

STUDENT HANDBOOK

WITTENBERG - BIRNAMWOOD HIGH SCHOOL



WBHS School Song:

Across the Field

The Green and Gold are here to win this game
and win we'll surely try

For they're a team who always fights
and fights to score for Witt-Birn High.

U Rah Rah.

Watch them play and you're sure to know
The Green and Gold can beat any foe.

Score, Score, we all want more.

So come on team, let's Fight, Fight, Fight
Fight Fight!

Wittenberg, Wisconsin

2017-18

**Wittenberg - Birnamwood High School
Student Handbook**

400 West Grand Avenue
Wittenberg, Wisconsin 54499
(715) 253-2211 or
(715) 449-2675
Fax (715) 253-3588
School website: www.wittbirn.k12.wi.us

Garrett Rogowski
Superintendent

Jill Sharp
Principal

Lon Ebel
Dean of Students

Brenda Jozwiak-Boldig
Director of Pupil Services

Tina Bacon
Athletic Director

Kandice Miller
Director of Food Service

Dan Johnson
Maintenance & Custodial Supervisor

All courses, including Career and Technical Education courses are available without discrimination based on race, color, religion, sex, national origin, age, disability, political affiliation or belief or sexual orientation.

WBHS FACULTY and STAFF MEMBERS

Agriculture

Jacob Abrahamson

Art

Diana Wendler

Business Education

Cheryl Muscha

English

Joanna Fradrich
Stephanie Cherek
Stacy Phillips

Family/Consumer Ed.

Jennifer Kronberger

Health

Tina Bacon

Librarian/Assistant

Christine Stuffle
Caroline Kassube

Mathematics

Brian Rew
Chris Nier
Brain Justen

Music Arts

Joann Kekula – Band
Melissa Gauderman – Choir

Driver's Education

Troy Ostrowski

Physical Education

Tina Bacon
Nick Mechelke

Science

Nicole Goff
Crystal Hosler
Dan Krolow

Social Studies

Chris Bartletti
John Heinrich
Kevin Wick

Spanish

Jonathan Olson

Technology Education

Jason Jobst
Waylon Resch

Alternative Programs Coordinator

Lon Ebel

Special Education Services

Julie Kielman
Cathy Patridge
Colton Zimmerman

Work-Based Learning

Coordinator
Cheryl Muscha

School Counselor

Stephanie Gruber

**District Assessment
Coordinator/Transition
Coordinator**

Nancy Resch

District Office

Joy Hartleben
Kathy Johnson
Kim Moede

Secretary

Julie Olson
Tracy Keeney

**District
Assessment/Transition
Coordinator**

Nancy Resch

Technology Coordinator

Johann Radloff

Teacher Assistants

Melissa Kolpack

Food Service

Kandice Miller
Lauri Klumpyan
Dawn Rastl

Custodians

Norman Resch
Marlene Falstad
Dianne Weller
Keith Zeinert
Tanya Linke

School Psychologist

Kara Muthig

School Nurse

Rebecca Wendel

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1. WITTENBERG-BIRNAMWOOD DECISION MAKING MODEL

District Vision: Wittenberg-Birnamwood Schools – *Striving for Excellence!*

School Board Long-Term Goal – The District will commit to continuous student improvement through forward thinking, balanced decision making, and a commitment to excellence.

School Board Mission – The Wittenberg-Birnamwood School District will develop in each individual student the knowledge, skills, and attitudes to become a lifelong learner and a positive contributor to society by providing a continuum of quality and creative educational experiences.

District Goals –

- All students will improve literacy skills in reading and writing across the K-12 curriculum
- All students will improve math literacy skills through the study of and alignment with the common core standards
- The District will improve student learning with aligned curriculum, assessment and instruction.
- The District will ensure that students have a safe, welcoming and productive learning environment.

2. WEBSITE PHOTO RELEASE/VIDEO-

Throughout the school year Wittenberg-Birnamwood School District is proud to share the news of our students' activities, projects, and achievements with the community. This information may be posted on our District website, newsletters, and/or the newspaper. Sometimes this news includes photos of students in school settings. When the photo captions include the names of students, it will only include the first name and last initial of each student.

For your child to be included in these photos, you must give written permission to the office of the school that your child attends. Your permission will be include in a database and will hold for the duration of the student's enrollment in our district. There also could be a time that students will be videotaped for modeling to help students learn.

The forms for Photo-Release/Video-Taping Release are available in the high school office and will be part of our yearly registration process.

3. ACADEMIC INFORMATION

A) GRADUATION REQUIREMENTS Students are required to successfully complete 24.5 high school credits in the following areas:

<u>Subject</u>	<u>Credits</u>
English	4
Health	.5
Math	3
Science	3
Physical Education	1.5
Social Science	3.5
Electives	9

* Successfully completed **State Civics** Exam

Anyone not meeting these requirements will not be allowed to graduate or to participate in the graduation

ceremonies. For more information about the courses offered, please refer to our students scheduling handbook.

B) EARLY GRADUATION - WBHS will consider early graduation following completion of the first semester of the senior year dependent upon these factors:

1. The application for early graduation has been submitted to the High School Principal by the parent or guardian of the student or the 18-year-old student at the end of their junior year or not later than October 1st.
2. All present academic requirements are to be met.
3. The Principal and Guidance Counselor have consulted with faculty members who have worked with the student to assess academic achievements and social and emotional factors.
4. Student has presented a solid, viable, post-secondary plan that would be enhanced by early graduation (examples but not limited to: military, January college/technical entrance, moving to establish residency for fall college/technical entrance.)

C) GRADUATION CEREMONY–SENIOR ATTENDANCE – According to the Wittenberg-Birnamwood school policy, any senior who does not attend 90% of their scheduled classes during the last semester of their senior year will not be allowed to participate in the graduation ceremony.

D) REAL ACADEMY – ALTERNATIVE EDUCATION PROGRAMS-

REAL Academy Alternative Programs are designed for students at-risk of not meeting graduation requirements. It provides two levels of support and may be an option for students who learn best in non-traditional school settings. The REAL Academy will be a place of minimal distractions, one on one help, transitional support, and a program for student achievement.

Level 1: The Credit Recovery Program

This program is designed to serve students identified as at-risk of not meeting graduation requirements. Students enrolled in this program will have a Personal Education Plan to meet the individual needs of each student. The program will be devoted to the success of each student and should include strong parental/adult involvement. The Personal Education Plan may incorporate school and partner agencies to address students whom need intervention in the areas of behavior, mental health, academic needs, attendance, or AODA issues. Instruction may be in the regular classroom with support or it may be specialized. Specializations may include; pull-out classes for core subjects of difficulty, project based learning for greater understanding and engagement, specialized reading/writing intervention, and online school courses. Study/social skills will be emphasized as well planning for post high school goals and objectives.

Level 2: GEDO #2

The GED Option #2 Program is designed for students with severe credit deficiencies whom are unable to meet graduation requirements through other means such as the Credit Recovery Program. This program allows our district to use the GED test battery to measure proficiency in lieu of high school credit for students enrolled in the alternative education program. A student who passes the GED tests and completes other requirements will receive a traditional high school diploma from their home school district and will be eligible to participate in graduation ceremonies. This program will also include a Personal Education Plan and an employment/community service component while focusing on career prep and self advocacy skills.

Students must meet state or district criteria to be eligible for these programs. For more information contact REAL Academy Coordinator – Lon Ebel

E) YOUTH OPTIONS - The youth options program entitles 11th and 12th grade pupils enrolled in public school to attend a postsecondary institution (Wisconsin institution of higher education or technical college) for the purpose of taking one or more nonsectarian courses. Districts are not required to pay or grant credit for a post secondary course if the district offers a comparable course with an approximately 80% match in course content. The only exception being for a comparable post-secondary course that a school board must pay for when a student takes 10 or more credits at a technical college.

By March 1, for fall semester courses, and by October 1, for spring semester courses, pupils must notify the school board of their intent to participate in the program. Exception to the deadline will be considered on an individual basis. For more information, contact your school counselor.

Wittenberg-Birnamwood policy will not allow for more than 18 post-secondary credits to be taken. The student will be expected to reimburse the Wittenberg-Birnamwood district for any Youth Options course the student withdraws from or fails.

COURSE OPTIONS - The new Course Options law allows a pupil enrolled in a public school district to take up to two courses at any time from an educational institution. Wisconsin Educational institutions are defined under the Course Options statute as:

- A public school in a nonresident school district;
- the University of Wisconsin System;
- a technical college;
- nonprofit institutions of higher education;
- a tribal college;
- a charter school; and
- a nonprofit organization that has been approved by the Department of Public Instruction (DPI).

For more information on this please talk with your school counselor.

F) ACADEMIC EXCELLENCE RECOGNITION - Those students striving to be among the top ten seniors or top 10% of the senior class, whichever is higher, must qualify by meeting the following requirements: 4 years of English including English 11 CP, (1/2 credit Eng. Comm. 133 with ½ CP or AP to equal 1 credit of advanced English in years 11 or 12); 3 1/2 years of Social Sciences; 3 years of Mathematics culminating with Advanced Algebra; 4 years of Science including Physical Science, Biology and Chemistry, plus 1 credit of A.P. Biology, Physics or Human Anatomy & Physiology. These students will be recognized during the commencement ceremony.

G) ACADEMIC AWARDS – Students achieving a 3.5 GPA for 3 semesters will be awarded an academic letter. For each subsequent semester, with a 3.5 to 3.99 GPA (silver) or a 4.0 GPA (gold) bar is awarded.

H) LAUDE SYSTEM: (Beginning with the class of 2020) The Laude System is a point-based system utilizing a student's unweighted grade point average along with the number of semesters of advanced coursework (laude honor courses). To earn the highest honors, Summa Cum Laude, **a students must earn both the indicated range of points in the Laude System as well as earn a 26 or higher on the ACT.**

Student will earn one point per semester for designated Laude courses (as indicated on the Laude course chart available on our website). Students must also successfully pass and complete a class to receive the designated honor points.

Students will be eligible for the Summa Cum Laude, Magna Cum Laude, or Cum Laude recognition by ***multiplying their grade point average at the end of the first semester senior year (after 7 semesters) times the total number of Laude Course points earned.***

Upon graduation (based on completion of the 7th semester) students will be recognized for earning Laude standing in the following manner:

- **Cum Laude:** White Honors Cords
- **Magna Cum Laude:** Gold Honors Cords
- **Summa Cum Laude:** Gold Honors Cords, Academic Honors Medallion

With the change in this academic excellence recognition system, we will no longer be using the valedictorian or salutatorian awards. The class president will do one speech. Students earning the Summa Cum Laude distinction will qualify for the remaining two graduation speaker positions. This group of students will be asked if they are interested in speaking. If they are, they will be placed on a ballot and voted on by the high school faculty.

(Class of 2017- 2019) STUDENT ACADEMIC RANKINGS AND HONOR CORDS –To receive honor cords for graduation a student must have at least a 3.5 cumulative grade point average.

I) HONOR ROLL – To be an Honor Roll student, a 3.0 average is needed for all work in which credit is given. Averages are figured on a point basis as follows: A, 4 points; B, 3 points; C, 2 points; D, 1 point; F, 0 points. A plus is a .3 of a point above the mark and minus.3 below the marking. For example: A- is 3.7 and C+ is 2.3.

J) HONOR STUDENT PRIVILEGES – Available to junior and senior students earning a 3.0 or better Grade Point Average for two or more consecutive semesters and do not have any D's or F's on their semester report card.

- Open campus during lunch
- Open campus during Advisory period
- Access to the Commons study hall

Probationary Honors – Students that earn a 3.0 GPA or better for 1 semester and have no D's or F's 8 on their semester report card may be allowed 40 days of honor privileges during the following semester.

Honors students must complete the "Honors Agreement" form and return it to the high school office before obtaining the privileges. Consequences for violating school expectations will result in suspension of honors privileges. Students not meeting the required GPA or necessary grades will be removed from honors upon semester grade checks. Approval is subject to WBHS principal authorization.

K) REPORT CARDS/GRADING – Report cards are issued four times a year. Visit “Family Access” on school web site daily to keep up with your child’s grades. Please reference individual teacher syllabus for individual grading policies.

Wittenberg - Birnamwood High School Grading Scale:

Letter Grade	Percent Grade
A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	65-66
F	Below 65

L) SCHEDULE CHANGE POLICY – Students will be given the opportunity to request schedule changes for the upcoming school year during a specified time in August. Much time and effort is spent pre-registering and scheduling students in the spring. Students who feel it is necessary to request a schedule change must complete a “Schedule Change Request” form, which can be found under the Student Services tab on the High School Website, and meet with the school counselor or principal during the specified times. Parent/guardian permission is required. Second semester schedule changes may only be requested by parent/guardian or be teacher/principal initiated. Students are required to carry a minimum of 7.0 credits during the academic school year, unless approved by school staff.

After a semester begins only **teacher/principal-initiated schedule changes will be considered**. If a student drops a class because he/she does not meet course obligations and responsibilities they will receive an F for the semester. A drop due to misconduct is recorded as a failure on the permanent record of the student. You are expected to work hard at being successful in each class.

M) WBHS STUDENT SERVICES - SCHOOL COUNSELOR – The School Counselor’s office is located on the second floor above the library area. Counselors are available to help students make informed and individually appropriate social, education and vocational choices. Parents are encouraged to communicate with counselors as well.

Counselors provide information and assistance in the following: career choices, college and technical schools, financial aid, class schedules, grade point averages, testing services, and various W-B H.S programs.

N) ADVISORY PROCEDURES -

Purpose:

- Create a culture of trust and support that is anchored in our four pillars:
 - **Welcome** - Everyone is Valued Here
 - **Believe** - It’s Never Too Late to Learn
 - **Help** - We Support Each Other
 - **Succeed** - Reaching Our Goals
- Increase student achievement for all learners
- Provided immediate and direct supports for learners who are below benchmark or underachieving
- Increase exposure through enrichment offerings

How will my student’s needs be met during this Advisory Hour?

- Staff will be available for support in all core subjects
- Students will be requested by staff for things such as:
 - Missing work (Incompletes)
 - Poor work quality
 - Retakes (tests/quizzes)
 - Re-teaching
 - Clarify confusions on information taught in class
 - Support with learning difficulties
 - Other
- Enrichment activities will be scheduled for students who are meeting all other academic expectations. Some examples might include:
 - College Admissions
 - Scholarship Application Process
 - How to’s: Transcripts, Admissions, etc.
 - Scheduling courses for next year
 - Work Permits
 - ACT Aspire Prep
 - AP Course Study Groups
 - ACT Prep
 - Other
- Clubs/Organizations will meet

- Students will have choices by teacher request only*****
 - Request to see a teacher
 - Computer lab
 - Library
 - Student services - guidance counselor
 - Off campus (honor students only)
 - Commons (honor students only)

Student must plan ahead of time if they would like to go somewhere during Advisory. If a teacher requests a student, they must go to that teacher during the designated passing time. All other student movement during Advisory must be done through the use of the SAN or staff phone call to the next destination.

- Staff should be using the Google Document to indicate all student movement and locations.

Frequently Asked Questions:

What if I work?

8th period is an assigned time during the school day. You should not schedule work during school hours.

What if I am in the YA program and assigned to work during 8th period?

Then you go to work as part of your educational plan.

What if I am on honors?

You may leave ONLY if you have not been called back or requested by a staff member.

What if I don't have any work to do?

You should use this time to better yourself academically: read, write, study or work ahead if possible.

What if I have group work to do?

This should be organized by the students and they will ask their teacher to request your their group.

4. STUDENT FEE/INSURANCE

A) WBHS FEES -

A WBHS non-refundable WBHS registration/ID fee of \$25.00 will be assessed to all students. Fees will accumulate throughout your high school years and will need to be paid before graduation (WB School Board Policy).

B) STUDENT INSURANCE PROGRAM - The Board of Education provides for a student insurance benefit program for the school year, it will be provided through the district.

The plan provides for insurance coverage in the event of medical, dental or hospital services resulting from accidental injury while the student is attending school or participating in any school sponsored activity, including traveling to and from school and school sponsored activities, while under the supervision of a school employee.

All injuries must be reported immediately to the staff member directing the activity.

Copies of the provisions of coverage are to be obtained in the high school office.

C) SCHOOL LUNCH -

Children need healthy meals to learn. Wittenberg-Birnamwood School District offers healthy meals every school day. Breakfast costs \$1.30; lunch costs \$2.75 at the High School. Your children may qualify for free meals or reduced price meals. Reduced price is \$0.30 for breakfast and \$0.40 for lunch. Please fill out a Free and Reduced school meals application for qualification. Prices on meals are subject to change.

D) AUTOMATED FOOD SERVICE - WBHS students will each be assigned a Personal Identification Number (PIN) for them to use when purchasing hot lunch. Students caught fraudulently using others PIN will be disciplined for theft. Online payments will be available for you to use your debit/credit card on the Wittenberg-Birnamwood School District webpage. If your family's lunch account goes "negative" you will receive a phone call from our automated phone master and you will also receive a notice home from the office. If payment is not made by Monday of the 2nd week, your child will be served PB & J until the lunch account is brought into a "positive" balance. If payment is not made by the 3rd week, your child will not be allowed to use the school lunch system until the account has a positive balance.

5. GENERAL INFORMATION

A) LEAVING SCHOOL GROUNDS -

All students are required to sign in and out in the high school office when entering or exiting the school building during school hours. All students should only enter and exit the building through the main entrance.

WBHS is a closed campus. Upon arrival in the morning, students may not leave the school building without permission.

If it is necessary to leave school grounds during the day, a student must present a note from the parent indicating the reason for the request. Each request will be handled on its particular merit.

Field Trips/School Sponsored Events:

Students must ride on the school provided transportation and must accompany the group if they wish to participate in the activity. All in-school regulations are in effect on any field trip.

B) SCHOOL DAY - The school building will be open to students from 7:30 a.m. to 4:00 p.m. each day. The commons will remain open for students participating in after school activities or who are waiting for rides. Students are not to be in the building at other times unless participating in school sponsored activities with a supervising teacher/advisor present.

C) VISITORS - We welcome parent and community visitors. Visitors must register in the main office and obtain a visitor's pass. WBHS does not permit students to bring student friends/relatives from other schools during the school day. Such visitations may be permitted if approved in advance by the principal.

D) WORK PERMITS -The Wisconsin Department of Workforce Development has authorized the high school principal's secretary to issue work permits. In general, every employer must obtain a work permit for each minor to do any work. No permit is required of agricultural labor or domestic services.

Before a work permit can be issued the following requirements **MUST** be presented to the secretary:

1. Proof of age - birth certificate, driver's license, baptismal certificate, or passport.
2. Letter from employer stating his/her intention to employ you.
3. Letter from parent/guardian consenting to the employment.
4. Required fee of \$10.00.
5. Require Social Security Card to be shown.

E) MEDICATION - If it becomes necessary for a student to take any form of medication at school, a parent/guardian medication consent form must be completed and filed in the office. Medication will be kept in and dispensed through the main office unless other official programmed arrangements have been made with the administration. All medication must be in the original container with proper labeling.

F) SCHOOL CLOSING - In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be announced over radio or television stations:

WRIG / WDEZ - Wausau 101.9 FM
WIFC / WSAU - Wausau 95.5 FM
WATK / WRLO -Antigo 105 FM
WFCL - Clintonville 1380 AM
WAOW - Wausau Channel 9
WSAU - Wausau Channel 7

If no report is heard, it can be assumed that school will be in session.

Please do not call the school. Check the school website for details about closings.

G) SCHOOL DANCES & PROM - Students from WBHS, grades 9-12, may attend. Guests (grade 9-12) may attend. Guests (ages 15-20) may attend only if they have been approved at least 1 week in advance of the school sponsored event by the WBHS principal and the Dance Permission Slip has been filled out and approved.

- Once students leave, they may not return.
- Guests and WBHS students must comply with all WBHS rules and regulations as expected of WBHS students or they will be asked to leave.
- Random tests for alcohol or other drugs may be given at all extracurricular activities.
- All WBHS rules and regulations at school sponsored events, even if the event is not held at WBHS, will be enforced. Random drug and alcohol tests may be given during any school sponsored events, even if the event is held outside of our school grounds.

H) ACTIVITY ACCOUNTING – Each student group has an advisor and a treasurer. Both a faculty advisor and the student treasurer must sign a voucher and present to the secretary, in order to withdraw funds. Be sure receipts are obtained for all transactions. No checks will be written for insufficient funds. Vouchers need to be turned into the office each summer and class accounts zeroed

out a year after graduation by two officer signatures.

I) AGE OF MAJORITY – All students at WBHS regardless of age must comply with school rules. WBHS recognizes that by state law when students reach the Age of Majority they are afforded all the rights and privileges of adulthood. Students may, upon reaching 18 years of age, assume full responsibility for their report card, attendance and other school related procedures and activities. In order to accomplish this, the student must meet with the principal and convey this in writing. We recognize that in some situations, a student may be independent with all the responsibilities of adult life. However, we remind all 18-year-old students who continue to reside at home with parents/guardians, that out of courtesy and respect, the WBHS will continue communication unless explicitly asked not to in writing.

J) SCHOOL LOCKERS - A student locker is provided by the school for the convenience of the student to be used solely and exclusively for the storage of outer garments, footwear, and school-related materials. No student shall use the locker for any other purpose. Items brought to school or those in lockers are not insured for reimbursement by the Wittenberg-Birnamwood School District.

- The school locker assigned to a student is the property of the Wittenberg-Birnamwood School District. The use of a locker other than the one assigned to the student is prohibited.
- School administration reserves the right to search at any time without notice or student consent.
- Students are subject to disciplinary action if there is graffiti, stickers, or any damage done to lockers.
- No offensive or inappropriate material may be posted or displayed in the school's property or student lockers.
- Students should keep their lockers locked at all times to prevent theft.

K) BUS RIDERSHIP - Safety in moving vehicles demands a set of rules for riding a bus. The guides are designed for your safety as well as for making the trip to school, or co-curricular trip, a little more enjoyable. Students may be suspended from riding the bus for disciplinary reasons. The Wittenberg-Birnamwood School District uses video monitoring in all buses.

L) PARKING / DRIVING PRIVILEGES – Students who wish to drive must submit a written registration request to the high school office. Applications for parking permits may be obtained two weeks prior to school and first week of school. Student fees for parking may be paid in the High School office. Fee rates are \$40 per year, \$20 per semester, or \$1 per day.

- Students are to park only in their designated lot area.
- Students are asked to park in an orderly manner and may only park in the school parking lot or the Alternative Parking lot in the back of the school. Students parking in front or back teachers lots, AG/Shop or pool parking lot will be ticketed or towed at the vehicle owner's expense.
- The school administration reserves the right to search any vehicle at any time without notice or student consent. A copy of Board Policy (JLIE) rules are given to you at the time of registration.
- Parking permits must be displayed on the rear-view mirror at all times or a parking ticket may be issued.
- Students parking for one day must sign in before 8:10 a.m. or immediately upon arrival at school before going to any classes.
- Participants in co-curricular activities are not permitted to drive vehicles and/or transport other students to and from off campus events planned or sponsored by the school.
- Students cannot speed in front of buses to get out of the parking lot. Buses have the right away at

all times.

Students who violate the rules pertaining to driving and parking will have their privileges suspended.

M) SNOWMOBILES & FOUR WHEELERS – Snowmobiles are allowed on campus only when the area trails are open and then only from the trail to the parking area behind the Agriculture shop. They are not allowed anywhere else on school property.

Four wheelers are not allowed on campus at any time.

6. ATTENDANCE REGULATIONS

A) COMPULSORY SCHOOL ATTENDANCE ENFORCEMENT -

Under the State of Wisconsin attendance laws, it is the expectation that all students are in attendance while school is in session. It is our goal to ensure that all of our students receive a successful and rewarding experience at WBHS. In order for this to occur, regular school attendance is necessary

Absence Procedures

All absences must be reported to the school office by phone (715-253-2211) or by a signed note within 48 hours of the absence. All absences not reported within 48 hours will be considered unexcused.

Absence Types

Parent Requests – According to Wisconsin's Compulsory School Attendance laws, parents are allowed to excuse their child from school a maximum of 10 days per school year. These absences should be requested prior to the day the student is absent.

Excused Illnesses – In addition to the allowed parent request days, WBHS will allow a parent to excuse their child from school for illnesses 5 days per semester. Illness days beyond 5 days in a semester will require a doctor's note to be counted as excused.

Doctor's Excuses – Any time a student misses school due to a medical appointment; signed documentation from the medical provider is required to count the absence as excused.

Unexcused Absences – Once a student accumulates five unexcused absences (all or part of a day) in a semester; a truancy warning letter will be sent home requesting a meeting to discuss the student's absences. Unexcused absences beyond 5 days in a semester may result in a truancy referral to law enforcement.

Tardies - Students will be assigned a lunch detention for accumulating 4 tardies during a quarter. For every tardy after 4 in a quarter, additional lunch detentions will be assigned. Students who accumulate 15 tardies in a semester will also be subject to a truancy citation.

Attendance Notification Letters

You may periodically receive letters notifying you of the number of parent request and excused illnesses that you have used during the school year. These letters are for informational purposes and to assist you in keeping track of your child's attendance.

If you have any questions about the attendance policies or have concerns regarding your child's attendance, please contact Lon Ebel – Dean of Students.

7. STUDENT BEHAVIOR/EXPECTATIONS

Dress Code

The Wittenberg-Birnamwood High School believes that student dress code is an important part of creating a school environment that is safe, conducive to learning and free from disruption.

The following student dress code standards shall be enforced in the District during the school day, on school bus/district/school-sponsored vehicles and at all school-supervised activities and functions. Exceptions will be made only for religious or medical reasons.

1. Students shall dress appropriately for the school environment. Student attire that causes, or is likely to cause, an interference with school operations or a substantial disruption to the school environment will not be permitted. School staff shall consider the link between the potential disruption or interference and the student's attire at issue when making decisions under this provision.
2. No student shall be permitted to wear any clothing that depicts, promotes or advertises alcohol, illegal drugs, tobacco products, firearms, gang affiliation/activity, profanity, violence or pornography. Furthermore, students shall not wear anything that staff determines is offensive to another person.
3. Students shall wear protective clothing and/or safety equipment when working in science labs, technical education, family and consumer science, school cafeterias, and other program areas as required to comply with health and safety codes and regulations.
4. Clothing and/or accessories that cause injury to anyone or damage to property may not be worn.
5. Students participating in activities or events representing the school before the public shall be expected to dress appropriately so as not to distract from the group or the occasion.

Additional school or activity rules concerning student dress may be established but only if they are in line with provisions of this belief.

School staff shall be responsible for enforcing student dress code standards on a fair and consistent basis. If there is a disagreement between staff and students and/or their parent/guardians regarding the appropriateness of a student's attire, the building principal has the authority to make this decision and determine the actions that will be taken to deal with the matter.

B) LUNCH PERIOD EXPECTATIONS -

Lunchroom expectations:

- Each student is responsible for the return of trays, dinnerware, etc. to the proper place.
- Hallways, lockers and classroom areas are off-limits to permit a quiet atmosphere for classes in session.
- Weather permitting, students may go outside to front designated area – parking lot is off limits.
- WBHS is a closed campus; anyone going off campus for lunch needs to sign out in the office with parental, honors or office permission.
- Students with junior or senior honor privileges may leave campus during lunch if they show proof of honors ID and sign out in the office.

D) CELL PHONES & ELECTRONIC DEVICES - WBHS & WIAA policies prohibit the use of cell phones with picture taking capabilities within locker rooms & pool areas. We do not encourage students to have cell phones in school; WBHS staff does not accept responsibility for the damage or loss.

Students may not use cell phones during any class period unless otherwise specified by the teacher. (This includes Advisory)

If a student violates the cell phone rules within any classroom resulting in the phone being taken away from them, the following consequence will apply:

- **Each offense:** *Parents or Guardians must pick the phone up*
- Refusal to give up your cell phone to a staff member could result in further disciplinary consequences.
- A student cell phone may be searched for illegal usage at school property at any time by administration.
- Any electronic devices used as harassing tools against another student or staff member will be turned over to the local law enforcement agencies for discipline measures.

E) DRUGS/ALCOHOL/INHALANTS/E-CIGARETTES/TOBACCO/STREET DRUGS/DRUG PARAPHERNALIA/CONTROLLED OR PERFORMANCE ENHANCING SUBSTANCES - WBHS prohibits the use or possession on any items listed above or look-a-like substances. Disciplinary action may result if a student possesses or is involved in any way with drugs, alcohol, inhalants, e-cigarettes, tobacco, street drugs, drug paraphernalia, controlled or performance enhancing substances.

F). THEFT/VANDALISM - Theft and vandalism are prohibited on all school property and during all school events/functions. Disciplinary consequences may result from any degree of theft or vandalism on school property or during at any school function.

G) HARASSMENT - (OR HAZING) Harassment can take many forms. It is unwanted behavior which interferes with your life. It limits and denies the rights of students to study work and play in the school setting. Harassment makes people feel bad and is a form of discrimination. Wittenberg-Birnamwood School District will not condone harassment of any disability and all other protected classes under State or Federal Law. Everyone has a right to not be harassed, and the staff at WBHS feels strongly that all students should feel safe at school.

If harassment is taking place, please report the behavior to the office immediately. Bully/Harassment forms can be found in the high school or school counselor office.

Sexual (electronic -sexting) Harassment - Sexual harassment is unwelcome behavior of a sexual nature. There are school board policies, as well as state and federal laws which prohibit sexual harassment. It can take many forms such as: touching, grabbing, comments about your body, sexual remarks or suggestions or spreading sexual rumors, conversations that are too personal, pornographic pictures, stories, obscene gestures, offensive displays of sex-related objects, staring in a way that seems too personal and humor or jokes about sex. Students that use electronic devices to harass sexually will be turned into local liaison officer and dealt with in school when the messages are given

during or read during school hours.

Racial Harassment - Racial harassment is unwanted comments regarding a person's ethnic make-up. Examples include ethnic name calling or making negative comments about a particular ethnic group

Verbal-Electronic Texting Harassment - Verbal Harassment is unwanted verbal (texting) comments which make a person feel bad or unsafe. Examples include: teasing to cause embarrassment, or threatening to cause harm to the person, or teasing about a person's clothes or appearance. Any use of electronic harassment will be dealt with the local liaison officer.

Physical Harassment - - Physical harassment is unwanted behavior of a physical nature. Examples include pushing, striking another student, or causing harm. Physical harassment in some cases is against the law and is defined as battery, assault or disorderly conduct.

Intimidation - Intimidation is unwanted threats to cause harm. Telling someone to watch their back or that someone else is going to beat them up are examples of intimidation. Another example is getting in someone's private space. Intimidation is also implied or expressed threats to extort things of value from a person.

WHAT CAN YOU DO ABOUT HARASSMENT?

1. ALL COMPLAINTS NEED TO BE GIVEN IN WRITING TO THE PUPIL SERVICES DIRECTOR.
2. SAY STOP!!! - Tell the harasser you do not like his/her behavior and you want it stopped. Be Firm.
3. TELL SOMEONE! - Talk to a teacher, counselor or administrator. Discuss the situation with a parent or other family member. Make sure you don't give the person permission to harass you (either in writing, verbally or by electronics).

FILL OUT A HARASSMENT COMPLAINT FORM- request from WB office or Principal.

KEEP RECORDS! - If the harassment continues, write down what happened. Record dates, times, places, names of witnesses and any other information that will verify what happened.

If harassment is taking place, please report the behavior to the office immediately. Bully/Harassment forms can be found in the high school or school counselor office.

If you have been harassed you can contact the Principal's Office.

Local Contact Person:

Mrs. Brenda Jozwiak-Boldig (WBSD) Office Location: WBHS
400 W. Grand Avenue
Wittenberg, WI 54499
715-253-2211 Ext. 1108

Federal Contact for Complaints: U.S. Department of Education
Office of Civil Rights

Regional Office #5
300 S. Wacker Drive
Chicago, IL 60606

NONDISCRIMINATION POLICY

The Wittenberg-Biramwood School District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, physical, mental, emotional or learning disability, pregnancy, marital status, parental status, sexual orientation, sex, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person is designated to handle inquiries regarding the non-discrimination policies: Brenda Jozwiak-Boldig, Director of Pupil Services, 400 West Grand Ave, Wittenberg, WI 54499. 715-253-2213 ext. 1108 or bjozwiak@wittbirn.k12.wi.us. For further information on notice of non-discrimination, visit <https://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

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