

WAUKESHA SOUTH HIGH SCHOOL

STUDENT INFORMATION AND RESOURCE GUIDE

2018-2019

Learning, Growing, Succeeding, Every Person, Every Day



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

General Nondiscrimination Statement:

The School District of Waukesha does not discriminate in its admissions, programs, activities, services, or employment on the basis of sex, age, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability, or any other reason prohibited by state or federal laws or regulations. The District provides equal access to the Boy Scouts and other designated youth groups.

The following people have been designated to handle inquiries regarding the District's nondiscrimination policies and procedures:

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School District of Waukesha
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Dear Students,

On behalf of the administrative team and staff, I want to welcome you to Waukesha South High School. We are excited to learn and share with you this school year. Our goal is to help prepare you for your future after high school. This handbook serves as a reminder of our expectations related to your personal conduct while at Waukesha South.

You are responsible for understanding the contents of this handbook. We urge you to carefully read the handbook in order to adhere to the Waukesha South school community expectations. Know that our expectations will help prepare you for life after high school, and will assist as you begin the transition into adulthood.

Your educational experience is a team effort that involves a wide range of stakeholders including your parents, teachers, coaches, advisors, employers, community members, and most importantly, you. Being an active participant in your own educational experience will make school more enjoyable and will lead to greater achievement.

We encourage you to take advantage of the many course offerings and extra-curricular activities that Waukesha South High School offers. Involvement in extra-curricular activities will allow you to develop new positive relationships with your fellow classmates, school staff, and community members. Please know that the administrative team and staff are here to serve and assist you. I would encourage you to let us know if you need assistance or have ideas regarding how to make our great school even better. We look forward to a great school year.

Sincerely,

Mr. Ryan Galante
Principal

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SOUTH ADMINISTRATION/OFFICE STAFF

<i>MEMBER NAME</i>	<i>POSITION</i>	<i>EXT.</i>
<i>Galante, Ryan</i>	<i>Principal</i>	<i>3705</i>
<i>D'Amato, Maria</i>	<i>Assistant Principal</i>	<i>3718</i>
<i>Fisher, Steve</i>	<i>Assistant Principal</i>	<i>3718</i>
<i>Sobrilsky, Todd</i>	<i>Assistant Principal</i>	<i>3719</i>
	<i>Athletic Director</i>	
<i>Klein, Dan</i>	<i>School Resource Officer</i>	<i>3735</i>
<i>Matson, Susie</i>	<i>Principal's Secretary</i>	<i>3705</i>
<i>D'Angelo, Jackie</i>	<i>Assist. Principal's Secretary</i>	<i>3718</i>
<i>Robarge, Jenny</i>	<i>Athletics & Activities Secretary</i>	<i>3719</i>
<i>Bertsch, Shannon</i>	<i>Attendance</i>	<i>3716</i>

STUDENT SERVICES

<i>Darling, Paul</i>	<i>Counselor (S-Z & WEPA)</i>	<i>3731</i>
<i>Dood, Sara</i>	<i>Counselor (M-R & WAHP)</i>	<i>3731</i>
<i>Foreman, Melanie</i>	<i>Counselor (A-F & AVID)</i>	<i>3731</i>
<i>Paulson, Sue</i>	<i>Counselor (G-L)</i>	<i>3731</i>
<i>Reichert, Laura</i>	<i>Social Worker</i>	<i>3731</i>
<i>Gardner, Travis</i>	<i>School Psychologist</i>	<i>3731</i>
<i>Blackburn, Shelly</i>	<i>Student Services Secretary</i>	<i>3731</i>

ATHLETICS AND ACTIVITIES

For all South Athletics information including event days and our full calendar, please visit the [Waukesha South Athletics and Activities webpage](#). If you have questions on how to add a new sport follow this [LINK](#). For a list of all current sports and start dates, please visit the South Athletics and Activities webpage. As always, if you have questions please contact the Athletics/Activities office.

GENERAL PROCEDURES AND STUDENT EXPECTATIONS

Academic Honesty

All schoolwork submitted for the purpose of meeting course requirements must represent the efforts of the individual student. To help maintain an atmosphere of mutual trust and confidence among students and faculty to ensure that each student is judged solely according to his or her own merits, the School District of Waukesha community has established the following honor code: No School District of Waukesha student will unfairly advance his or her own academic performance nor will the student in any way intentionally limit or impede the academic performance or intellectual pursuits of other students of the School District of Waukesha community. Any form of academic dishonesty is prohibited. Academic dishonesty Policy [5505](#) includes, but is not limited to:

- Plagiarism
- Forgery
- Copying or stealing another person's work (See Copyrighted Works Policy [2531](#))
- Allowing another person to copy one's own work
- Doing another person's class work
- Creating more than one copy of one's work for distribution
- Intentionally accessing another's material for the purpose of using it as one's own
- Downloading information from other sources and presenting it as one's own
- Unauthorized copying of software
- Unauthorized use of hard copy or software to develop one's own software

Faculty and building administrators will have the responsibility for monitoring the above actions. It is the responsibility of all faculties to monitor students work to avoid any academic dishonesty and to administer penalties for dishonesty in accordance with Policy [5600.01](#)- Disciplinary Consequences for Student Misconduct.

The parents shall be contacted as soon as possible, to report any alleged academic dishonesty on the part of students. Teachers are granted authority, with the direction and advice of their principals, to exercise their good judgment in applying a range of academic consequences for violations of this policy on a per class, per year basis.

- 1st offense = 2 hour detention with written disciplinary referral and *academic consequence
- 2nd offense = in-school suspension from school, *academic consequence, and an athletic/activities code violation
- 3rd offense = suspension from school, athletic/activities code violation, and dropped from the class with a grade of "F"

*Academic Consequence: For any plagiarism,-students will then be given the opportunity demonstrate proficiency (teacher will allow and decide on redo, retake, or alternate assessment). Student and parent appeals of any consequences resulting from violations of this policy shall follow established channels of communications up to and including filing of a complaint under Policy [5505](#).

College & Career Readiness Math/Reading

South will continue to have a college & career readiness period at the beginning of the day on Tuesdays-Fridays from 7:35-8:05. Studies have shown that the 8th to 9th grade transition year is one of the most important for students, so we will utilize this time to help our freshmen accelerate their academic success right away. Please make sure that all freshmen that have college & career readiness math/reading on their schedule arrive on time every day at 7:35 am.

Accidents and Injuries

All accidents and injuries should be reported immediately to the Nurse's Office. The school does not carry insurance to cover students for injuries that occur while in school (including field trips) or while going to and from school. At the start of the school year, students are offered the opportunity to purchase group insurance. Please discuss the insurance program with your parents so that the proper decision can be made.

Adult Students

Adult students 18 years or older will follow the same attendance policies as all other students. Parents should call the Attendance Office each day your son/daughter is absent. Parents who want adult students to be responsible for their own attendance may file a note with the Attendance Office. Once the note is on file, he/she should call in on the day they are absent. 18-year-old students may be required to provide a medical confirmation for his/her absence.

Closed Campus – Limited Open Lunch

Students are required to be in their assigned program, classes, or activities at all times during the school day, unless approved by the principal based on a written request by the parent(s). Freshmen and sophomores may not leave school premises during the school day, including lunch. Juniors and seniors may leave the building during lunch with a student ID. All students may not be in an unsupervised area.

The building administration may allow high school juniors & seniors who have demonstrated a high level of maturity and personal responsibility to leave school premises if they meet the specified criteria on the release form. Parents or administration may revoke this privilege for educational or disciplinary reasons at any time.

Students given this privilege must have parent permission and must either leave the campus or report to an administratively assigned area. Appropriate exceptions to the above closed campus requirements may be made by the principal for special class schedules.

- Students should carry a student ID with them during release time to show they have release if questioned.
- Students with release must not be roaming the school building. If students have release, they must leave the building.

Loitering in cars or on any other school premises is strictly forbidden.

The open lunch privilege is only for juniors & seniors who have sufficient time during their lunch period to eat off campus and return before the beginning of their scheduled class.

Dances

South High School runs a number of school dances for the benefit of our students. Attendance to a dance is a privilege, not a right. Therefore, all students wishing to attend must agree to abide by all Waukesha district and school policies while present. School administrators reserve

the right to deny entrance or revoke permission to attend this activity, may remove a non-compliant student at any time, and/or stop the dance for non-compliance.

Students who wish to bring a guest who does not attend South High School should complete a guest pass form. Guest forms applications are due by 3:00 pm on the Wednesday before the day of the dance. An administrator at the guest's school, the guest's parents, and the South student's parent must sign this form. South High School Administration will make final approval. Students who have been out of high school more than one school year or are in middle or junior high are not allowed to attend high school dances.

Dance Guidelines and Expectations:

- A photo ID is required of all students.
- Any student may be denied due to drug, alcohol, violence or criminal incidences.
- No dance ticket sales at the door.
- If a student leaves the dance, there is no re-entry.
- Students must be in good standing (minimal truancy, tardiness, and discipline referrals, no outstanding detention time, and is at the discretion of the administration), and follow other expectations outlined.
- Dress code and school rules will be enforced.
- Partner dancing is expected to be tasteful and respectful, i.e. Vertical and face-to-face.
- Supervising adults may ask uncooperative students to leave the dance floor
- Students must depart the premises immediately upon the conclusion of the event.
- Students are subject to a Breathalyzer test.

Dress and Grooming

Student attire must be respectful of others and appropriate for the educational setting at South High School. Clothing that causes a distraction or disruption in the school or creates a health or safety risk is deemed inappropriate for student dress.

The following dress is not allowed as it may disrupt the educational setting, unless otherwise approved by administration:

- No bare midriffs.
- No blankets
- Students must wear footwear
- Appropriate attire is expected. Appropriateness will be determined on a case-by-case basis through the office.
- No visible boxer shorts with loose, low pants.
- No hats, bandannas, hoodies, or other headwear be worn during the school day.
- Students are expected to remove headwear upon entering the building and during the school day.
- No coats, jackets, or outerwear is allowed. These must be stored in the student's locker.
- Clothing that has lettering, advertisement of tobacco, alcohol or other drugs, weapons, or designs considered in poor taste

School administrators will make the final decision as to what constitutes appropriate school wear. At the discretion of your child's assistant principal, parents may be called to bring a

change of appropriate clothing or be sent home. Students who violate the foregoing rules will not be admitted to class and may be suspended from school. See School Board Policy [5511](#).

Technology Use (Policy [7540](#), [7540.03](#), [7540.04](#), [7540.07](#), & [7542](#))

Use of technology systems is a privilege that may be revoked at the district's discretion. Users of the technology systems must file an authorization and release form to be granted those user privileges. The superintendent or designee shall develop administrative guidelines and directives as necessary to assist in the interpretation and implementation of this board policy and guidelines. Use of personal technologies is permitted on school property in accordance with building established rules. Students providing their own equipment acknowledge that his/her choice to use their personal technologies (including hardware, software and Internet access) in a Waukesha school building, on school grounds, or at a school-sponsored activity at any location that in any manner that would otherwise violate this policy or school rules will subject the student to discipline. Such discipline may include confiscation of the student-provided technology, loss of Waukesha computer privileges, and other penalties and disciplinary actions up to and including suspension and expulsion. In addition, those offenses that are violations of local ordinances or state law will be referred to law enforcement.

Electronic Devices (Policy [5136](#), [5136.02](#), [7530.02](#), [7542](#), & [9151](#))

1. Electronic and/or communication devices are a privilege and not a right of students at South High School.
2. Only SDW board issued educational technology can be used in classrooms ([7540.03](#)). The teacher has the right to confiscate any electronic and/or communication device. Confiscated electronic and/or communication devices will be turned in to the Administrative Office. Consequences may include, but are not limited to, the following:
 - a. 1st offense: Teacher confiscates device until end of period
 - b. 2nd offense: Teacher confiscates device, takes to office, student picks up at end of day
 - c. Ongoing: Parent must pick up phone and/or further consequences for student
3. As is the case with any personal property brought onto school grounds, all electronic and/or communication devices are subject to search.
4. Any electronic and/or communication device that is brought to school should be in a form-fitting case (for laptops), locked up (if not on person), and should not be taken to the locker rooms or PE class. If an electronic device is lost or stolen, school officials or their designee will make a reasonable effort to help recover the device. It should be noted that recovery of a lost or stolen device is very difficult; therefore, any electronic device brought to school is at the owner's own risk and not the responsibility or liability of the school.
5. As per school board policy [5136](#), high school students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited. Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property. Violations of this policy may result in disciplinary action and/or confiscation of the PCD. If the PCD is confiscated, it will be released/returned to the student's parent after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. Please see the board policy for additional details.

6. Unless it is part of a school project or assignment, all videography and photography of staff, students, and guests is prohibited without permission.

Field Trips

Field trips are an extension of the classroom. School rules, expectations, and personal conduct will be held at a very high level. Any student (and his/her belongings) that goes on a school field trip is subject to search prior, during, and upon return from the field trip. Poor attendance, behavior, and grades may inhibit students from participating in field trips.

Financial Obligations

Book/material and technology fees will be posted online based on district timelines. Course fees will be posted the second week of school. Fines will be assessed for books damaged or abused beyond what is considered normal wear. If a book is lost, the student is required to pay for it.

The School District of Waukesha is making a strong effort to collect student fees that are past due.

NOTE: Students with outstanding fee balances may be denied from participating in graduation ceremonies and use other consequences including, but not limited to not issuing/revoking parking privileges, or suspending co- or extra-curricular participation or declining an intra-district transfer until all financial obligations have been met. Please see board policy [5460 & AG6152](#).

Food/Drinks

Unless otherwise approved by administration, students may not have outside vendor food and/or cafeteria food in any room other than the cafeteria and the ISS/Detention room during the school day. Drinks must be in a closed resealable container. Snacks are a privilege. Please pick up after yourself.

Hall Pass

Students in the hallways other than passing time must have a hall pass. Passes must be shown to any staff member immediately upon request.

Hall Sweeps

“Hall Sweeps” will be used to assist in keeping students in class and the halls clear. School supervisors will check students for passes. Students without passes will receive appropriate disciplinary action.

Lockers

A hall locker will be assigned to each student. The student must assume all responsibility for the contents of the locker. Lockers should not be shared, are considered school property, and are subject to search at any time.

Backpacks

School safety and security has become a key issue across our nation. Here at Waukesha South, more than 800 students took part in an assembly in our cafeteria to bring their voices to the table advocating for adults to look at ways to further ensure safety in our schools.

The School District of Waukesha in partnership with the City of Waukesha Police Department has taken a look at the most recent recommendations from national and local experts. These

experts have recommended to schools that backpacks should not be allowed in hallways and classrooms during the school day.

Therefore, all backpacks must be stored in student's lockers during the school day. Students will not be allowed to have backpacks/cinch sacks, etc. and full size purses (no larger than 7 X 10) in classrooms and during passing times, unless they are coming to or leaving school. It is our belief that this will not only reduce our safety and security risk, but also assist in the congestion in the hallways, classrooms, and reduction in theft.

We understand that there may be some student exceptions to this practice due to a variety of circumstances. A backpack exemption form is available in student services. Students should complete the appeal form and turn it into their counselor. Counselors and administrators will review the appeal and determine on a case-by-case basis whether the appeal will be granted. If an appeal is granted, students must have a Waukesha South issued backpack exempt tag prominently displayed on their backpack.

Medication

If it is necessary for your child to take prescription medication, or over-the-counter medications, while at school, please contact the school to obtain a [form](#) that gives authorization to administer medication by school personnel. You and your physician should sign this form. The school cannot legally administer medication without this authorization. Furthermore, students are not allowed to self-administer these medications.

Parking & Driving

Parking permits are issued in the Administrative Office after appropriate forms have been completed and \$100 non-refundable payment per semester received before parking in the school lot. Daily passes are available for \$5.00.

NOTE: A permit does not guarantee a parking spot. Students with any outstanding financial commitments may not be issued a parking permit.

All vehicles must have a valid student-parking permit. Any vehicle without a valid, properly displayed parking permit is subject to a ticket of \$20 per violation by the City of Waukesha Police Department.

Vehicles should be parked only in the marked spaces provided. Vehicles parked in unauthorized areas (including teacher's parking lot) and/or fire lanes will be ticketed and possibly towed at the owner's expense. Parking permits may be revoked for unsafe driving practices and/or repeated truancy or tardiness. If a student's permit is revoked, there is no refund, and he or she may not purchase a one-day parking permit.

NOTE: The District reserves the right to search (whether through the consent of the student or by way of reasonable suspicion of illegal activity, activity which violates school rules, or possession of contraband) any property or items brought onto school property by students, including, but not limited to bags, backpacks, purses, other containers, articles of clothing, and vehicles. Motor vehicles, and their contents and containers, driven to school and on school premises, are subject to search. Additionally, students who park vehicles on school property will be required to sign a consent form, indicating that they will agree to abide by all rules regarding parking and consent to search of their vehicle.

Public Displays of Affection

Demonstration of affection beyond handholding is not acceptable at school. Consequences for excessive displays of affection may include warning, referral to counselor, referral to assistant principal, parent notification, and possible police involvement.

Refunds

Please note:

- There will be no refunds for errors in the yearbook. It is a student run publication and because of that, errors may occur.
- There will be no refunds of prom tickets for a student's inability to attend because of disciplinary reasons.
- There will be no refunds on class fees once the fees have been posted.

Study Hall

Students will be assigned a study hall when they do not have a scheduled class. The study hall is an educational environment where students are working on schoolwork or reading. Students may choose to use their study hall to work in the library or approved area. Students should report directly to those areas at the start of the period (with their student I.D.) and sign in appropriately. Student will follow the following the Study Hall Expectations:

1. Classroom Study Halls are to be educational working study Halls. Collaboration is encouraged; however, students need to be working on homework and using a level 1 or 2 voice. Study hall supervisors have complete autonomy on judging the level.
2. Students are to be respectful of staff and other students.
3. Students need to follow directions and listen. Students are not to argue or debate with the study hall supervisors. If there is a disagreement, students should connect with an administrator.
4. Students must sign out and have a pass if leaving Study Hall
5. Eating or drinking in Classroom Study Halls
 - a. Students are not allowed to go to the cafeteria.
 - b. Students are not allowed to bring in cafeteria food into the study hall.
 - c. Students may bring in personal snacks as in other classes; however, the room needs to be picked up of all trash at the end of the hour.
 - d. Students must follow the library expectation for food and drink.
6. A study hall is considered a class, and all rules involving attendance, tardiness, and truancy apply.
7. Personal communication devices are not allowed during study hall per school board policy **5136**. Please see the board policy for additional details.

Security Cameras

Waukesha South High School is equipped with security cameras inside and outside the building. Videotaping and/or photographing may be used in and by the District as a facet of instruction for enhancing learning, to assist in providing a safe and secure learning environment, and to monitor/record student activities. Such videotaping/photography may be announced or unannounced on a random basis. Videotapes and/or photographs may be used for

investigative/monitoring purposes for any/all activities that can result in disciplinary action (i.e., smoking, fights, vandalism, truancy, etc.). See Board Policy [7440.01](#).

Visitors

All visitors must check in at the student service's office by the Roberta Street entrance or monitored entry at the field house. Unauthorized visitors are in violation of the city loitering ordinance (#11.06) if in the building or on school grounds during school hours.

Waukesha South does not have a shadowing visitation program. A student wishing to visit because s/he is considering South should contact the Student Services Office and make an appointment with the appropriate guidance counselor who will set up an individualized meeting and a structured tour.

South students are not to be at other schools within the district without permission. Students visiting another school must check in at the principal's office or be subject to a loitering ticket.

ATTENDANCE

General Procedure

Regular school attendance increases a student's chances for academic success and promotes the development of self-discipline, responsibility, and punctuality, which are necessary life skills. Cooperation between home and school is essential if students are to develop sound attendance habits and attitudes that will carry over into adult life.

To report an absence, parents should report it through Safe Arrival using either the app or through the website <https://go.schoolmessenger.com> as soon as possible each day when the student will be absent with the parent's knowledge and consent. The excuse must be presented within 48 hours or the absence may be considered truancy. Emailed excuses will not be accepted.

State Law

In accordance with Wisconsin Statutes, all children between 6 and 18 years of age must attend school unless they have a legal excuse. **Each school year a parent may only pre-plan excuse their child for up to 10 days.**

In addition, after 10 days of absence the School District of Waukesha may require a medical excuse.

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

Family Vacations

Student absences for one full school day or longer for the purpose of family trips will be classified as either accepted or accepted but not recommended by the assistant principal in accordance with criteria established for this purpose. The student is to be in good standing regarding academics and attendance. We ask that student absence requests be submitted to the school attendance office at least two weeks in advance of the proposed absence. The request shall be made on a school district form provided for this purpose and available in the

school attendance office. Failure to follow this procedure within the time line specified may result in the student being classified as truant.

Excused Absence and Truancy

It is the principal or assistant principal who determines whether an acceptable excuse has been provided. Documentation from offices of appointments is to be submitted upon the student's return to school. A school attendance office may require a parent/guardian to provide a medical excuse by a physician for any verification of illness.

Examples of absences, which may not be excused, include, but are not limited to the following:

- Working
- Over sleeping
- Car trouble
- Personal business
- Baby-sitting
- Shopping

A student who is absent from school, but does not meet the legal definition of excused absence, will be considered truant. A student is considered truant when absent from any portion of a school day during which the school has not been notified in writing or by phone of the reason for the acceptable absence by the parent/guardian. A Habitual Truant is defined by law as a pupil who is absent from part or all of five or more school days during the academic year. Consequences for truancy include after school detentions, in-school suspension, and/or truancy citations. See School Board Policy [5200](#) and Municipal Ordinances for Truancy.

Tardiness

It is very important to be on time for all classes including study hall. Tardiness to class, even by seconds, detracts from the learning environment of every student. Students should have two feet inside the door when the 2nd bell rings. The instructor is responsible for dealing with tardiness and has the authorization to set up student detention for tardy violations.

The school recognizes that certain unavoidable emergencies may occur. With that in mind, students are given three tardies to school per semester without penalty to cover extenuating circumstances.

Continued tardiness will result in further consequences including, but not limited to, the loss of school privileges (i.e., lunch release, parking permit revoked, etc.) and truancy citations.

Students may report directly to the library, computer lab, or writing lab ONLY during their assigned study hall. Tests, labs, quizzes, and make-up work is to be completed at an arranged alternative time. Students are NOT to remain past the end of the class period since this then affects their next period class.

Early Dismissal

Every effort should be made to schedule appointments outside of school time. Students may be excused to leave school during the school day for appointments by presenting a note to the Attendance Secretary, signed by a parent/guardian, prior to classes beginning. Parents are encouraged to call during the day ONLY for emergency dismissal. Students are to bring verification from the appointment upon their return to school.

Any student who leaves school without prior approval from the attendance office and without signing out will be considered truant and will be assigned a consequence. Any student who feels it necessary to leave school for any other reason must clear it through the Assistant Principal BEFORE leaving.

Make-Up Work

Students who have missed school because of an absence are responsible for finding out what they have missed and completing the work in a timely manner.

- Students may be expected to stay after school for make-up, given a day of advance notice or be given additional assignments to make up for class discussions and classroom activities missed during absences.
- If your son or daughter is absent, please have them access his/her Blackboard account to get materials, homework, and/or assignments.

PRIVILEGE SYSTEM

Success in high school requires a great deal of responsibility. At Waukesha South High School, a system of privileges exists for students who demonstrate appropriate behavior, strong attendance and good grades. In general, students who meet expectations will be granted privileges that allow for more independence and greater freedom within the school day. As students advance in school, more privileges become available. While privileges offer students a reward for meeting expectations, it's important to understand that they can be removed when behavior and/or performance falls below expectations. It is the hope of the school that providing students with the opportunity to earn privileges will promote responsible behavior.

Parking and Driving Privileges

Parking in the student lot is a privilege. Under no circumstance should students park in the staff lot, visitor parking, spaces designated for traveling teachers, auto shop lot, graphics room lot or bus loading zones. If a special circumstance should arise, students are required to speak to their assistant principal to get permission for alternative parking arrangements. We ask your cooperation in helping us ensure a safe, orderly area for student use.

The following will be considered a violation of parking regulations and may result in suspension for loss of parking permit with no refund:

1. Careless operation of a vehicle/motorcycle.
2. Refusing to comply with general school rules, poor academic achievement, or truancy as reviewed by a principal.
3. Excessive speed – campus limit is 10 m.p.h.
4. Non-registered vehicle (towed/ticketed at owner's expense).
5. Improper placement of permit. Permits must hang from the rear view mirror with information facing outward. Failure to do so could result in a parking citation.
6. Parking in more than one space.
7. Use of a vehicle during the school day without the approval of the school administration excluding lunch.
8. Use of a vehicle by upper classmen to transport students (under classmen) off campus during the school day.
9. Use of a vehicle to transport alcohol or any illegal substance onto school property during the school day or at extra-curricular activities.
10. Smoking in a vehicle while parked on school property.
11. Occupying or allowing others to occupy the vehicle during the day.

The student driver or parent cannot hold the school responsible for damage or theft while his/her vehicle is parked on school property.

Vehicles should be parked in designated parking areas. Vehicles parked in unauthorized areas or fire lanes will be ticketed and may be towed at the owner's expense.

Students are expected to follow all safety and driving rules in the parking lots. Students should not congregate in the parking lot and are not allowed to be in the lot unless they have approval to leave the building. Students who drive dangerously may lose their parking privileges permanently with no refund and/or be cited by the Waukesha Police Department.

SIGN IN PRIVILEGE

As a privilege, students may sign into various areas of the school in lieu of study hall. Students who chose to exercise this privilege are solely responsible for ensuring that their attendance is properly processed through the teacher that accepted their sign in. However, this privilege may be revoked should a student's grades fall below C, engage in inappropriate behavior, demonstrate poor decision-making, or have poor attendance.

PUPIL REMOVAL FROM CLASSROOM (5600.01)

South High School is committed to maintaining a favorable academic atmosphere in all of its classrooms. Teachers are expected to create a positive learning climate for students in their classrooms and to maintain proper order. All students are expected to behave in the classroom in such a manner that a positive learning atmosphere can be established. Students are also expected to abide by all rules of behavior established by the Board of Education, school administration and classroom teachers. Student behavior that is dangerous, disruptive, and unruly or that substantially interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class.

DUE PROCESS AND DISCIPLINARY ACTION (5600.01)

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

Certain standards and procedures should be observed if there is to be a fair consideration of the application of rules and regulations.

- Rules, regulations, and penalties should be made readily available, in writing, to the student body.
- The student has the right to be informed of specific reasons for an action.
- Disciplinary action shall conform to the provisions set forth in the "Student Responsibilities" section of this document and in accordance with state law.

In accordance with School Board Policy [5600.01](#), school authorities have an obligation to apply rules, regulations and discipline without prejudice and in a nondiscriminatory manner. If a teacher or administrator does not feel that s/he can handle a case on its merit, s/he shall pass the case to a suitable substitute or the next highest person in authority. In accordance with Policy [2260](#) & [2260.01](#), any student who believes that s/he has been discriminated against may file a complaint with the Superintendent.

REASONABLE SEARCH AND SEIZURE (5771)

Students have the right to be free from illegal search and seizure by school authorities. Search and seizure shall conform to the legal requirement of reasonable suspicion that a school rule, regulation, or state law has been violated. Law prohibits any official, employee, or agent of the

school district from conducting a strip search. The District reserves the right to search (whether through the consent of the student or by way of reasonable suspicion of illegal activity, violation school rules, or possession of contraband) any property or items brought onto school district property by students, including, but not limited to: bags, backpacks, purses, other containers, articles of clothing and vehicles. Motor vehicles and their contents, driven to school and on school premises, are subject to search under this section. Additionally, students who park vehicles on school property will be required to sign a consent form indicating that they will agree to abide by all rules regarding parking and consent to searches of their vehicles.

- A locker may be inspected if the school administration considers a search necessary to maintain the integrity of the school or to insure the safety and welfare of other students.
- Whenever possible, lockers will not be opened without the student being present. However, the lockers are the property of the school and students may only use them for the storage of school related items.
- The possession of illegal or inappropriate items is not allowed and can result in school discipline or police involvement.
- During the course of the school year the school district may work with the Police Department's K-9 unit in the school. These visits will not be announced ahead of time and may occur during the school day, but will not disrupt the learning environment of the school.

STUDENT EXPECTATIONS, SCHOOL CONSEQUENCES, AND DISCIPLINARY ACTION

Waukesha South High School will once again base student participation in extra-curricular and social events on attendance, behavior, character, and discipline. A large part of the high school experience is having fun! Activities such as attending sporting events, school dances (i.e. Homecoming, Sadie's), and Prom are PRIVILEGES afforded to all students. Accordingly, students who make poor decisions, are chronically tardy to class(es), truant (skipping school), suspended, or continually disrupt our school's educational environment will not be allowed to participate. Should the school administration make the decision to deny your participation in these events, you will be notified in advance of the event. In addition, parents may be notified. Students should be given every opportunity to demonstrate personal responsibility for their actions. We hope all students get involved and remain eligible to participate in the FUN activities associated with high school.

SOUTH HIGH SCHOOL DISCIPLINARY CODE

At Waukesha South High School, we believe that students should know the consequences for their behavior. Therefore, the following disciplinary code lists common and major violations and the resulting progressive consequences. If a student engages in behavior not specifically cited below, the Assistant Principals shall deal with violations fairly and in a manner that reflects the spirit of this code and Waukesha School Board Policy [#5600.01](#).

STUDENT RESPONSIBILITIES & SCHOOL EXPECTATIONS

If the school is to function effectively and students are to be free to pursue their education, all students need to accept responsibilities and meet certain expectations. Student behavior that is disorderly (See School Board Policy [#5520](#)) interferes with the educational process or violates the rights and safety of others will not be tolerated. Students are expected to comply with school

and classroom rules, School Board policies, and state and federal laws at all times. For more detailed information, see School Board Policy #[5500](#), [5511](#), [5600](#), and [5600.01](#).

For a list of more common violations that are subject to disciplinary action, please see School Board policy #[5600.01](#).

The objective of disciplinary action is to eliminate behaviors and situations that interfere with the educational process while promoting student growth and acceptance of responsibility. The exact nature of disciplinary action depends on the circumstances of each individual case.

Consequences for violations listed above may include, but are not limited to, the following:

1. Teacher or staff conference with student
2. Teacher-parent contact by phone or letter
3. Detention – Detention can be issued by teachers or administrators and can be served at a number of different times both within and outside of the school day. Consult with the issuing staff member for specific dates and times. The student is to receive advance notice of at least 24 hours. Detentions start promptly with no admittance after that time. Failure to serve may result in loss of privileges, the detention time doubling, in-school suspension, out-of-school detention, or municipal citation.
4. Referral to a School District of Waukesha counselor and/or social worker
5. Referral to an assistant principal
6. Administrator-parent contact by phone or letter
7. Restricted privileges including suspension from co-curricular or athletic events
8. Parental conferences at school with a teacher and/or a counselor and/or an assistant principal.
9. In-school Suspension - We prefer to have students in attendance and within the school setting. Assignment to in-school suspension enables students to keep up with assignments and tests, receive full credit for work completed, and remain a part of the school setting. Disruption of this setting may result in out-of-school suspension and police intervention. An in-school suspension assignment means the student may not attend their regular classes but is to report to a supervised ISS room where they work quietly and productively. The student will be allowed to have a supervised lunch.
10. Out-of-school Suspension - Out-of-School Suspension is reserved for serious or repeated violation of school rules and can be given for part of a day or up to 5 days. A parent conference may be required prior to the student's return.
11. Recommendation for pre-expulsion review - For repeated refusal to obey school rules or endangering the health and safety of others, South High School may ask the district administration for a pre-expulsion review to look at a student's records and determine if an expulsion hearing is appropriate. If an expulsion is requested, a school board panel will hear a formal request for expulsion.

NOTE: In accordance with School Board policy [5610.02](#), no student is to be detained after the close of the regular school day unless the student's parent has been contacted and informed that the student will be detained. No student shall be refused transportation services until the parent has been notified and other suitable transportation arrangements have been made. Notification to the parent is the responsibility of school personnel and should be made prior to the departure of school buses. If a parent cannot be contacted, the child should be detained on another day.

SUSPENSION (5610)

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

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

Prior to any suspension, the pupil will be advised of the reason for the suspension and any supporting evidence. The pupil will be given the opportunity to explain his/her version of the incident facts if the pupil denies the charges. If it is determined that the student is guilty of the misconduct charged and that the suspension is reasonably justified, the student will be suspended. The suspension shall be appropriately documented and the parents will be notified of the reason for the suspension. The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the building principal. If satisfactory conclusion cannot be reached, then meet with the Superintendent, who shall be someone other than a principal, administrator or teacher in the suspended student's school, to discuss removing from the student's records reference to the suspension. Reference to the suspension on the student's school record shall be removed if the Superintendent finds that: the student was suspended unfairly or unjustly; the suspension was inappropriate, given the nature of the alleged offense; or the student suffered undue consequences or penalties as a result of the suspension. Pupils who have been suspended shall not be denied the opportunity to take any quarterly, semester or grading period examinations missed during the suspension period.

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

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

SCHOOL BOARD POLICIES

Please review the following school board policies. The description below serves as an overview of the policy. For the complete policy, click on the link and type in the policy number. The complete list of school board policies can also be found using the links below.

Student Privacy and Parental Access to Information (Policy [2416](#))

The Board of Education respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;

- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Student Abuse and Neglect (Policy 8462)

The Board of Education is concerned with the physical and mental well-being of all children of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law.

Each District employee who has reasonable cause to suspect child abuse or neglect has occurred or is occurring shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a child by other than accidental means.

The employee shall immediately call the local office of the Child Welfare Department or local law enforcement agency.

Employees shall also notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect.

Use of Seclusion and Physical Restraint with Students (Policy 5630.01)

It is the policy of the Board of Education to permit the use of seclusion and restraint only when a student's behavior presents a clear, present and imminent risk to the physical safety of the student or others, it is the least restrictive intervention feasible and it is performed in a manner consistent with this policy and law. All students, including students with disabilities, must be treated with dignity and respect. Behavior interventions and support practices must be implemented in such a way as to protect the health and safety of the students and others.

Student Records (Policy 8330)

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Except for data identified by policy as "directory data," student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information

requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

School Counseling and Academic and Career Planning (Policy 2411)

The Board of Education requires that a planned program of school counseling and academic and career planning be an integral part of the educational program of the District. Such a program shall be available to all students without regard to race, color, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity), physical or mental, emotional, or learning disability ("Protected Classes") and should be developmentally appropriate and:

- A. assist students in achieving their optimum growth;
- B. enable students to draw the greatest benefit from the offerings of the instructional program of the schools;
- C. help integrate all the student's experience so that s/he can better relate school activity to life outside the school;
- D. help students learn to make their own decisions and solve problems independently;
- E. enable counselors to effectively communicate with students who have limited English proficiency and/or are sensory impaired.

Wellness (Policy 8510)

The Board of Education recognizes its responsibility to promote a healthy learning environment for all students through its local school wellness policy. The areas required in this policy are:

- A. Nutrition education goals
- B. Nutrition promotion goals
- C. Nutrition standards for all foods available on school campus during the school day
- D. Physical activity goals
- E. School-based activities designed to promote student and staff wellness
- F. Measurement and evaluation of wellness policy

G. Communication to the public (parents, students, others in the community) regarding content and implementation of the policy

This policy supports the mission of the District as it promotes life-long wellness behaviors and links healthy nutrition and exercise to students' well-being, scholastic performance and readiness to learn.

Curriculum Development (Policy 2210)

The Board of Education recognizes its responsibility for the quality of the educational program of the schools. To this end, the curriculum shall be developed, evaluated, and adopted on a continuing basis and in accordance with a plan for curriculum growth established by the Superintendent.

Student Assessment (Policy 2623)

The Board of Education shall assess student achievement and needs in all areas of the curriculum in order to determine the progress of students and to assist them in attaining District goals.

Each student's proficiencies and needs will be assessed by staff members upon his/her entrance into the District and annually thereafter. Procedures for such assessments will include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs, student portfolios, and physical examinations.

Reading Instructional Goals and Kindergarten Assessment (Policy 2131.01)

The Board of Education shall approve a program of reading goals for students for grades kindergarten to 12.

To promote student's reading skills, the Board requires the Superintendent to employ a certified reading specialist who will be responsible to develop and coordinate a comprehensive reading curriculum for students in grades kindergarten to 12.

The goals shall be based on an assessment of existing reading needs of students. Subsequently the students shall be assessed based on the reading goals.

A student whose assessment indicates that s/he is at risk of reading difficulty shall be provided with interventions or remedial reading services.

Controversial Issues in the Classroom (Policy 2240)

The Board of Education believes that the consideration of controversial issues has a legitimate place in the instructional program of the schools.

Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating positions.

For purposes of this policy, a controversial issue is a topic

A. on which opposing points of view have been promulgated by responsible opinion.

B. likely to arouse both support and opposition in the community.

The Board will permit the introduction and proper educational use of controversial issues provided that their use in the instructional program:

A. is related to the instructional goals of the course of study and level of maturity of the students;

B. does not tend to indoctrinate or persuade students to a particular point of view;

C. encourages open-mindedness and is conducted in a spirit of scholarly inquiry.

Controversial issues related to the program may be initiated by the students themselves provided they are presented in the ordinary course of classroom instruction and it is not disruptive to the educational setting.

Controversial issues may not be initiated by a source outside the schools unless prior approval has been given by the principal. Issues pertaining to human growth and development, as defined by statute, are subject to 118.019, Wis. Stats.

When controversial issues have not been specified in the course of study, the Board will permit the instructional use of only those issues which have been approved by the principal.

In the discussion of any controversial issue in the classroom or in the course of professional duties, a teacher may express a personal opinion, only after all student discussion on the topic has concluded, and shall identify his/her personal opinion as such, and must not express such an opinion for the purpose of persuading students to his/her point of view.

The Board recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If after careful, personal review of the program lessons and/or materials, a parent indicates to the school that either content or activities conflicts with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular classes for specified reasons. The student, however, will not be excused from participating in the course or activities mandated by the State and will be provided alternative learning activities during times of parent requested absences.

Religion in the Curriculum (Policy 2270)

As a public entity, the District must comply with the U.S. Constitution's First Amendment requirement that the District neither establish religion in the schools nor prohibit students' free exercise of religion according to pertinent interpretation and application of those Constitutional provisions by the Courts. Accordingly, no Board of Education employee will promote religion in the classroom or in the District's curriculum, or compel or pressure any student to participate in devotional exercises. Displays of a religious character must conform with Policy 8800 and AG 8800A, AG 8800B, and AG 8800D. Instructional activities shall not be permitted to advance or inhibit any particular religion or religion generally. Teachers shall forward requests for religious accommodation in instruction to the Principal.

Youth Options Program (Policy 2271)

The Board of Education recognizes the value to students and to the District of students participating in programs offered by University of Wisconsin system institutions, Technical Colleges, tribally controlled colleges and private, non-profit higher education institutions in Wisconsin.

The Board will allow high school juniors and seniors who satisfy the eligibility requirements under the Youth Options Program statute and the administrative rules of the Department of Public Instruction to enroll in an approved course at an institution of higher education while

attending in the District. Students will be eligible to receive college and high school credit for completing course(s) at institutions of higher education provided they complete the course(s) and receive a passing grade.

Course Options (Policy 5113.01)

The Board of Education will provide students enrolled in the District with the ability to take up to two (2) courses at any given time through one or more other educational institutions, including in a non-resident public school district, the University of Wisconsin system institution, a technical college, a nonprofit higher education institution, a tribal college, a charter school, and any other nonprofit organization approved by the Department of Public Instruction. Likewise, the District will consider the enrollment of a non-resident student in up to two (2) courses per term under the criteria set forth in this policy and any criteria required by law.

High school credits earned through the Course Options program will not be weighted*. Courses taken at an institute of higher education for high school credit will only be accepted through the Youth Options or Course Options programs. Transcribing of grades earned through the Course Options program will follow District practice for transcribing grades earned through District courses.

*Youth and Course Options courses will be given weight for the course in instances where the student has previously taken the AP course in that subject area and scored a 3 or higher on the AP exam. Financial support will be provided to students who qualify for free and reduced lunch and/or have been identified as indigent, commensurate with the established Business Office fee schedule.

Homework (Policy 2330)

The Board of Education believes that student learning is maximized through use of a wide variety of teaching and learning methodologies. Toward this end, the Board further believes in the importance of homework to extend learning, to practice what has already been learned, to build independent work habits, and to help students prepare for learning according to students' needs and abilities. The acquisition of homework study skills is essential to academic and vocational success.

Food Services (Policy 8500)

The Board of Education shall provide cafeteria facilities in all school buildings where space permits, and will provide food service for the purchase and consumption of lunch for all students.

The Board shall also provide a breakfast program in accordance with procedures established by the Department of Public Instruction.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, including but not limited to the current USDA's school meal pattern requirements and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program. Further, the food-service program shall comply with Federal and State regulations pertaining to the fiscal management of the program as well as all the requirements pertaining to food service hiring and food service manager/operator licensure and certification. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses.

For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

The Board shall approve and implement nutrition standards governing the types of food and beverages that may be sold on the premises of its schools and shall specify the time and place each type of food or beverage may be sold. In adopting such standards, the Board shall:

- A. consider the nutritional value of each food or beverage;
- B. consult and incorporate to the maximum extent possible the dietary guidelines for Americans jointly developed by the United States Department of Agriculture (USDA) and the United States Department of Health and Human Services; and
- C. consult and incorporate the USDA Smart Snacks in School nutrition guidelines.

No food or beverage may be sold on any school premises except in accordance with the standards approved by the Board.

Free and Reduced Lunch (Policy 8531)

The Board of Education recognizes the importance of good nutrition to each student's educational performance.

The Board shall provide eligible children with breakfast, at schools where breakfast is provided, and lunch at a reduced rate or at no charge to the student.

Children, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program. These criteria are issued annually by the Federal government through the Wisconsin Department of Public Instruction.

Homeless Students (Policy 5111.01)

Children who are identified as meeting the Federal definition of "homeless" will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless. The District shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness. The District shall regularly review and revise its policies, including school discipline policies that impact homeless students, including those who may be a member of any of the Protected Classes (Policy 2260).

This policy also covers the following:

1. services to homeless children and youth
2. school stability
3. immediate enrollment
4. transportation
5. dispute resolution
6. homeless children in preschool
7. public notice
8. records

Harassment Statement (Policy 5517 & 5517.01)

It is the policy of the Board of Education to maintain an educational environment that is free from all forms of harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of

harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

Tobacco Use (Policy 5512)

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second hand smoke, are well- established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.

The Board prohibits the use and possession of tobacco and tobacco paraphernalia in any form, at any time of the calendar year, on District premises, in District vehicles, within any indoor facility owned or leased or contracted for by the District and used to provide education or library services to children and at all District-sponsored events. In addition, the use or possession of vaporizers, electronic cigarettes, electronic cigarette juice, and the like are prohibited.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance.

Nondiscrimination and Access to Equal Educational Opportunity

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities.

Students, parents and all other members of the School District community are encouraged to promptly report suspected violations of this policy to a teacher or administrator. Any teacher or administrator who receives such a complaint shall file it with the District's Compliance Officer at his/her first opportunity.

Students who believe they have been denied equal access to District educational opportunities, in a manner inconsistent with this policy may initiate a complaint and the investigation process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

The Board designates the following individuals to serve as the District's "Compliance Officers".

Christine Hedstrom
Assistant Superintendent for Human Resources
School District of Waukesha
222 Maple Ave.
Waukesha, WI 53186
262-970-1031
chedstro@waukesha.k12.wi.us

Joe Koch
Deputy Superintendent
School District of Waukesha 222 Maple Ave.
Waukesha, WI 53186
262-970-1107
jkoch@waukesha.k12.wi.us

See school board policy [5517](#) for more details.

Alcohol/Drug Prevention (Policy [5530](#))

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. "look-alikes";
- F. anabolic steroids;
- G. any other illegal substance so designated and prohibited by law.

The use, possession, concealment, distribution, sale or intent to sell, transfer of drugs, drug paraphernalia (as defined in state statutes) or alcohol, or having illegal drugs, steroids or prohibited performance-enhancing drugs, chemicals or alcohol in a student's body in or on school property, in any district owned or contracted vehicle or at school-sponsored events is considered dangerous and unsafe to others, and therefore is prohibited. Having chemicals in one's body is defined for purposes of this policy as having any amount of the substance in one's body. The administration is authorized to utilize breath testing devices (as approved by the Department of Transportation) for purpose of determining the presence of alcohol in the student's breath when there is reasonable suspicion to do so.

Any student who is involved in the use, possession, sale or receipt of alcohol and/or drug paraphernalia will be subject to the following measures:

- Immediate police involvement
- Suspension from school
- Parental notification of the availability of a witnessed chemical test for their child
- Referral to central administration for possible expulsion

Communicable Diseases (Policy [8450](#) & [8453](#)) and Sickness

If a student exhibits symptoms of a communicable disease, the principal will isolate the student in the building and contact the parents. Protocols established by the Wisconsin Department of Health Services shall be followed.

If a child becomes ill or is seriously injured at school, the school will try to notify parents or legal guardians by telephone. If the school is unable to reach the parents or legal guardians, the

person listed as the alternate contact will be called and requested to pick up the child. In cases when the school is unable to contact the parents, legal guardians, or alternate person, and the situation appears to be one in which the child needs emergency medical attention, 911 will be called.

Curriculum Modifications May Be Available Under Compulsory Attendance Law – Wisconsin Statute #118.15(l) (D) Student Attendance (Policy 5200)

Wisconsin Statute #118.15(l) (D) provides for program or curriculum modifications for parents, guardians or students who make a written request to the school board. The law provides a listing of possible changes as well as the responsibilities of the school district in responding to any requests for modifications.

Student Groups (Policy 5840)

It is the policy of the Board of Education that student groups be recognized as authorized school organizations only if they are approved by the school administration, sponsored by school-approved personnel, composed of members of the current student body, hold the majority of their meetings at school, and have established aims which are educational in nature.

Membership in the organization or operation of any high school fraternity, sorority, or any other secret society as described by law is prohibited throughout the School District. In particular, the Board will not tolerate any type of gang or gang-related activity to occur on District property or while students are under the auspices of the Board. The District recognizes that the presence of gangs, gang activity, and gang affiliations can cause a disruption of or interfere with school, school activities, and school safety. Gang activity, identifiers, or membership is contrary to the mission of the District and is thereby prohibited.

Weapons (Policy 5772 & 7217)

The Board of Education 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.

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, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

In addition to school consequences, the Police Department will be notified if a student is found to possess any of the above items.

Bullying (5517.01)

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This policy applies to all activities in the District, including activities on school property, including

at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing (for more on hazing see Policy [5516](#)).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, s/he should report it immediately to a school staff member and allow the administration to determine the appropriate course of action.

ATHLETIC & ACTIVITIES CODE OF CONDUCT ([2431](#))

Philosophy

Co-curricular activities and athletics are considered a regular part of the educational program and offer opportunities that are unique. The privilege of participating in athletic programs and activities is extended to all students providing they are willing to assume certain responsibilities. The greatest benefit for student participants is to be a credit to themselves, their parents, school and community. The Board of Education recognizes the value to the District and to the community of a program of interscholastic athletics for as many students as feasible and in accordance with Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity. The Board believes that it is the purpose of an interscholastic program to provide

the benefits of an athletic experience to as large a number of students as feasible within the District.

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

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

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

Athletic Eligibility

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

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

- 3. Grades will be checked on the first day of practice/tryouts. Students who are determined to be ineligible will have grades reviewed at noon on the 5th school day of that sport season. At the time of the review, the student's grades must be at or above 2.0 grade point average and include no more than one F/I in order to regain eligibility.

Example: If the season starts on a Monday, grades are reviewed on Friday at noon. If the season starts on a Tuesday, grades are reviewed the following Monday at noon, etc.

4. Students declared academically ineligible as of the five (5) day review must remain out of competitions for fifteen (15) school days.
 5. On the 15th day the athlete must request a grade review from the athletic office. If the athlete is eligible the coach will be notified.
 - a. All students wishing to regain eligibility for the fall sports season must adhere to academic eligibility dates established by the WIAA.
 - b. Students enrolled in summer school may have grades reviewed after fifteen (15) summer school days when participating in baseball.
- C. Age: A student shall be ineligible for interscholastic athletic competition if s/he reaches his/her 19th birthday before August 1 of any school year.
- D. Financial Obligations:
1. The established athletic fee is required per athlete per year. The fee may be partially waived for free/reduced lunch participants.
 2. All financial obligations must be settled prior to participation in a sport.
 3. Athletes and/or their parents will be held financially responsible for any lost, misplaced, or damaged equipment.

Activity Eligibility

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

Academic Decathlon	Band	Choir
DECA	Debate	Drama-Plays
FBLA	FCCLA	Forensics
HOSA	One Act Play	Orchestra
Student Council		

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

- B. Financial Obligations
1. All financial obligations must be settled prior to participation in any activity.
 2. Students and/or their parents will be held financially responsible for any lost, misplaced, or damaged equipment.
- C. Club Sports (rugby, cross-country ski team, ski racing team, lacrosse, etc.)
1. All club sports not sanctioned by the WIAA will be considered activities.

2. All students must submit a District physical card, or alternative year card, prior to participation.
 3. No District participation fee will be assessed for involvement in club sports.
- D. Activities that are part of an academic class or earn a grade or credit are not subject to the activity eligibility section listed above.

Rules of Conduct

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

- A. A student participating in athletics and activities is bound by the Rules of Conduct. Students participating in athletics and activities are under the requirements of the code at all times during the calendar year (or 365 days and nights per year). The rules of conduct shall be enforced year- round.
- B. Prior to any athlete participating in sports each school year, both student- athlete and parent(s) must read, indicate understanding, and sign off on these rules detailed in the school's Athletic Code. High school athletic codes must also contain expected parent behaviors at athletic events and/or other events that may be attended. A student-athlete may not participate until all signatures are on file with the Director of Athletics/Activities.
- C. Student Absence: Under normal circumstances, students must attend the last fifty percent (50%) of their classes the day of an event or practice in order to participate in that event or practice. All absences must conform to the attendance policies. Students suspended from school may not participate in any rehearsals, practices or events while under suspension.
- D. Additional Rules: Athletes may be required to follow any additional rules set by individual coaches/advisors, providing those rules have been filed with the Athletic and Activities Director and distributed to all participants and parents. These rules may not be contrary to the District Rules of Conduct or the rules and regulations of the WIAA.

Investigation and Enforcement

Alleged violations of the Rules of Conduct may be presented to the Athletics and Activities Director or his/her supervisor or designee by a parent, coach, advisor, student, teacher, administrator, school district employee, law enforcement officer, or other responsible community member. Unless impractical or untimely, all alleged violations must be submitted in writing, must be signed, and must state the essential supporting details of the alleged violation. The Athletics and Activities Director shall determine the validity of the alleged violation, and shall take the following action:

- A. Give the student oral notice of the alleged violation.
- B. Provide the student an opportunity to present his/her version of the incident.
- C. Give the student an explanation of the information, which the school authorities have received, that may support a finding that s/he has violated the Rules of Conduct.

- D. The Athletics and Activities Director will have communication with the parents.
- E. The Athletics and Activities Director must make a determination as to whether the student has violated the Rules of Conduct. If it is determined that the student has violated the Rules of Conduct, the Athletics and Activities Director shall provide the family with written notice of this suspension and the reason for said suspension.
- F. The students and parents shall have the right to appeal. You have seven (7) days to appeal upon notification from the school.

Penalties - Athletic

- A. First Violation: Suspension from participation for up to twenty percent (20%) of the entire season's contests (refer to Appendix A).
- B. Second Violation: Suspension from participation in fifty percent (50%) of the entire season's contests (refer to Appendix A).
- C. Third Violation: Suspension from participation for one (1) calendar year from the date of notification.
- D. Fourth Violation: Permanent suspension from participation in high school athletics and activities.

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

During suspension, athletes will be expected to attend all scheduled practices and team meetings unless otherwise directed by the activities director.

Penalties - Activities

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

- A. extra duty within the activity
- B. community service hours (in school or in the community)
- C. removal for one or more of the events or performances

- D. complete removal from the activity (serious offenses), or
- E. other consequence

Consequences shall be as consistent as practicable from school to school and activity to activity. To ensure consistency school to school, activities directors from schools shall consult with other schools when administering consequences for activities violation.

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

Dually Participating Students

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

Honesty and Cooperation Clause

Students involved in co-curricular athletics and activities shall be verbally counseled about honesty before and during disciplinary procedures. Since honesty is expected, any finding of dishonesty during disciplinary investigations or during disciplinary procedures may result in an extension (up to doubling) of any penalty authorized in this guideline.

All students are expected to cooperate with investigations. If a student does not cooperate, as determined by the administration, they could be subject to suspensions from athletic/activity events and/or school.

Violations Requiring Additional Penalties - Drugs

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

Appeal Procedure for Co-Curricular Activities and Athletics

The sequence of appeals will be directed to the Principal, then to the Superintendent. The Principal and Superintendent may uphold, modify or reverse a penalty imposed by the Athletics and Activities Director following an appeal. An appeal must be submitted in writing (letter, e-mail, and/or fax) and must include a reason(s) for the appeal. The appeal must be submitted to the Principal within seven (7) days upon notification of suspension from the Athletics and Activities Director at the school. After receiving the decision from the Principal, an appeal to the Superintendent must be received within seven (7) days. The penalty for an offense will begin immediately upon conclusion of the investigation.

APPENDIX A

SPORT

20%

50%

Cross Country (11)	2 meets	6 meets
Football (9)	2 games	5 games
Football Freshmen (8)	2 games	5 games
Football Cheerleading (9)	2 games	5 games
Football Pom Pons (5)	1 games	3 games
Soccer (24)	5 games	12 games
Swimming (15)	3 meets	8 meets
Volleyball (15)	3 meets, multiples = 1 event	8 meets, multiples = 1 event
Basketball (22)	4 games	11 games
Basketball Cheerleading (11)	2 games	6 games
Basketball Pom Pons (11)	2 games	6 games
Hockey (20)	4 games	10 games
Wrestling (14)	3 meets, multiples = 1 event	7 meets, multiples = 1 event
Golf (14)	3 meets	7 meets
Softball (20)	4 games	10 games
Track (20)	4 meets	10 meets
Baseball (26)	6 games	15 games
Tennis (14)	3 meets, multiples = 1 event	7 meets, multiples = 1 event
Gymnastics (14)	3 meets	7 meets

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