELOR, SCHOOL PSYCHOLOGIST OR SCHOOL SOCIAL WORKER

The student is referred to one of these professionals for assistance with strategies to address behavior change.

FINANCIAL SETTLEMENT

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

COLLECTION OF INAPPROPRIATE PERSONAL PROPERTY

School staff members may confiscate materials which students are prohibited from possessing in school.

DISMISSAL FROM CLASSROOM OR STUDY AREA

If a teacher finds that it is necessary to send a student from a classroom or study area for inappropriate behavior, the student is to report to the school office immediately. The teacher must

call home if a student is removed for more than twenty minutes. To be reinstated in a class, a student must confer with a school administrator and/or teacher. Failure to report to the Main Office will be treated as a serious violation of the Student Conduct Code.

RESTRICTED PRIVILEGE

Students can be denied the privilege of participation in student activities, attendance at extracurricular events, or use of the commons or other study areas as a consequence for inappropriate behavior.

DETENTIONS

Detentions may be assigned by teachers, school administrators or the Attendance Specialist. Detentions assigned by teachers will be served with the assigning teacher. If a student fails to serve a detention assigned by a teacher, the detention will be referred to the school administration. Detentions assigned by the school administration or Attendance Specialist may be assigned during the day or after school from 3:05 to 3:30 p.m. in room 164. Students are to report for detention with study materials and work silently throughout the time on detention. Failure to serve assigned detention(s) will result in the student being assigned an in-school or out-of-school suspension.

CLASS SUSPENSION

A school administrator may suspend a student from attending a particular class for one to three days because of class misconduct. The student will spend the class time in the Main Office and parents will be notified.

SUSPENSION FROM SCHOOL

For a serious violation of the student code, a student may be suspended from attending school for up to five days by a school administrator. Prior to suspension, the student shall be advised of the reason for the proposed suspension. While suspended from school the student is placed under the supervision of the student's parent(s)/guardian(s). A suspended student is not to be on school property during the period of suspension and cannot attend any school-sponsored activities. Suspensions from school are considered excused absences and students will be allowed to make up the work missed.

The purpose of a suspension is threefold:

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

The parent(s)/guardian(s) of a suspended minor pupil shall be given prompt notice of the suspension and the reason for the suspension. If expulsion is being recommended, prompt written notification of the suspension and recommendation for expulsion is required.

If the District Administrator or his/her designee finds that the pupil was suspended unfairly or unjustly, or that the suspension was inappropriate given the nature of the alleged offense, or that the pupil suffered undue consequences or penalties as a result of the suspension, reference to the suspension on the pupil’s school record shall be expunged. Such findings shall be made within fifteen (15) days of the conference.

REFERRAL TO POLICE OR JUVENILE AUTHORITIES

If a student's behavior is such that a violation of law is involved, police or juvenile authorities may be contacted by the school administration. This may result in the student receiving a municipal

citation or referral to Juvenile Court Services or the District Attorney's office. Refer to Wausau Board of Education policies on the Police-School Liaison Officer Program.

ORGANIZATIONS AND ACTIVITIES

CO-CURRICULAR ACTIVITIES

The Board of Education provides and supports a comprehensive program of co-curricular activities. The co-curricular activities extend and complement the school's instructional program. Co-curricular activities provide students with valuable lifelong skills. Participants in co-curricular programs work cooperatively with fellow students to set and achieve group and personal objectives, acquire self-discipline and adhere to an exemplary code of conduct (please refer to the Athletic/Activity Code Handbook and Individual Advisor/Coaches Expectations). See District Policies 5610 – *High School Athletic/Activity Code* for specific details.

INTERSCHOLASTIC SPORTS

FALL ATHLETICS

Boys: Cheer & Stunt, Cross Country, Football, Soccer
Girls: Cheer & Stunt, Cross Country, Golf, Swimming, Tennis, Volleyball

WINTER ATHLETICS

Boys: Alpine Skiing, Basketball, Curling, Hockey, Wrestling
Girls: Alpine Skiing, Basketball, Curling, Hockey, Wrestling

SPRING ATHLETICS

Boys: Baseball, Golf, Lacrosse, Tennis, Track
Girls: Lacrosse, Soccer, Softball, Track

INTERSCHOLASTIC ACADEMIC ACTIVITIES

DECA, FCCLA, Forensics Team, Math Team, Science Olympiad, Student Magazine Staff, Yearbook Staff

RULES FOR APPROPRIATE ADULT AND STUDENT BEHAVIOR AT WAUSAU WEST EVENTS

The policy on crowd behavior is to provide participants, officials and spectators with all the respect that is due them and to ensure their safety. We believe that the following rules and recommendations will assist in meeting that goal.

1. All fans are expected to be in the designated spectator area during the extra-curricular event.
2. No loitering is allowed.
3. Abusive language and gestures toward officials, participants and spectators are prohibited.
4. Antics involving paper airplanes, coin throwing or similar behavior are not allowed. The possession of any type of projectile is prohibited (i.e. toilet paper).
5. Use or possession of any controlled substance or alcoholic beverage is prohibited. Smoking is not allowed on school district grounds or at school events.
6. Only authorized students are permitted to lead their cheering sections.
7. Any cheers that ridicule, insult or use profanity are prohibited.
8. All types of noisemakers are prohibited in the fieldhouse, swimming pool, and hockey arena.

9. Any noisemaker which may interfere with the progress of an outdoor extra-curricular event will be prohibited (i.e. whistle).
10. Signs, cards, banners and pennants are prohibited unless approved by the Athletic Director.
11. Any action that endangers the safety of participants, spectators or officials is prohibited.

Consequences for Violations:

1. Immediate ejection from the event.
2. Turned over to police when necessary.
3. Suspension from school for student.
4. Further suspension as determined by Athletic Director and Principal. This could range from one event to total ban from all further West events.
5. Any packages containing noisemakers, beverages, projectiles, etc. will be confiscated and returned at the end of the contest.

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

NOTE: Your student ID gets you into all athletic events except WIAA tournament games.

STUDENT COUNCIL

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

NATIONAL HONOR SOCIETY

Second semester juniors earning a grade point average of 3.33 will be considered for membership in the National Honor Society. The four qualifications required for membership are: service, character, scholarship and leadership. Members volunteer in the community and schools to make a positive impact. Final selection is based on faculty recommendation.

HONOR CORDS FOR GRADUATION

Seniors who earn a cumulative GPA of 3.5 or higher after seven semesters at a school approved by West administration will also earn the right to wear honor cords at graduation. Any student who has earned this right will be able to purchase the cords in the Wausau West Business Office in May.

CLUBS AND ORGANIZATIONS AT WEST

Students wishing to join a club or organization should contact the listed faculty advisor and listen for meeting times and places in the general announcements.

CLUBS	FACULTY ADVISOR
Archery Club	Kristopher Schumacher
Astronomy Club	Chris Janssen
Crochet Club	TBD
****Dance United**	Deb Foster
****DECA**	Carl Hert/Karolyn Waldman
Drama Club	Brad Schmicker
Earth Club	Brianna Wright
Educators Rising	Amanda Van Oosten
E-Sports	Alex Burazin/Adam Ellenbecker
FCA-Fellowship of Christian Athletes	Dallas Moe/Mike Zeidler
****FCCLA**	Trisha Sirny
****FFA**	Danielle Reed/Michelle Heeg
****Fall Musical**	Brad Schmicker
Film Club	Kim Elzinga
****Forensics**	Aimee Hein
French Club	Kara Torkelson
French Forensics	Kara Torkelson
French National Honor Society	Kara Torkelson
German Club	Rachel Tordsen
****HASA - Hmong American Student Association**	Nancy Xiong
HOSA – Future Health Professionals	Nicole Polka
International Food Club	Kara Torkelson
****Key Club (Kiwanis)**	Kristine Sladek
Letters of Love Club	Amanda Van Oosten
Link Crew	KC Alft/Taylor Wilkowski
Master Singers	Maria Diamond/Meegahn Palecek
Mathematics Club	Jason Krueger
****Mock Trial**	Jacque Schremp
National Honor Society	Deb Foster
Newspaper/Magazine Staff	Keith Roerdink
Pop Concert	Maria Diamond
Prom	Brooke Meverden
Raise Your Voice	Haley Kerswill
****Robotics**	Connor May
****Science Olympiad**	TBD
Silver Strings	Kirsten Hornby
Skeet & Trap	Andy Woodward/Tim Kuski
Ski and Snowboard Club	Theran Peterson
****Skills USA**	Nick Polak
Solar Olympics	Brianna Wright
Spanish Club	Suzanne Meyers
****Spring Play**	Brad Schmicker
Student Council	Maureen Wagers
Unified Champion Schools	Adam Urmanski
Warrior Power	Vince Spratte
Winter Gala	Crystal Zernicke
Yearbook	Keith Roerdink

**** A $25.00 activity fee will be charged for these clubs/activities; $20.00 for Key Club, $5 for Dance United, $5 for HASA.**

A new club may be formed by interested students and/or teachers by submitting a proposal to the Activity/Athletic Director. The proposal will be evaluated and if no conflict appears, the club will become a recognized West student activity.

Following are the regulations each club at West is asked to follow:

1. The club must have a faculty advisor. The advisor must attend all meetings of the club and remain until the meeting is over.
2. The club must have a constitution on file with the Athletic/Activity Director.
3. A current list of officers and members must be submitted to the Athletic/Activity Director by the fifth week each semester.
4. The club may meet during the unscheduled mods on any day. Clubs may also meet after school if the faculty advisor and members reserve a meeting place in advance.



2026-27 HEAD COACHING STAFF
ATHLETIC/ACTIVITY DIRECTOR: Mr. Brian Brandt
Ticket Manager: Brittany Tesch

FALL SPORTS

Cheer & Stunt
Cassie Lezotte

Cross Country – Boys/Girls
Jason Myers/Rachel Tordsen

Football
Matt Johnson

Golf – Girls
Janna Hillman

Soccer – Boys
Farla Vue

Swimming – Girls
Owen Powell

Tennis – Girls
Steve Wenninger

Volleyball – Girls
Jessica Huggenvik

WINTER SPORTS

Alpine Skiing – Boys/Girls
Jeff Tobin

Basketball – Boys
Nate Lemmens

Basketball – Girls
Madeleine Leiskau

Curling – Boys/Girls
Jim Wendling

Hockey – Girls
Janna Wimmer

Hockey – Boys
Dayne Hagedorn

Wrestling – Boys/Girls
Troy Fabry/Dallas Moe

SPRING SPORTS

Baseball
James Kramer

Golf – Boys
Jeff Marquardt

Lacrosse – Boys
Alec Gastony

Lacrosse – Girls
Tony Imhoff

Soccer – Girls
Lance Kelly

Softball – Girls
Jaime Hughes

Tennis – Boys
Ben Nichols

Track – Boys
Vince Spratte

Track – Girls
Alex Mills



USER'S FEE

The Board of Education has established a "User Fee" for athletics. This fee must be paid before the athlete can compete. The per sport fee is to be paid to the Wausau West Business Office. The receipt issued when payment is made will need to be given to your sport coach. This fee is non-refundable. The District will not adopt policies relating to User Fee and the organization, administration and "playing time" of any individual in a sport. A reduced rate will be made available to students based on the hot lunch eligibility criteria.



WEST EXPRESS

The school store is run and operated by students in the Marketing Education/DECA Program. West Express will carry school spirit items, clothing and apparel and food items. The hours of the school store vary and will be posted in the window and the beginning of the semester.

GUIDELINES FOR SCHOOL DANCES



1. Students may be admitted to the dance until 9:00 p.m.
2. If you leave the dance, you cannot come back!
3. You must be a Wausau West student to attend. If you plan to bring a friend from another high school, the ticket can only be bought in advance, a Guest Permission Form must be completed in advance and their ID must be shown at the door. No tickets will be sold to students from another school at the door.

Guests must be:

A) A graduate from a Marathon County or Wisconsin Valley Conference High School (or by approval of an Administrator).

B) They must have graduated within the last two school years and be under the age of 21.

C) Administration reserves the right to deny any guest admission based on information including, but not limited to, prior alcohol, drugs, weapons, or other criminal violations.

4. Middle school students are not allowed to attend West High School dances.
5. There will be a limited number of people admitted, so get your ticket early.
6. No beverages will be permitted except that which is sold at the dance.
7. No smoking will be permitted.
8. All regular dances will end no later than 11:30 p.m. Exceptions are Homecoming, Winter Gala, and Prom which may end at 12:00.
9. Wausau West Prom is held in spring. Only Juniors and Seniors are eligible to purchase tickets from the Business Office.
10. Wausau West High School Administrators reserve the right to deny any student or non-student admission to the dance.
11. If a student has an out of school suspension during the same semester of the dance, they may not be permitted to attend.

WAUSAU SCHOOL DISTRICT POLICIES

CODE OF STUDENT CONDUCT

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

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

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

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

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

STUDENT DRESS CODE (POLICY 5511)

DRESS AND APPEARANCE

The Board recognizes that each student's mode of dress and appearance is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the District Administrator shall establish such dress and appearance guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or appearance practices that:

A. present a hazard to the health or safety of the individual student or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others;

B. interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;

C. cause excessive wear or damage to school property;

D. prevent the student from achieving educational objectives because of blocked vision or restricted movement.

Such guidelines shall also apply to the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event. Where appropriate, a uniform or specific dress requirement shall be used for students when representing the District as described.

In enforcing the dress code, the following procedures shall be used:

A. The principal shall serve as the initial arbiter of student dress and appearance within the building or at school-sponsored events or activities;

B. before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the principal shall determine whether the item constitutes protected speech insofar as the item independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two that does not require separate explanation.

Expressive dress may not be protected speech if it involves:

A. obscenity;
B. language or depictions intended to incite violence or foment hatred of others.

Dress that is protected speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.

No protected speech may be prohibited on the basis of disagreement by District officials with the specific point of view expressed if the topic is otherwise permitted (e.g., permitting depictions of support for one political party, but prohibiting depictions of support for the other).

If the clothing cannot be removed or concealed, and other clothing options are not available for the student, the student may be sent home after contact is made with the student's parent.

The school will make attempts to collaborate with the parent to provide alternative clothing so the student can remain within the educational environment.

Revised 2/14/22

T.C. 6/13/22
T.C. 5/12/25

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Legal
120.13(1), Wis. Stats.

The dress code policy of Wausau West High School is in alignment with the Wausau School District Dress and Grooming Policy (5511) provided above. Responsibility for the personal appearance of students enrolled in the Wausau School District shall normally rest with the students themselves and their parents/guardians. **Student dress or grooming shall not, however, affect the health or safety of students or disrupt the learning process within the classroom or school. Per Board Policy, administration has discretion to restrict student dress causing a health/safety hazard or disruption to the learning environment.** This discretion applies, but is not limited to, the following standards of dress for Wausau School District students:

1. During the school day, hoods, hats, caps, bandannas, protective hairstyle pieces, and any other head coverings are allowed to be worn in the building unless otherwise specified by staff and/or administration. Specified exceptions for religious purposes will be allowed.

2. Student clothing (top or bottom) cannot be solely undergarments (boxers, bras, bralettes). Clothing must cover undergarments and should not create excessive exposure. Student clothing choices need to express an appropriate level of school decorum.

3. Costumes are prohibited outside of school-approved dress-up days. In this case, a costume may include: large headgear, character costume masks, artificial anatomical features unrelated to a disability, or other components or accessories of a costume that pose a potential safety risk or disruption to the school environment. Make-up, hairstyles, and hair coloring are considered student expression and are allowed as long as the expression complies with other related school policies.

4. Students will not be permitted to wear any clothing that contains references or content related to, pictures of and/or writing about alcoholic beverages, tobacco products, sexual acts, profanity, promotion of gambling, illegal drugs, disruptive symbols of hatred or intolerance (e.g., confederate flags, a swastika or other Nazi symbols, white supremacist symbols, etc.), and/or gangs.

5. Students are prohibited from wearing flags as capes or draping them over their shoulders in a cape-like manner. This includes flags of any nation, state, or political subdivision.

6. Medallions or other jewelry that identify gang members or gang affiliation or that represent a gang shall also not be worn or displayed in school or at school events. No gang insignia may be worn, possessed, used, distributed, displayed, carried, or sold by any student on school grounds or at school-related activities at any time.

The reference to “gang insignia” would also encompass items of clothing that signify gang activity by the manner in which they are worn. This code is not intended to limit the right of the building and/or District administration to establish rules or restrictions regarding other paraphernalia or dress that disrupts or threatens to disrupt the learning environment of any school.

Students found in violation of this policy are subject to administrative action, including but not limited to the following steps:

1. **Initial Concern & Resolution:** When a dress code concern arises, staff will first address it directly with the student. An alternative clothing option will be offered to help the student come into compliance, and the incident will be documented in Educlimber.

2. **Parent/Guardian Notification:** If the issue isn't resolved or is a repeated minor violation, the school will contact the student's parents or guardians. The school will also offer alternative clothing if needed.

3. **Parent/Guardian Conference & Further Action:** For persistent violations or more significant infractions, a conference will be scheduled with the student's parents or guardians to discuss the issue. This may lead to further disciplinary action.

4. **Repeated Violations & Disciplinary Action:** Consistent and repeated violations of the dress code policy will result in progressive disciplinary action. This could include, but is not limited to, detentions, in-school suspension (ISS), and out-of-school suspension (OSS).

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

BULLYING/HARASSMENT/DISCRIMINATION (POLICY 5517.01)

Bullying is defined as the unwanted, aggressive behavior among school-age children that involves a real or perceived power imbalance. The behavior is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress. The behavior is repeated, or has the potential to be repeated, over time and can be physical, verbal, or indirect. Both students who are bullied and students who bully others may have serious, lasting problems. Bullying may consist of the real or threatened infliction of physical, verbal, non-verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. Such conduct based on race, ethnicity, disability, gender, or sexual orientation, physical ability or disability; and social, economic, or family status, may contribute to harassment and discrimination in the school environment. Bullying may include, but is not limited to

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

9. Retaliation against individuals who report or cooperate in an investigation conducted pursuant to this policy.

In order to be considered bullying, the behavior must be aggressive and include

1. **An imbalance of power**: Students who bully use their power, such as physical strength, access to embarrassing information, or popularity, to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people; and
2. **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

Students who engage in any act of bullying at school, at a school function, or in connection to any activity sponsored by the District (whether it is held on school premises or not), or while enroute to or from school (whether it is by District sponsored transportation or walking) are subject to disciplinary action in accordance with Board Policy 5705, Board Policy 5708 and Board Policy 5750, up to and including suspension or expulsion. In addition, cyberbullying can result in discipline whether it occurs on or off school property, irrespective of whether it involves an electronic device at school, at home, or at a third-party location, if it results in a substantial disruption of the school learning environment.

TRAINING/EDUCATION

Students, parents, and employees shall be informed annually, and additionally as the need arises, of this prohibition via the parent/student handbook, employee handbook, or other such publications, and through age-appropriate training at the building level. Parent education is seen as a critical component and addressed on an ongoing basis when opportunities arise at events such as PTO meetings, open houses, scheduling meetings, orientations, and other venues as appropriate. Additionally, this policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions or debate, which is protected by state or federal law.

HAZING

Hazing is defined as:

A. any intentional, knowing, or reckless act meant to:
    1. induce physical pain, embarrassment, humiliation, deprivation of rights; or
    2. create physical or mental discomfort; or
    3. results in property damage or theft; and
B. is directed against a student for the purpose of being initiated into, affiliating with, holding office in (collectively called “initiation activities”), or maintaining membership in any organization, club, or athletic team sponsored or supported by the District and whose membership is totally or predominately other students from the District.

Hazing is prohibited and applies to any and all student-sponsored and adult-sponsored activities that have not been approved by the District. An example of an approved school-sponsored initiation activity is the ceremony for the induction of students into the National Honor Society. Examples of prohibited hazing include, but are not limited to:

A. Requiring a behavior for people to “earn” their way onto a team or activity;
B. Physically or verbally abusing someone as a way of “initiation.”

Students engaging in any hazing or hazing-type behavior that is in any way connected to any activity sponsored or supported by the District will be subject to disciplinary actions in accordance with Board Policy 5517.01 up to and including suspension or expulsion. Students and employees

shall be informed annually of this prohibition via the parent/student handbook, employee handbook, or other such publications.

REPORTING

The School Board shall comply with Wisconsin statutes that require school boards to provide an instructional program designed to give students knowledge of effective means by which they may recognize, avoid, prevent, and halt physically or psychologically intrusive or abusive situations that may be harmful to them. Any student who feels targeted by acts of bullying or hazing should contact the building principal, designee, or follow the complaint procedure provided in Board Policy 5710. Students who file false reports of bullying or hazing will be subject to discipline, up to and including expulsion.

RETALIATION

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

Employees who participate in, allow, or knowingly fail to enforce this policy will be subject to disciplinary action as per the Employee Handbook.

Furthermore, students may be referred to law enforcement for bullying, cyberbullying, or hazing incidents, where required by law.

SUPPORT

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

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

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

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

INFORMAL COMPLAINT PROCEDURE (POLICY 5710)

An individual who believes he or she has been subjected to discrimination or unlawful harassment in education or educational opportunities shall promptly report it to the building principal or a guidance counselor. If the individual is uncomfortable discussing the concern at this level, he/she shall report it to the Title IX/Discrimination Complaint Officer or Superintendent of Schools.
A prompt and impartial investigation will occur with a response to the complainant within five (5) school days.

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

Formal Complaint Procedure

1. A written statement of the complaint shall be prepared with a signature by the complainant. Written complaints should contain the names of all parties involved, the date the discrimination or unlawful harassment occurred, details about the discrimination or unlawful harassment, and signature of the complainant. The Discrimination/Harassment Complaint Form, attached to this policy, may be utilized for this purpose. The written complaint shall be submitted to the Title IX/Discrimination Complaint Officer at the Longfellow Administration Center, 415 Seymour Street, Wausau, Wisconsin 54402-0359.
2. Upon receipt of the written complaint, the complaint officer or his/her designee shall further investigate the complaint and reply in writing to the complainant with specific findings and conclusions of the investigation within fifteen (15) days, unless the parties mutually agree to an extension.
3. If the complainant wishes to appeal the response to the formal complaint, he/she may submit a signed statement of appeal to the Superintendent of Schools within fifteen (15) days, unless the parties mutually agree to an extension.
4. The Superintendent of Schools shall review the details of the investigation and may further investigate the complaint if necessary. A written response will be issued to the complainant within fifteen (15) days, unless the parties mutually agree to an extension.
5. If the complainant wishes to appeal the response from the Superintendent of Schools, he/she may submit a signed statement of appeal to the Board of Education within fifteen (15) days, unless the parties mutually agree to an extension.
6. In an attempt to resolve the complaint, the Board of Education shall meet in closed session as early as practicable. The Board Clerk shall send a copy of the Board's disposition of the appeal to each concerned party within five (5) days of this meeting, unless the parties mutually agree to an extension.
7. If the complainant receives a negative determination from the board, an appeal may be made to the State Superintendent of Public Instruction within thirty (30) days according to Section 118.13(2)(b), Wisconsin Statutes.

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

Confidentiality

Formal complaints will be subject to thorough review and immediate investigation by the Title IX/Discrimination Complaint Officer or his/her designee. It is important for these procedures to respect and advance the rights of all parties, including the protection of personal privacy interests and the protection of the reputations of all parties. In order to ensure fair procedures and to protect these interests, all parties are encouraged to keep these matters confidential. All investigation and reviewing offices are responsible for ensuring confidentiality.

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

Investigation

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

Non-Retaliation

This policy expressly prohibits retaliation of any kind against any student reporting a complaint or assisting in the investigation of a complaint. Such students may not be adversely affected in any manner related to their education or educational opportunities. Such retaliation is illegal under Section 118.13, Wisconsin Statutes. No District employee or student shall attempt to restrain, interfere with, coerce, discriminate or take reprisal action against the complainant or his/her witnesses during or after the presentation, processing, and resolution of a complaint.

Monitoring

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

Complaint Procedure/Special Education

Discrimination complaints related to the identification, evaluation, educational placement, or the provision of free appropriate public education of a child with special needs shall be processed in accordance with established appeal procedures outlined in the District's Special Education Policies and Procedures Handbook.

Complaint Procedure/Federal Programs

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

Dissemination of Discrimination Complaint Procedures

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

LOCKER

Each student will be assigned a hall locker on the first day of school. Lockers are made available for student use in storing school supplies and personal items necessary for use at school. They are not to be used for any other purposes without prior approval. Most students share a locker with someone from their homeroom. **STUDENTS ARE TO KEEP THEIR ASSIGNED LOCKER UNLESS IT IS CHANGED BY THE ISSUING TEACHER OR THE OFFICE. PE LOCKERS AND OTHER LOCKERS NEED TO BE LOCKED TO BE SECURE!**

SEARCH AND SEIZURE – LOCKERS, VEHICLES, PERSONAL PROPERTY (POLICY #5771)

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, or a student, in accordance with the following policy.

School Property
The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. The Board directs the school principals to provide students with written notice of this policy at least annually and that routine inspections be done at least annually of all such storage places.

The Board directs that the searches may be conducted by the District Administrator, building principals, associate principals, and/or building administrative designee.

Student Person and Possessions
The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history and any other relevant circumstances or information. The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. It the result indicates a violation of school rules as described in the student handbook, the disciplinary procedure described in the student handbook will be followed. If the student refused to take the test, the Principal will inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with the student handbook.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

In a situation in which a search of a student's person or possessions is appropriate school administrators should first attempt to contact the school resource officer to conduct the search under the administrator's direction. If the officer is not available, the administrator may proceed with the search, unless the information justifying the search suggests that the student is in possession of dangerous materials whereby the expertise of law enforcement is necessary. In such a case, the school official shall contact law enforcement and request their assistance. Administration may also use a hand-held wand to identify/locate dangerous materials. During a search, administration will attempt to call parents/guardians prior to the use of a wand.

Under no circumstances shall a school official ever conduct a strip search of a student.

Parking Permit Required
Permission for a student to bring a vehicle on school property shall be conditioned upon written consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of a particular law, a school rule, or a condition that endangers the safety or health of the student driver or others. If an administrator determines a search is necessary, he or she should request consent to search the vehicle and all containers inside the vehicle. If consent is not given, a school administrator may proceed with the search. An administrator may contact the police liaison officer or law enforcement agency for assistance in conducting a search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the building administrator. S/He shall attempt to obtain the freely-offered, written consent of the student to the inspection' however, provided there is reasonable suspicion pursuant to the above paragraphs, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by the building administrator in the presence of the student and a staff member other than the principal. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the safe gender, and in a manner that is minimally intrusive to the student based on the reasonable suspicion justifying the search.

Use of Dogs
The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

1. The presence of the dogs on school property is authorized in advance by the District Administrator, except in emergency situations, or is pursuant to a court order or warrant.
2. The dog must be handled by a law enforcement officer or certified organization specially trained to safely and competently work with the dog.
3. The dog is represented by the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the serach and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The District Administrative may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the District Administrator, the search shall be conducted by the law enforcement officers at the direction of a District official. Law enforcement searches conducted independent of any District official request or direction shall be conducted based on standard applicable to law enforcement.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person

shall be seized and properly cataloged for use as evidence if appropriate. Seized items shall b returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement. The administrator is responsible for contacting guardian following the search, including substances or objects found.

The District Administrator shall prepare administrative guidelines to implement this policy and shall provide students and staff with written notice of this policy and guidelines at least annually.

FULL-TIME STUDENT (POLICY 5200.01)

The Board defines a full-time student in high school as one who must be enrolled in six (6) 1/2 credit courses per semester and must be in attendance during regular school hours on a daily basis.

Students with exceptional interests, needs, or requirements may be enrolled for fewer classes or fewer hours and still be considered a full-time student. Examples of exceptional interests, needs, or requirements would include, but not be limited to, the following: special education students, truants, homebound students, students at risk, and students enrolled in Early College Credit Program (ECCP) or Start College Now (SCN) courses, pursuing other enrichment opportunities, or in their final semester of high school. In all incidences where modification to the regular school program is considered necessary, approval must be obtained by the principal or designee in consultation with the Director of Pupil Services.

WEAPONS (POLICY 5772)

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law and without the permission of the District Administrator.

The term “weapon” means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The District Administrator will refer any student who violates this policy to the student’s parents and may also make a referral to law enforcement. The student may also be subject to disciplinary action that may include immediate suspension and/or recommendation for expulsion.

This policy excludes:

1. Weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
2. Theatrical props used in appropriate settings;
3. A knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the person’s business while on District property or at a District-sponsored activity.

4. The School Forest resident caretaker (an employee of the District) may keep and store his/her firearms in the house he/she resides in at the School Forest. Such firearms may not be used for any unauthorized purposes at the School Forest.

Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

PLAGIARISM POLICY

The student must be actively involved in the learning process, acquiring for one's self as much knowledge as possible.

Plagiarism, where another's work is substituted for one's own, harms the student and compromises the integrity of the academic process. For this reason, plagiarism cannot be tolerated.

Plagiarism will be defined as follows:

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

Plagiarism is most frequently committed in the following ways:

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

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

Student Consequences

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

CHEATING

Students who are caught demonstrating a lack of academic integrity in the classroom will be subject to teacher based consequences, as well as office consequences.

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY (BOARD POLICY 7540.03)

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast,

diverse, and unique resources available through the Internet. The Board of Education provides technology resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District technology resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access to services through its technology resources to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the District Administrator, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Board utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

At the discretion of the Board or the District Administrator, the technology protection measure may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measure may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The District Administrator or Director of Technology and Media Services may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measure.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following

1. Safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
2. The dangers inherent with the online disclosure of personally identifiable information;
3. The consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online;
4. Unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District technology resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District technology resources – i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. The Board does not approve any use of its technology resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District technology resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District technology resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the District Administrator and Director of Technology and Media Services as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District technology resources.

COMPUTER CRIMES (WISCONSIN STATUTE 943.70) OFFENSES AGAINST COMPUTER DATA AND PROGRAMS

(a)Whoever willfully, knowingly and without authorization, does any of the following may be penalized as provided in pars. (b) and (c):

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

(a) Whoever intentionally causes an interruption in service by submitting a message, or multiple messages, to a computer, computer program, computer system, or computer network that exceeds the processing capacity of the computer, computer program, computer system, or computer network may be penalized as provided in pars. (b) and (c).
(b) Whoever violates par. (a) or (am) is guilty of:
1. A Class A misdemeanor unless any of subd. 2 to 4 applies.
2. A Class I felony if the offense is committed to defraud or to obtain property.
3g.A Class F felony if the offense results in damage valued at more than $2,500.
3r. A Class F felony if the offense causes an interruption or impairment of governmental operations or public communication, of transportation, or of a supply of water, gas or other public service.
4. A Class F felony if the offense creates a substantial and unreasonable risk of death or great bodily harm to another.
(c) If a person disguises the identity or location of the computer at which he or she is working while committing an offense under par. (a) or (am) with the intent to make it less likely that he or she will be identified with the crime, the penalties under par. (b) may be increased as follows:

1. In the case of a misdemeanor, the maximum fine prescribed by law for the crime may be increased by not more than $1,000 and the maximum term of imprisonment prescribed by law for the crime may be increased so that the revised maximum term of imprisonment is one year in the county jail.
2. In the case of a felony, the maximum fine prescribed by law for the crime may be increased by not more than $2,500 and the maximum term of imprisonment prescribed by law for the crime may be increased by not more than 2 years.

SAFETY CONCERNS

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

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

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

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

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

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

- Making threats against any Wausau School District employee
- Verbal, physical or sexual harassment of another person
- Failure to identify yourself to a school staff member
- Vandalism to school property or equipment
- Possessing or being under the influence of alcohol or other illegal drugs
- Forcing someone to act against their will through the use of intimidation and/or threats
- Sexually explicit/obscene conduct
- Use of profane or obscene language/gestures toward any member of the Wausau School District staff
- Theft of school property or equipment
- Refusing to leave the school's premises when directed by a school official
- Obtaining or attempting to obtain money or property from someone who's unwilling to give it to you
- Use of physical force against another student
- Smoking/vaping/Juuling on school grounds or at a school-sponsored activity (underage students may receive a municipal citation)

EXPULSION PROCEDURES (POLICY 5610)

Under this policy, expulsion shall mean the Board will not permit a student to attend school at all, including any school-sponsored events or activities, for a specified period of time. If the student is expelled, the Board will determine the length of the expulsion period, which may extend at a maximum to the student's 21st birthday. The Board's expulsion order may include the opportunity for the student to return to school prior to the expiration of the term of expulsion under a specified set of early reinstatement condition(s) which are related to the conduct for which the student was expelled. The condition(s), once set forth in an expulsion order, shall be administered at the discretion of the District Administrator who shall have the authority to deny early reinstatement if any early reinstatement condition is not met prior to reinstatement or to revoke it for the remainder of the expulsion period if any enrollment conditions applicable to the student's attendance during a period of expulsion under early reinstatement, or conditional enrollment, are deemed by the District Administrator to have been violated. The decision to revoke a student's conditional enrollment shall be explained in writing. The student or student's parent may request a conference with the District Administrator within five (5) school days of a decision to revoke early reinstatement. The District Administrator shall meet with the student and/or parents within five (5) school days of a request. The District Administrator's decision is final.

The District Administrator may designate another School District employee to perform the functions pertaining to a student's early reinstatement, but may not designate someone that is an administrator or teacher in the student's school.

The Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and only when the student: repeatedly refused or neglected to obey the rules established by the School District; knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; engaged in conduct while at school while under the supervision of a school authority that endangered the property, health, or safety of others; engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health, or safety of others at school or under the supervision of a school

authority or endangered the property, health, or safety of any employee or Board member of the School District in which the student is enrolled; or was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an education atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion. For purposes of this policy, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The Board shall hold an expulsion hearing in the event a student is in possession of a firearm while at school or under the supervision of school authorities and shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18 U.S.C. 921(a) (3), unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing. This does not include any circumstance in which a student possessed a firearm while lawfully hunting on school forest land.

The District shall refer any student who brings a firearm (as defined in 18 U.S.C. 921(a)(3)) or a weapon to school to law enforcement.

As required by 20 U.S.C. 7151, the District Administrator will ensure that the following information is sent to the Wisconsin Department of Public Instruction: a copy of this policy; a description of the circumstances surrounding any expulsion(s) for violating the above-stated firearms policy; the name of the school; the number of students expelled; and the types of firearms involved.

Prior to expelling a student, the Board shall provide the student with a hearing. Prior written notice of the hearing must be sent separately to both the student and if the student is a minor, to his/her parent(s) or guardian(s). The notice must be sent at least five (5) days prior to the date of hearing, not counting the date notice is sent. The notice must also satisfy the requirements of Sec. 120.13(1) (c)4, Wis. Stats.

An expelled student or, if the student is a minor, the student's parent(s) or guardian(s) may appeal the Board's expulsion decision to the Wisconsin Department of Public Instruction. An appeal from the decision of the Department may be taken within thirty (30) days to the circuit court for the county in which the school is located.

In the event a student is classified as Homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The District will not expel a homeless student for conduct that is caused by the student's homelessness. The Homeless Coordinator will assist the administration and the student's parents or guardians in correcting conduct subject to disciplinary action that is caused by homelessness. If the conduct in question is determined not to be caused by the student's homelessness, the District shall proceed with expulsion proceedings as outlined in this policy.

SCHOOL RESOURCE OFFICER PROGRAM (POLICY 5540)

Within our society, the school holds a central place among agencies that affect the ideas and activities of children. Beyond the family, school is the first institution to have the opportunity to perceive and analyze the problems of children. It is logical, therefore, that if outward symptoms of anti-social behavior (delinquency) are discernible at the school level, then it is appropriate to

implement a program aimed primarily at prevention of this behavior through education, communication, and understanding between the school/ youth/police and the community (i.e., School Resource Officer Program).

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

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

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

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

<u>Guidelines for School Resource Officer (SRO)</u>

I. School Visits

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

(1) The SRO shall be regarded as a classroom resource person.

(2) Regular office hours are scheduled.

(3) Student interviews shall be scheduled as required by referrals.

(4) General visibility within the building(s) is expected.

(5) Attendance at extra-curricular activities as requested.

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

C. School meeting space will be provided.

(1) Office hours are announced and posted.

(2) Students will be free to visit the SRO during free time and are free to make appointments.

II. Confidentiality of Information and Records:

A. Adult students and parents/guardians can authorize the release of any information contained in the cumulative file or other school records to the SRO.

B. Cumulative records will not be open to the SRO without prior approval of the parent/guardian or adult student unless otherwise so provided in Wisconsin Statutes 118.125 or 118.126.

C. SRO's may share confidential information with officials of the school attended by the child in accordance with Wisconsin Statutes 48.396(1) and 118.127(2).

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

INTERVIEWS/INTERROGATIONS OF STUDENTS BY LAW ENFORCEMENT OFFICERS DURING SCHOOL HOURS AND AT SCHOOL BUILDINGS (POLICY 5540)

School officials have an obligation to cooperate with police officials, keeping them informed of violations of the law and assisting them in the apprehension of violators. At the same time, school officials must watch out for the welfare and general well being of students. The Wausau School District recognizes the need to explain the procedures to be followed in Police Liaison/designee interviews or interrogations of students during school hours or at school-sponsored activities.

PROCEDURE

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

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

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

A child will be given his/her constitutional rights (Miranda warnings), and a further explanation of these rights will be given using a printed form which they may sign if they so choose. They will be informed whether or not they are free to go. If they waive their rights, questioning of a child taken into physical custody can continue even if parent(s)/guardian(s) cannot be immediately notified.

Information about this policy will be disseminated by distribution in the Wausau School District's Policies for Parents and Students Handbook. Additionally, a copy of this policy will be distributed

through school newsletters and school student handbooks. This policy will also be reviewed in homerooms.

JUVENILE JUSTICE CODE

If you are 17 years old and commit a crime in Wisconsin, you will be treated as an adult in criminal court. This means you could be placed on adult probation, go to jail, or be sentenced to prison. If you are convicted of a crime, even though you are 17, your record will be a matter of public record and will likely be with you for the rest of your life. A felony in Wisconsin is a crime for which you can be sentenced to prison and which may place restrictions on you for the rest of your life. You should realize that at age 17 or 18, by virtue of your age, you are more likely to commit a felony than someone in any other age group.

A likelihood of young adults committing a felony exists because of who they spend time with. Any person younger than 18 who is the victim of a crime is considered a minor. Many crimes against minors are felonies. Consider the following:

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

Understand that once you turn 17 in Wisconsin, any crime you commit will result in you being treated as an adult and you will face adult penalties. Understand that crimes involving victims younger than 18 will likely be felonies punishable by prison even if the victim consented to the act. Make your future decisions accordingly.

APPEAL PROCESS

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

Step One: The complaint or challenge can be appealed first to an Associate Principal if the original action was taken by school personnel other than a school administrator.
Step Two: The complaint or challenge can be appealed to the Principal if the original action was taken by an Associate Principal. This step would also apply to students and parents who utilized step one of this procedure and wish to appeal that decision further.
Step Three: If students and parents wish to challenge the decision of the Principal, their challenge or complaint can be taken to the Director of Pupil Services at the District Administration Center.

This appeal must be made within ten (10) school days from the date the Principal makes his/her decision from step two. At this level, students and parents will be asked to place their complaint or challenge in writing to the Director of Pupil Services. The Principal will also submit a written statement explaining the school's decision.

The Director of Pupil Services will confirm or reject the Principal's decision within ten (10) school days from the date the students and parents submitted their complaint or challenge to the Director of Pupil Services.

The Director of Pupil Services is the official designee of the Superintendent of Schools in such matters.

Step Four: The next appeal would be to the Board of Education. Appeals must be placed on the Board agenda at least five (5) days prior to a regularly scheduled Board meeting. The Board of Education will confirm or reject the Director of Pupil Service's decision within ten (10) school days from the date of the Board meeting.

Students and parents have recourse through the civil courts and the State Superintendent's office in Madison if not satisfied with the District's decision.

HEALTH SERVICES

Wausau School District Registered Nurses provide direct and on-call nursing services to all schools in the district during school hours.

ILLNESS AT SCHOOL

Students who become ill during school hours must report to the Health Office **before** leaving the building. **Students may not use cell phones to call/text emergency contacts without visiting the health office first.** Verbal permission must be obtained from an emergency contact person prior to approval from the health office to go home.

MEDICATION AT SCHOOL

Students may receive prescription medication during school hours with a Medication Administration Consent form that has been completed and signed by parent and practitioner. The health office staff may only administer medication that is FDA approved. Narcotics may not be administered or stored at school. All medication must be brought to school by an adult and arrive in its original packaging. For school sponsored overnight trips, signed medication consent forms must be completed and signed. Medications must be in their original packaging and only enough medication for the trip should be packed.

If a student needs an over-the-counter medication, a Medication Administration Consent form signed by the parent is needed. If a student requires a different dose than what is written on the medication bottle, a parent and practitioner needs to sign the consent and bring the FDA approved medication in its original package. Acetaminophen or Ibuprofen can be provided by the health office if an Acetaminophen/Ibuprofen Consent Form signed by the parent is on file.

Students may carry and self-administer life saving medication with a Medication Consent form completed and signed by a parent and practitioner. These medications would include a rescue inhaler, glucagon, or epinephrine pen. If your student needs to self carry another medication, please contact the health office.

Rescue medications must accompany the student on field trips. All rescue medications must have a pharmacy label, be brought to school by an adult and arrive in its original packaging.

Students may also carry and self-administer cough drops/throat lozenges, lip balms and sunscreen (no form needed). All medication forms can be found in the Health Services Office or on the WSD homepage at wausauschools.org under Parents - Health Information. Questions? Call 715-261-0851.

INDEX

	Page		Page
Academic Awards	19	Faculty	15
Advisor-Advisee Program	22	Fall Sports	42
Age of Majority	23	Fees – Student	20
Alcohol/Drugs/Dealing Drugs	35	Field Trips	25
Anticipated Absence	30	Fighting	33
Anti-Social Behavior	33	Financial Settlement	36
Appeal Process	64	Fire Drill	25
Assigned Schedule	15/36	Fireworks	34
Attendance	29	Flex Mod	6-12
Athletic Event Rules	38	Force Against Staff Member	33
Athletic Passes	25	Forgery	35
Backscheduling	16	Funds Sales/Distribution	35
Bomb Threats, Fire Alarms, 911	34	Gaggle	25
Bullying	47	Gambling, Cards, Games	35
Buses	24	Grading	18
Calendars – District	15	Graduation Requirements	20
Career Center	20	Hall Violations	32
Career Planning/Course Registration	22	Harassment Staff/Student	33
Cease and Desist Order	36	Hazing	48
Cell Phone Policy	22	Health Services	65
Class Rank	19	High School Code	20
Class Suspension	37	Honor Cords for Graduation	39
Closed Campus	30	Honor Roll	18
Clubs and Organizations	40-41	ID Cards	25
Coaching Staff	42	Illness at School	65
Co-Curricular Activities	38	Improper Display of Affection	35
Code of Student Conduct	44	Insurance	26
Collection of Personal Property	36	Internet Use	25
Commons	16	Interrogation Policy	63
Commons Restriction Violation	32	Interscholastic Academics	38
Computer Data and Programs	35/56	Interscholastic Sports	38
Conflicts and Schedule Changes	22	Juvenile Justice Code	65
Contract with Student/Parent	36	Library	9/16
Counseling Department	19	Lost and Found	26
Daily Schedule	15	Locker Policy	51-52
Dance Guidelines	43	Lunch Program	26
Democratic/Diverse Society	14	Medication at School	65
Detentions	37	Messages	26
Dismissal from Classroom/Area	36	National Honor Society	39
Disrespect/Insubordination	33	Open Campus Privilege	30
Distribution of Publications	35	Open Labs	17
Dress Code Rules/Policy	44-47	Parent Conference	36
Dropping A Class	22	Parent Contact	36
Drug and Alcohol Abuse	24	Passing Time	15
Early College Credit Program	21	Personal Searches	53
Early Graduation	20	Physical Education Policies	26
Encourages Learning	13	Physical Threats or Violence	33
Expulsion	60	Plagiarism Policy	55
Extended Illness	30	Police-School Resource Officer	61

INDEX (continued)

Posters	26	Student Rallies/Demonstrations	35
Profane Language/Gestures	33	Suspension from School	37
Progress Reports	18	Tardiness	30
Referral to Counselor, etc.	36	Textbook Policy	27
Referral to Police/Authorities	37	Thefts and Vandalism	27-33
Reports Cards	18	Tornado Safety Rules	28
Resource Centers	9/17	Truancy	29
Restricted Privilege	37	Unique Learning Community	13
Rights/Responsibilities of Students	32	Unstructured Time	7/15
Safety Concerns	59	User's Fee for Athletics	42
Smoking/Smokeless Tobacco/Vaping	35	Vision Statement	13
Software Copyright Laws	55-59	Visitors to Wausau West	28
Spring Sports	42	Weapons	34/54
Start College Now Program	21	West Side Connection	43
Student Aide Program	17	Winter Sports	42
Student Conference	36	Withdrawal Procedures	21
Student Council	39	Work Permits	28
Student Incentive Program	30	Work Release Programs	31
Student Parking Lot/Permits	27	Yearbook Pictures	28

