Wausau West High School

2016-2017

Parent/Student Handbook
WAUSAU WEST HIGH SCHOOL

“A Tradition of Excellence”
Home of the Warriors

Jeb Steckbauer, Principal
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Wausau School District Administration Center
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wausauschools.org
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Anyone who believes that the Wausau School District has inadequately applied the principles and/or regulations of Title VI, Title VII, Title IX, Section 504 or the Americans with Disabilities Act, may file a complaint with the WSD Equity Director at the Longfellow Administration Center, 415 Seymour Street, Wausau, Wisconsin 54402-0359, or by telephone at 715-261-0500.

Lub Wausau School District txvw tsis pub leejtwg ua saib tsis taus ib tus neeg twg txawm yog hais tias nej yog pojniam los yog txivneej, yog haiv neeg dabtsi, ntseeg dabtsi, poj koob yawn txiv yog leejtwg, nyiam pojniam los yog txivneej li cas, muaj mob nkees li cas los yog xiam oob qhab li cas. Kevcai nyob rau tebchaws no txwv tsis pub leejtwg yuav ua saib tsis taus nej yog nej tuaj nrhiav haujlwm ntawm peb txawm yog nej yog haiv neeg twg, muaj noob nyoog li cas, cev nqaij daim ntawv yog xim dabtsi, nyiam pojniam txivneej, ntseeg dabtsi, los yog muaj kev xiam oob qhab li cas.

Yog leejtwg ntseeg tau hais tias lub khoog tsev kawm ntawv Wausau School District ua tsis raws li txojcai thib/los yog cov lus teev tseg nyob rau Title VI, Title VII, Title IX, Section 504 los yog Txojcai Tiv Thaiv Haiv Neeg Mekas uas Xiam Oob Qhab, nej sau tau ib tsab ntawv tsis txaus siab tuaj rau tus saib xyuas tej teebmeem zoo li no uas yog tus WSD Equity Director nyob tom Longfellow Administration Center, 415 Seymour Street, Wausau, Wisconsin 54402-0359, los yog hu rau nws ntawm tus xovtooj 715-261-0549.

El Distrito Escolar de Wausau no discrimina contra las personas por motivos de sexo, raza, religión, nacionalidad, ancestro, credo, embarazo, estado civil, orientación sexual, o discapacidad física, emocional, mental o de aprendizaje. La Ley Federal prohíbe cualquier tipo de discriminación en la educación y empleo por motivos de edad, raza, color, nacionalidad, sexo, religión o discapacidad.

Cualquier persona que crea que el Distrito Escolar de Wausau ha aplicado inadecuadamente los principios y/o reglas del Título VI, Título VII, Título IX, Sección 504 o del Acta para Americanos con Discapacidades, podrá presentar una denuncia ante el Director de Igualdad del Distrito Escolar de Wausau al Centro de Administración Longfellow, 415 Seymour Street, Wausau, Wisconsin 54402-0359, o por teléfono al 715-261-0596.
Parental and/or Community Volunteer Support Program

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

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

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

✦ If you are interested in becoming a school volunteer, please go to the Wausau School District website www.wausauschools.org under Parents, select Volunteer Opportunities or stop in the Wausau West Main Office for more information.
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PHILOSOPHY
Important differences exist in the way each student learns and in how each subject is best taught. To the extent possible, West High’s educational program is designed to meet the educational needs of individual students and courses.

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

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

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

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

PHILOSOPHY

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

Individual study time or “unstructured mods” refers to that time when students are not assigned to a classroom and when students themselves will direct the use of their time through selecting one of the options open to them.
OPTIONS OPEN TO STUDENTS DURING INDIVIDUAL OR UNSTRUCTURED STUDY TIME:

1. Instructional Materials Center
2. Department Resource Centers
   a. English/Social Studies
   b. Math
   c. Science
   d. Computer Labs
   e. English Language Learner
   f. Modern Language
   g. Room 160 Resource Room
3. Fieldhouse
4. Writing Laboratories
5. Open Laboratories
6. Career Center
7. Commons (Upperclassmen)
8. Teacher-Student Conference
9. Student-Student Tutoring
10. Enrichment Opportunities
11. Working as Laboratory Aide
12. Student-Counselor Conference
13. Administrative Office Appointments

OPEN LABORATORIES

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

Examples of how open laboratories are used:
1. A student may individually or in groups design and develop a creative project.
2. A student may work as a “student aide” with a qualified teacher or instructional aide.
3. A student may work on assigned or optional problems.
4. A student may develop skills.
5. A student may pursue personal interest.
6. A student may work on an experiment or class assignments.
7. A student may assist other students.
8. A student may work with a teacher who works on a consultant basis.
RESOURCE CENTERS

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

DESCRIPTION OF RESOURCE CENTERS

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

LIBRARY
The library staff welcomes all students to the library and hopes that students will find it a pleasant place to work. The library opens at 7:30 a.m. each school day. The library provides a quiet place to study, read, or work with computers. Both print and non-print materials are housed in the library to help students complete class assignments, research a topic, or pursue individual interests. A professional librarian is there to help locate and use media, to provide reference service, to find specific information and to direct students to materials and resource people, both within the school and within the community.

Students may check out materials for a period of up to one month, the due date to be arranged at the circulation desk. Materials are also available in the reserve room for limited checkout. Due dates vary according to the type of material. The library charges a fine of $.25 per week for overdue materials with a one month check out. Overnight, weekly and reference materials have a fine of $.25 per day. Overdue reminders will be sent weekly through homerooms.
The Benefits of Flex-Mod for Students

Flex-Mod prepares students for life after school. The system requires that students learn to manage their time effectively by choosing where to spend their off-mods, team cooperatively with other students in small groups, and work with adults in different settings. It provides opportunities for the curious student to take extra classes to explore interests, the career minded student to take advantage of job opportunities, the college bound student to take courses at UW-Marathon County, and the credit deficient student to catch up on needed credits.
The Curiou\textsuperscript{1} Student/The Credit Deficient Student

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

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
<th>Monday Courses</th>
<th>Tuesday Courses</th>
<th>Wednesday Courses</th>
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<td>AP Physics</td>
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</tbody>
</table>

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

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

Students may take enrichment classes that meet once a week.

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

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

Advanced Placement Courses allow students to get a head start on college credits.
The Career Minded Student/The College Bound Student
Wausau West High School has a strong apprenticeship program which the Flex-Mod system accommodates by allowing apprenticeship students to cluster their classes in ways that can accommodate their work schedules. Youth Options is a program that permits students to take college courses while still in high school. Flex-Mod makes it possible for these students to attend high school and college at the same time.

![Image of a schedule]

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
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<td>5</td>
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<tr>
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<tr>
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</table>

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

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

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

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

“Time serves students instead of students serving time.”

How Does Wausau West Work?
Wausau West works because of the Flex-Mod Schedule. It allows course schedules for students to be arranged so that …
WAUSAU WEST HIGH SCHOOL VISION STATEMENT

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

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

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

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

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

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

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

Educational Risk Taking
Resources and support for trying new and innovative approaches will be provided. Mistakes should be viewed as steps in the learning continuum. Everyone will be challenged to learn to his/her highest levels. Extra-curricular and co-curricular programs will offer avenues for cognitive, physical and creative risk taking for educational and positive personal development.
PARTICIPATE IN A DEMOCRATIC AND DIVERSE SOCIETY
Students must acquire the wisdom and develop a value system necessary to prepare them for participation in the family, civic, economic and cultural life of a complex, interdependent, diverse society. Students needs to understand and respect individuals, appreciate multi-cultural diversity, and work cooperatively with all people.

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

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

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

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

FLEX MOD SCHEDULING - PHILOSOPHY
Important differences exist in the way each student learns. To the extent possible, West High’s educational program is designed to meet the educational needs of individual students.

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

DAILY SCHEDULE
Homeroom begins promptly at 7:45 a.m. and school is dismissed at 3:00 p.m.

Breakfast is served before school from 7:20-7:45 a.m. and again after homeroom from 8:00-9:30 a.m.

Lunch is served mods 9-15. Each student is allowed up to two mods for lunch (if the student is approved for the Student Incentive Program (see page 30) and their schedule allows, they may be allowed to take up to four mods for lunch).

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

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

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

ASSIGNED SCHEDULE
This is a program in which students can be assigned to an area to spend their unstructured time. Parents may contact the school and have their son/daughter put on an assigned schedule. It is used to help students accept the responsibility for their unstructured time. This program makes it possible for the school to account for a student’s whereabouts at all times. If students are placed on an assigned schedule, they must attend or will be considered truant.
BACKSCHEDULING
Teachers will schedule students for extra help when student performance warrants it. Students or parents can also initiate backscheduling.

Locations available for independent study are:

1. COMMONS
   An area located in the cafeteria where students may go to study, relax, have a beverage or snack and talk to friends. The following rules apply to the use of the commons area:
   1. Freshmen are not allowed in the commons with the exception of two lunch mods.
   2. Sophomores, juniors and seniors who have any F/U/I/WF or WU's on their last quarter grading period report card or on their progress reports will not be allowed in the commons until the next grading period.
   3. Students who become discipline problems or have attendance problems can also be denied the privilege of using the commons for a period of time.

   Students who are found in the commons area, when they are not to be in the commons for one of the above reasons, will be given only one warning per school year before they may be suspended for each additional offense.

2. LIBRARY
   The library staff welcomes all students to the library and hopes that students will find it a pleasant place to work. The library opens at 7:30 a.m. each school day. The library provides a quiet place to study, read, or work with computers. Both print and non-print materials are housed in the library to help students complete class assignments, research a topic, or pursue individual interests. A professional librarian is there to help locate and use media, to provide reference service, to find specific information and to direct students to materials and resource people, both within the school and within the community.

   Students may check out materials for a period of up to one month, the due date to be arranged at the circulation desk. Materials are also available in the reserve room for limited checkout. Due dates vary according to the type of material. The library charges a fine of $.25 per week for overdue materials with a one month check out. Overnight, weekly and reference materials have a fine of $.25 per day. Overdue reminders will be sent weekly through homerooms.

   Student behavior in the library:
   1. The whole library is a QUIET study area.
   2. Passing time is not to be treated as a time to socialize.
   3. Areas such as the computer stations, the index table or the microfilm center are to be used only for those purposes and are not available for general seating.
   4. Food and beverages are NOT allowed in the library.
   5. Cell phone use is prohibited in the library.

   Students whose behavior disrupts the atmosphere of quiet study in the library, will be disciplined by having their unstructured time use of the library restricted. Those who are under a restriction may use the media center with a pass from a teacher or with permission from the library staff for specific work that requires library resources.
3. OPEN LABS
Each department has work areas staffed by teachers where students may work or get individual help. Classroom open lab schedules are posted on or by classroom doors. A complete schedule of all open labs is published each semester and posted in your homerooms and in many locations around the school.

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

<table>
<thead>
<tr>
<th>Resource Centers</th>
<th>Room No.</th>
<th>Resource Centers</th>
<th>Room No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Band</td>
<td>101</td>
<td>Math Computer Lab</td>
<td>204</td>
</tr>
<tr>
<td>Choir</td>
<td>102</td>
<td>Science Resource Center</td>
<td>205</td>
</tr>
<tr>
<td>Orchestra</td>
<td>103</td>
<td>Math Resource Center</td>
<td>213</td>
</tr>
<tr>
<td>Art</td>
<td>121-122</td>
<td>Global Language Res. Ctr.</td>
<td>233</td>
</tr>
<tr>
<td>Career Center</td>
<td>183</td>
<td>Social Studies/English Res.</td>
<td>316</td>
</tr>
<tr>
<td>ELL Resource Center</td>
<td>166</td>
<td>Writing Lab</td>
<td>327</td>
</tr>
<tr>
<td>Open Labs</td>
<td>As posted</td>
<td>Library/IMC</td>
<td>328</td>
</tr>
<tr>
<td>Fit Lab</td>
<td>193</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

ACADEMIC INFORMATION

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

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

**Achievement Grade**
- A = Excellent
- B = Above Average
- C = Average
- D = Below Average
- F = Failure
- I = Incomplete
- U = Unsatisfactory
- PCR = Credit Awarded
- WF = Withdrawal Failure
- NCR = No Credit Awarded
- S = Satisfactory

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

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- PCR = Credit Awarded
- WF = Withdrawal Failure
- NCR = No Credit Awarded
- S = Satisfactory
Grades of S and U may only be used in Special Education, ELL and physical education unless specifically approved by administration.

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

PROGRESS REPORTS
All mid-quarter progress reports will be mailed home. Progress 1 and Progress 3 reports will also have Parent-Teacher Conference materials included.

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

REPORT CARDS
Report cards will be mailed home at the end of each quarter and semester.

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

ACADEMIC AWARDS
Academic awards are based on semester grades. Qualifications are:

<table>
<thead>
<tr>
<th>Medal Awards</th>
<th>Semester G.P.A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gold</td>
<td>4.00</td>
</tr>
<tr>
<td>Silver</td>
<td>3.75</td>
</tr>
<tr>
<td>Bronze</td>
<td>3.50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Varsity Letters: “W” Award</th>
<th>Cumulative G.P.A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gold</td>
<td>4.00</td>
</tr>
<tr>
<td>Silver</td>
<td>3.75</td>
</tr>
<tr>
<td>Bronze</td>
<td>3.50</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>GRADE</th>
<th>POINT</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>Inc.</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GRADE</th>
<th>POINT</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCR</td>
<td>Not included in GPA</td>
</tr>
<tr>
<td>WF</td>
<td>0</td>
</tr>
<tr>
<td>S</td>
<td>Not included in GPA</td>
</tr>
<tr>
<td>U</td>
<td>Not included in GPA</td>
</tr>
<tr>
<td>NCR</td>
<td>Not included in GPA</td>
</tr>
</tbody>
</table>
At the end of seven semesters, each student's accumulated grade points are divided by the total credits attempted. The result is a grade point average which is then used to rank the senior class in a descending order. The following policies are used in determining seven semesters' class rank:

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

GUIDANCE & COUNSELING

COUNSELING DEPARTMENT
Counseling is a service for all students and addresses educational, vocational/career, personal and social concerns. Counselors are assigned to homerooms so students can identify with a specific counselor for assistance. Students are encouraged to make an appointment with their counselor to become acquainted and learn about the services available. This can then be the introduction to future visits as needs arise. Appointments are made through the Counseling Office secretary. An example of the many services provided include: personal/social counseling, course selection counseling, academic support and guidance, student support groups, career counseling, parent and student sophomore conference, career assessment, Junior Parent Night information, financial information to help with college, career resources, college admissions testing assistance, post high school planning, and college application processing and transcript release.

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

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

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

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

STUDENT FEES
All students attending West High School will be required to pay a student fee. This required fee will cover the cost of the following items: Student Handbook and Planner, athletic pass, student newspaper, student activity fees, physical education towel fee, drama/music production fee (excluding Pop Concert).
Students and parents should be aware that some courses require the payment of an additional fee. Yearbooks are purchased separately. The yearbook price is set until the end of the semester. The cost increases second semester. Having a student’s name engraved on their yearbook is an additional $5.00.

All students taking a science course need to pay a science lab fee. Fees may be paid in the Business Office. Checks should be made payable to Wausau West High School.

**GRADUATION REQUIREMENTS**
Graduation requirements have changed beginning with the class of 2017. Requirements for the 2017 graduating class can be found in the Wausau West 2016-17 Career Planning & Course Registration Handbook.

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

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

1. The application for early graduation has been submitted to the high school principal by the parent or guardian of the student or the student if he/she is 18 years of age. This application must be received no later than December 1.
2. The building principal and high school counselor have granted permission following conferences with faculty members who have worked with the student. (Social and emotional factors are to be evaluated in addition to academic achievements.)
3. All present academic requirements are to be met.

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

**YOUTH OPTIONS** (Refer to School District Policy #6220)
The Youth Options Program allows all public high school juniors and seniors who meet certain requirements to take postsecondary courses at a UW institution, a Wisconsin Technical College or one of the State’s participating private institutions of higher education. If the course taken is approved by the School Board, and is not comparable to a course offered in the District, the student will receive both high school and postsecondary credit for a successfully completed course. Students and/or their parents are responsible for transportation between the school and the college. To qualify for the Youth Options Program:

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

Return an initial application form to the Counseling Office no later than March 1, for a course to be taken in the fall semester, or October 1, for a course to be taken in the spring semester.

The District will pay an institution of higher education for any course that is taken for high school credit and that is not comparable to a course offered in the District.

The student will pay for any course that is taken for high school credit and that is comparable to a course offered in the District.

The student will pay for a postsecondary course taken at an institution of higher education or technical college that is taken for postsecondary credit only. The student will pay for incidental college fees such as parking, and for equipment, tools, and supplies that will become the property of the student.

If a student receives a failing grade, or fails to complete a course for which the District has made payment, the Board shall request reimbursement for all costs related to the course. In the event that the District fails to be reimbursed, the student shall not be considered in good standing for future Youth Options coursework.

Any additional credits beyond 18 shall be taken at the expense of the student.

**DROPPING A CLASS**

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

**CONFLICTS AND SCHEDULE CHANGES**

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

**CAREER PLANNING AND COURSE REGISTRATION HANDBOOK**

For more information on departmental course offerings, descriptions, and information regarding admission requirements for technical college or a four year college/university, please refer to the Career, Planning & Course Registration Handbook.
West High School has an Advisor-Advisee Program in the homeroom system that meets every morning from 7:45 – 7:55 a.m. Homerooms are structured so that students from all four grade levels are mixed and students keep the same homeroom teacher or advisor for all four of their high school years. This program provides individual assistance to students and a faculty person for parents to contact if problems arise.

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

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

GENERAL SCHOOL POLICIES

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

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

BUSES
All students who live more than two miles from school are provided with free transportation. The school has the right to deny bus transportation if a student behaves in an inappropriate manner. Please contact Mr. Bushman at 715-261-0862 with any school bus concerns.

A copy of bus rider rules for both city and rural buses is contained in the District policies handbook which is available on the District’s website. All students arriving to homeroom after 7:45 a.m. who take a city bus will be considered late and issued consequences. Make better choices and ride an earlier bus. City bus passes and bus tickets can be purchased in the school Business Office.
DRUG AND ALCOHOL ABUSE

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

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

Teacher Referral of Suspected Problem

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

Student Self Referral

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

FIRE DRILL

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys promptly and leaves the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. The fire drill is meant for everyone, the building must be evacuated!
ID CARDS
All students must carry an ID card. ID cards are used as tickets to school activities, to check out materials in the library or resource centers, computer telecommunication (Internet) access and for the purpose of identification. IDs are issued to all students at the beginning of the school year. The first card is furnished to the student. If lost, there will be a $5.00 charge for replacement.

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

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

GENERAL INFORMATION

ATHLETIC PASSES
Passes for parents and non-West students to attend athletic events may be purchased at West High School. For more information, contact the Business Office at 715-261-0899.

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

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

LOST AND FOUND
Students or parents looking for missing articles should check with the Commons Supervisor.
LUNCH PROGRAM – How does it work?
1. Make payments into the student’s account before 9:00 a.m. in order for the deposit to go into the account for that day. Please deposit a check made out to WSD Food Service. Cash is not accepted.
2. If you have more than one student in West High, you can write one check for lunch and designate on the envelope how much is for each student.
3. Students will be required to use an I.D. to make a meal selection. Manually entering I.D. numbers on the key pad is discouraged.
4. Food Service cashier assists students in scanning their card. The computer reads the student’s bar code to deduct the cost of the items selected from the student’s account.

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

PHYSICAL EDUCATION POLICIES
Towels - Students are charged a towel fee for Physical Education as part of their student fees. Students can check out a towel at any time during the school year and exchange it for a clean one whenever necessary. All towels must be turned in at the end of the school year or the student will be charged $5.00 per towel. If students wish to use their own towels, they may do so.

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

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

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

POSTERS
Permission to put up any posters at Wausau West must be obtained from a school administrator. Posters should pertain to Wausau West activities and be of appropriate size, material and subject matter. No posters or signs will be allowed that promote any type of business or commercial activity. For questions and approval, see the Wausau West Athletic/Activities Director.

STUDENT PARKING LOT AND PARKING PERMITS
Students who wish to use the student parking lot must purchase a parking permit for the cost of $40.00 per year or $20.00 per semester.
Student Parking Guidelines:

- The parking hang tag must be placed on the bottom of the rear window on the driver’s side. If the permit is not in the designated place or is not visible, a ticket will be issued.
- **If a different car is brought to school, you must either park on the street, temporarily place your hang tag in the vehicle or obtain a temporary permit in the Main Office to park in the Student Parking Lot. Temporary permits must be displayed on the car's dash by 10:00 a.m. and are valid for date(s) listed only!**
- **If you permanently move your hang tag to a different vehicle other than the one originally registered, you must notify the office. Students found violating this rule may forfeit all parking permits.**
- If a student drives more than one vehicle or buys a different vehicle he/she may purchase **ONE** replacement/additional parking sticker at the cost of $2.00 each.
- Parking in the student parking lot is on a first come, first served basis until the lot is full. Once the student parking lot is filled, students will have to park on a city street. Buying a parking sticker does NOT guarantee a parking space in the student parking lot.
- Students parking in the student parking lot must park in a legal parking space.
- Students are not allowed to be in the student parking lot except when going to or coming from their vehicle.
- Students are not allowed to sit in their vehicles in the student parking lot.
- Students are never allowed to park in the visitor or the staff parking areas.
- Vehicles parked on school property are subject to search by school authorities.
- Violation of these rules will result in appropriate disciplinary measures.
- The administration reserves the right to deny students access to parking privileges.
- Any student observed driving dangerously on school property will be referred to the Wausau Police Department for appropriate legal action as well as being subject to possible school disciplinary action.
- Students who violate the parking regulations of the school will be issued a parking citation by the Wausau Police Department and if problems continue, will be denied the privilege of parking their car at West High School.

**TEXTBOOK POLICY**

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

**THEFTS**

If an article is stolen, it should be reported to the classroom teacher and then to an Associate Principal. Students may be asked to fill out an online theft report through the Wausau Police Department at www.ci.wausau.wi.us. A copy of this report will be filed with the Wausau Police Department and is considered an official police report for insurance purposes.

**TORNADO SAFETY RULES**

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

Student visitors are NOT allowed during the school day. Student visitors are not allowed on campus during the school day unless supervised in an activity with prior permission from the Main Office. Persons who are in school or on school property between the hours of 7:00 a.m. and 3:00 p.m. on school days and have not obtained permission through the Main Office are subject to receiving a municipal citation from the Wausau Police Department for "unauthorized persons on school property" (City of Wausau Ordinance #61-4496). Parents or other adult visitors may park in the visitor parking lot which is located directly in front of the flag pole and administration offices. Vehicles must be registered in the Main Office when parked in the visitor parking lot. Failure to do so will result in a parking citation being issued. The ticket cannot be remanded by Wausau West personnel. All visitors/parents must check into the Main Office and will receive a visitor badge to wear while they are in the building.

WORK PERMITS

Students can obtain a work permit from Wausau West High School by bringing the items listed below to the Attendance Office secretary. These items should be left at the office in the morning to assure that the permit will be ready at the end of the day. Students with poor grades and/or poor attendance will NOT be issued a work permit. Students possessing a work permit who have poor grades and attendance will have their permit revoked.

1. Proof of age (original birth certificate, driver’s license, baptismal certificate)
2. Original social security card
3. Parental permission
4. Signed letter from the employer stating the position for which the permit is issued
5. $10.00 fee

YEARBOOK PICTURES

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

ATTENDANCE

Good school attendance is one predictor of academic success. All students are required to be in attendance from 7:45 a.m. until 3:00 p.m. Unstructured time must be spent in resource centers, open labs, library or other approved educational activities.

Students may be excused from school for the following reasons:

1. Personal illness. (This absence falls under the ten days allowed for parental excuse unless a note from a physician is provided.)
2. Funerals and religious services as requested by the parents/guardians.
3. Professional appointments that could not be scheduled outside of the regular school day. (If part or all of the school day is missed due to a medical appointment, a note from the physician must be provided to the Attendance Office. If a note is not provided, the absence will fall under the ten days allowed for parental excuse.)
4. Serious, personal or family crisis.
5. Student is not in proper physical and/or mental condition to attend school in accordance with Statute § 118.15(3)(a).
6. Family vacations or activities. (This absence falls under the ten days allowed for parental excuse.)
7. Suspension from school.
Students will be excused for the above reasons only when a parent/guardian explanation of the cause for the absence is given. **The school, not the parent/guardian, determines if the absence is excused.** Parents are requested to call the Attendance Office (715-261-0880) before 9:30 a.m. on the date of absence. If that call cannot be made, a written note is required upon the student’s return. **Parents/guardians are allowed to excuse their child up to ten days per year without a medical note. Absences excused with medical notes are excused without using the ten days previously mentioned.**

**TRUANCY**

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

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

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

1. Associate Principal or the Attendance Specialist may meet with the student. Detentions and/or in-school suspensions will be assigned by an administrator and the student may be required to participate in the Wausau Area Truancy Abatement Program (WTAP). If that venue is pursued and the student chooses not to participate, they will be issued a $50.00 municipal citation which requires court intervention.

2. Continued class cuts will necessitate counselor and parental involvement. The counselor will determine if curriculum modifications would remedy the truancy.

3. A certified letter will be sent to the parent/guardian scheduling a meeting to discuss the student’s truancy in depth or an agreed upon meeting time will be established over the telephone. This meeting should include the student, parents, counselor, attendance specialist, and associate principal. Program modifications, continued counseling assistance, or other decisions will be discussed in order to ameliorate the student’s truancy.

4. If all efforts have failed and the student continues to be truant, a referral will be made to either Marathon County Courthouse or Marathon County Department of Social Services.

5. Municipal citations for truancy issued by the Wausau Police Department may also be used to change poor attendance choices at any point once a student begins truanting.

**EXTENDED ILLNESS**

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

**ANTICIPATED ABSENCE**

This must be prearranged through the Attendance Office as many days in advance as possible. Students are required to obtain and complete an Anticipated Absence Form which is then returned to the Attendance Office. We do not encourage absences of this nature because of the lost instructional time. It is the student’s responsibility to make up all missed work.
TARDINESS
Students are required to be in homeroom everyday at 7:45 a.m. If a student arrives to school beyond 7:45 a.m., he/she needs to sign in through the Attendance Office. Any unapproved arrivals past 7:45 a.m. is considered tardy. Excessive tardiness is also considered truancy.

CLOSED CAMPUS
Wausau West has a closed campus. This means that students are to be at school between 7:45 a.m. and 3:00 p.m. on scheduled school days. Students are allowed to go outside during their lunch mods. **H owever, students must exit through the Commons and remain on the cemented area directly in front of the Commons.** Student lunch breaks have a maximum of forty minutes. Students are not allowed to enter any driveways or parking lots during their lunch periods or unstructured mods. Should a student need to get an item from their car, a pass from either their teacher, Commons Supervisor, Attendance Office or Administration is required.

INCENTIVE PROGRAMS
Wausau West has a closed campus, however, there are programs that offer flexibility: The Open Campus Lunch Privilege, Apprenticeship and Internship Work Release Programs and the Student Incentive Program. The specific criteria for each program is explained in the following pages. Applications may be obtained in the Attendance Office.

1. OPEN CAMPUS LUNCH PRIVILEGE
The Wausau School District extends the privilege of one 40-minute open or off-campus lunch per day to all second-semester sophomores, all juniors and all seniors at Wausau East and Wausau West High Schools. All other students will have a closed campus lunch. Applications can be obtained in the Main Office.

To retain this open campus lunch privilege, a student must have the following:

1. **Parental Permission**
   - A student’s custodial parent/guardian must give written permission for their child to participate in the open campus lunch program.
   - Any student whose custodial parent/guardian withdraws consent for the open campus lunch privilege shall surrender the opportunity for an open campus lunch.

2. **Passing Grades**
   - Students must demonstrate academic success in all courses taken during the previous quarter. No student may have a previous quarter failing grade and retain the open campus lunch privilege. (Summer school grades will not be used in this determination.)
   - An open campus privilege for transfer students will be determined by grade reports from their previous school or until such time as they establish an academic record at the end of the next quarter’s grading period in the Wausau School District.

3. **Good Attendance**
   - A student who has **unexcused absences or unexcused tardies shall forfeit his/her open campus lunch privilege for the remainder of the quarter.** If the unexcused absences or unexcused tardies occur during the last two (2) weeks of the quarter, the student shall forfeit his/her open campus lunch privilege for the remainder of that quarter and the following quarter.
   - Any day of questionable attendance may be interpreted as an unexcused absence.
   - Students are required to attend all mandatory class meetings, assemblies, etc. Failing to attend these functions will be considered an unexcused absence.
• Excused absences are limited to the equivalent of ten (10) days per semester.
• Students must respect the length of the lunch period. Any student who leaves for lunch before his/her assigned lunch period, or who returns after his/her assigned lunch period, shall be considered unexcused and will have his/her open campus lunch privilege revoked as described above.

4. Good Behavior
• Any student who is **suspended from school for behavioral issues will lose his/her open campus lunch privilege** for the remainder of that quarter and the following quarter.
• Additionally, any student whose behavior necessitates District or law enforcement intervention at an off-site location during the lunch period shall lose their open campus lunch privilege for the remainder of that quarter and the following quarter.
• All outstanding fees and/or fines must be paid.

5. Additional Rules
• Principals may establish additional rules to ensure the safety of their students and that are beneficial to the development of good citizenship and character in keeping with the spirit of this policy.

2. INCENTIVE PROGRAM
The Student Incentive Program is designed to offer **Juniors and Seniors**, who are in good standing, an opportunity to leave campus for a **pre-arranged** two mod block per day. Wausau West always holds students accountable for negative behaviors and we now would like to offer positive reinforcement to students who consistently perform up to their capabilities. This program is aimed at providing all students the opportunity for recognition and rewards for a job well done. Privileges will be earned quarterly. In order to earn privileges, the following criteria must be met:

- The student will have **no** unexcused absences or tardies.
- Excused absences will be limited to all or part of **5 days per quarter**. Absences during homeroom will count.
- Eligible students must be passing all of their classes at the end of a quarter.
- Privileges may be revoked for any disciplinary or academic referral, at the discretion of administration.
- Student will not be in violation of any school athletic/activity code.
- Student will not be in violation of any Municipal, County, or State Laws.
- All fees and fines must be paid.
- A signed waiver from the parent or guardian, regardless of Age of Majority, must be on file in the Attendance Office.
- Any day of questionable attendance may be interpreted as a skip day, which could result in loss of all privileges.
- Any students on release will demonstrate appropriate behavior in the community. Any reports of creating a nuisance will result in a loss of privileges.
- All students are required to go to homeroom, mandatory class meetings, assemblies, etc. Not attending will be considered an unexcused absence.
- Students with privileges are encouraged to schedule appointments during unstructured mods.
- Students must sign up for the two mod block each day in which they will use their privileges. The schedule must be pre-arranged and submitted to Attendance with parent/guardian signature indicating indicating agreement.
Students must have a current and valid student ID card, along with the laminated "Warrior Incentive" card with their name on it. Students must follow all check-in and check-out procedures established by administration.

Violating any of the criteria listed will result in immediate loss of privileges for the remainder of the quarter.

Students whose privileges are revoked may reapply at the end of the quarter. If the revocation occurs during the last two weeks of the quarter, the student shall forfeit the remainder of the quarter and the following quarter.

**APPRENTICESHIP AND INTERNSHIP WORK RELEASE PROGRAMS**

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

**PASSES**

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

**RIGHTS AND RESPONSIBILITIES OF STUDENTS**

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

- Expect and receive a quality education.
- Attend school without fear of verbal harassment or physical harm.
- Utilize school facilities and programs according to established school regulations and procedures.
- Hold property free from theft or damage.
- Expect courteous behavior from other students and school personnel.
- Obtain help regarding drug or alcohol use/abuse from school staff members.
- Hold peaceful rallies or demonstrations subject to the written approval of the school principal.
- Form, hold and express opinions and beliefs so long as the expression does not disrupt the normal operation of the school.
- Have access to all school rules to which they are subject.
- Due process in the application of the Student Conduct Code.
- Appeal an application of the Student Conduct Code through the appeal process outlined in the Code.

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

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

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

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<th>STUDENT BEHAVIORS</th>
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<td>The following behaviors are those behaviors considered unacceptable and inappropriate at Wausau West High School. Students exhibiting these behaviors may be subject to some or all of the following consequences:</td>
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<td>- Removal from class temporarily or permanently.</td>
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<td>- Suspension in or out of school and/or referral to the police for the appropriate citation and possibly for expulsion.</td>
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<th>HALL VIOLATIONS</th>
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<td>A student in the halls during non-passing time without a hall pass will be given a hall violation. This results in the student being required to serve an after-school detention within three school days. Failure to serve the detention(s) or repeated hall violations will result in more severe disciplinary action being taken.</td>
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<tr>
<th>COMMONS RESTRICTION VIOLATION</th>
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<td>All freshmen, sophomores and juniors or seniors who are restricted from being in the Commons because of grades or other reasons are not to be in the Commons with the exception of lunch mods. After one warning students may be suspended from school for one day.</td>
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<th>PHYSICAL THREATS OR VIOLENCE</th>
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<td>Incidents of physical assault (obvious willful attempt with force or violence to do harm to another) or severe verbal intimidation will not be tolerated at West High School or at school activities.</td>
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<th>FIGHTING</th>
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<td>Any fighting, battery, or any other conduct which may endanger the health or safety of self or other students is prohibited. The use of physical force against another person in a fight situation will result in suspension from school and referral to the police. Serious incidents or repeated violations may result in a recommendation to the Wausau Board of Education for expulsion from the Wausau School District.</td>
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<th>THEFT AND VANDALISM</th>
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<td>No person may take or destroy property of the school or personal property of others. Theft of school property or vandalism to school property and/or equipment will result in suspension from school and referral to the police.</td>
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</table>
ANTI-SOCIAL BEHAVIOR
School activities and school in general cannot be conducted with anti-social behavior present. Behavior deemed by school authorities to be disruptive, insubordinate in nature, or destructive, or dangerous to the welfare of the school and the people involved in the daily operation of the school and school activities is prohibited.

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

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

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

DISRESPECT/INSUBORDINATION TO A SCHOOL STAFF MEMBER
Students are expected to comply with the reasonable requests of teachers and school staff members. Failure to do so is a serious violation of the Student Conduct Code.

ALCOHOL AND OTHER DRUGS/DEALING DRUGS
Any student possessing or being under the influence of alcohol or other drugs defined as illegal by Wisconsin Statutes will be subject to suspension from school and could be referred to the police and/or for counseling. Any student selling, purchasing or possessing with intent to sell or deliver drugs or chemicals which Wisconsin Statutes define as illegal will be recommended to the Board of Education for expulsion from the Wausau School District and referred to the police.

WEAPONS
No one shall possess, use, or store a weapon or look-alike weapon in or on school property, on school vehicles, or at school related activities. A dangerous weapon or look-alike weapon is defined in state statutes and may include any object which, by the manner in which it is used or intended to be used, is capable of inflicting bodily harm or could pretend to be capable of inflicting bodily harm or endangering the health and safety of students or staff. Knives, ammunition, pepper spray, gasoline products, and explosives are included within the weapons category. Wausau West High School may also define a weapon as being other than those mentioned in the state statutes.

A minor who violates this law is subject to the provisions outlined in Chapter 48 of the Wisconsin State Statutes. Weapon(s) or look-alike weapon(s) confiscated from a student shall be reported to parents/guardians and to law enforcement authorities and disciplinary measures may include immediate suspension and referral to the Board of Education for expulsion from school for a period of not less than one year in accordance with state and federal laws and regulations.
Exceptions include:

- Weapons under the control of law enforcement personnel
- Weapons properly registered and handled during the community use of school facilities
- Theatrical props used in appropriate settings
- Starter pistols used in appropriate sporting events by school officials
- Items pre-approved by the principal as part of a class or individual presentation under adult supervision (Firearms and ammunition will never be approved as part of a presentation)

**BOMB THREATS, FIRE ALARMS AND 911 CALLS**

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

**FIREWORKS**

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

**SMOKING/SMOKELESS TOBACCO**

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

**IMPROPER DISPLAY OF AFFECTION**

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

**GAMBLING, CARD PLAYING AND BOARD GAMES**

No gambling is permitted in school or at any school-sponsored activity. There is to be no playing of cards or board games for recreation purposes at school.

**ELECTRONIC DEVICES**

Electronic devices may be allowed in instructional settings, open labs, and/or resource centers only with teacher approval. Use of these items is a privilege in terms of their use in the Commons. **Wausau West is not responsible for items lost or stolen.** The first offense for inappropriate use of an electronic device while in school will be a warning. The second offense and any subsequent offenses for inappropriate use of an electronic device while in school will result in confiscation of the device. A parent or guardian would need to pick the item up from school and student discipline can include detention or an in-school or out-of-school suspension. **Any student found violating this policy shall surrender the electronic device and be subject to disciplinary action.**

**COMPUTER DATA AND PROGRAMS**

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

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

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

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

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

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

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

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**STUDENT DISCIPLINARY ACTIONS**

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

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

**PARENT CONFERENCE**
The principal, associate principal, counselor or teacher may request a parent conference, with or without the student present, to insure parent understanding of the student's academic and/or behavior problem and to mobilize a cooperative effort to correct the difficulty.
CONTRACT WITH STUDENT AND/OR PARENT
An agreement is written listing steps to be taken by the student to improve behavior. The agreement should also describe the support to be provided by school staff and/or parent.

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

REFERRAL TO COUNSELOR, SCHOOL PSYCHOLOGIST OR SCHOOL SOCIAL WORKER
The student is referred to one of these professionals for assistance with strategies to address behavior change.

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

COLLECTION OF INAPPROPRIATE PERSONAL PROPERTY
School staff members may confiscate materials which students are prohibited from possessing in school.

DISMISSAL FROM CLASSROOM OR STUDY AREA
If a teacher finds that it is necessary to send a student from a classroom or study area for inappropriate behavior, the student is to report to the school office immediately. The teacher must call home if a student is removed for more than twenty minutes. To be reinstated in a class, a student must confer with a school administrator and/or teacher. Failure to report to the Main Office will be treated as a serious violation of the Student Conduct Code.

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

DETENTIONS
Detentions may be assigned by teachers, school administrators or the Attendance Specialist. Detentions assigned by teachers will be served with the assigning teacher. If a student fails to serve a detention assigned by a teacher, the detention will be referred to the school administration. Detentions assigned by the school administration or Attendance Specialist will be held after school from 3:05 to 3:30 p.m. in room 131. Students are to report for detention with study materials and work silently throughout the time on detention. Failure to serve assigned detention(s) will result in the student being assigned an in-school or out-of-school suspension.

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

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

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

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

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

REFERRAL TO POLICE OR JUVENILE AUTHORITIES
If a student's behavior is such that a violation of law is involved, police or juvenile authorities may be contacted by the school administration. This may result in the student receiving a municipal citation or referral to Juvenile Court Services or the District Attorney's office. Refer to Wausau Board of Education policies on the Police-School Liaison Officer Program.

ORGANIZATIONS AND ACTIVITIES

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

INTERSCHOLASTIC SPORTS

FALL ATHLETICS
Boys: Cross Country, Football, Soccer
Girls: Cheer, Cross Country, Swimming, Tennis, Volleyball

WINTER ATHLETICS
Boys: Alpine Skiing, Basketball, Curling, Hockey, Nordic Skiing, Wrestling
Girls: Alpine Skiing, Basketball, Cheer, Curling, Hockey, Nordic Skiing

SPRING ATHLETICS
Boys: Baseball, Golf, Lacrosse, Tennis, Track
Girls: Soccer, Softball, Track
RULES FOR APPROPRIATE ADULT AND STUDENT BEHAVIOR AT WAUSAU WEST EVENTS

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

1. All fans are expected to be in the designated spectator area during the extra-curricular event.
2. No loitering is allowed.
3. Abusive language and gestures toward officials, participants and spectators are prohibited.
4. Antics involving paper airplanes, coin throwing or similar behavior are not allowed. The possession of any type of projectile is prohibited (i.e. toilet paper).
5. Use or possession of any controlled substance or alcoholic beverage is prohibited. Smoking is not allowed on school district grounds or at school events.
6. Only authorized students are permitted to lead their cheering sections.
7. Any cheers that ridicule, insult or use profanity are prohibited.
8. All types of noisemakers are prohibited in the fieldhouse, swimming pool, and hockey arena.
9. Any noisemaker which may interfere with the progress of an outdoor extra-curricular event will be prohibited (i.e. whistle).
10. Signs, cards, banners and pennants are prohibited unless approved by the Athletic Director.
11. Any action that endangers the safety of participants, spectators or officials is prohibited.

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

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

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

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

NATIONAL HONOR SOCIETY
Second semester juniors earning a grade point average of 3.33 will be considered for membership in the National Honor Society. The four qualifications required for membership are: service, character, scholarship and leadership. Members volunteer in the community and schools to make a positive impact. Final selection is based on faculty recommendation.
HONOR CORDS FOR GRADUATION
Seniors who earn a cumulative GPA of 3.5 at the end of first semester senior year will also earn
the right to wear honor cords at graduation. Any student who has earned this right will be able to
purchase the cords in the Wausau West Main Office in May.

INTRAMURALS
Intramural programs are offered for all students who wish to compete but who do not wish to
engage in varsity sports. The fee per sport is $5.00 or $10.00 per year if the student participates
in more than one sport. It is hoped that all students will participate in intramural athletics while at
West. Intramural sports are:
  September - October: Coed Volleyball League
  November - February: Coed Basketball League

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

<table>
<thead>
<tr>
<th>CLUBS</th>
<th>FACULTY ADVISOR</th>
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<tbody>
<tr>
<td>Archery Club</td>
<td>Troy Fabry</td>
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<tr>
<td>Astronomy Club</td>
<td>Chris Janssen</td>
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<tr>
<td>Bible Club</td>
<td>Jeff Bruggink</td>
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<tr>
<td>Bread Club</td>
<td>Theran Peterson</td>
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<tr>
<td>Computer Club</td>
<td>John Quinn</td>
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<tr>
<td>Dance United</td>
<td>Scott Kresin</td>
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<tr>
<td>**DECA Marketing Program</td>
<td>Carl Hert</td>
</tr>
<tr>
<td>Drama Club</td>
<td>Stacey Drenk</td>
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<tr>
<td>Environmental Club</td>
<td>Carla Gerstenberger</td>
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<tr>
<td>Eye of the Warrior Club</td>
<td>Brian Brandt</td>
</tr>
<tr>
<td>FCA-Fellowship of Christian Athletes</td>
<td>Jeff Bruggink/Mike Zeidler</td>
</tr>
<tr>
<td>**FFCLA</td>
<td>Trisha Sirny</td>
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<tr>
<td>**FFA</td>
<td>Joe Staszak</td>
</tr>
<tr>
<td>**Fall Play</td>
<td>Stacey Drenk</td>
</tr>
<tr>
<td>**Forensics</td>
<td>Kathy Rodziewicz</td>
</tr>
<tr>
<td>French Club</td>
<td>Kara Torkelson</td>
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<tr>
<td>German Club</td>
<td>Jerry Reinardy</td>
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<tr>
<td>Glee Club</td>
<td>Collin Csuy</td>
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<tr>
<td>International Club</td>
<td>Kara Torkelson</td>
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<tr>
<td>**Jazz Band</td>
<td>Daniel Emerson</td>
</tr>
<tr>
<td>Junior Achievement</td>
<td>Mary Beth Grisa</td>
</tr>
<tr>
<td>Junior Girls</td>
<td>Deb Schweickhardt/Jeannine Matushak</td>
</tr>
<tr>
<td>**Key Club (Kiwanis) $15.00 fee</td>
<td>Monica Borreson</td>
</tr>
<tr>
<td>Knitting Club</td>
<td>Margaret Martin</td>
</tr>
<tr>
<td>Link Crew</td>
<td>Carol Pond</td>
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<tr>
<td>Manga Club</td>
<td>TBA</td>
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<tr>
<td>**Master Singers</td>
<td>Brad Burrill</td>
</tr>
<tr>
<td>Mathematics Club</td>
<td>Jim Wendling</td>
</tr>
<tr>
<td>Mock Trial</td>
<td>Dawn Jameson</td>
</tr>
<tr>
<td>National Honor Society</td>
<td>Kathy Rodziewicz</td>
</tr>
<tr>
<td>Newspaper Staff</td>
<td>Cathy Newton</td>
</tr>
<tr>
<td>Peace Group</td>
<td>Collin Csuy</td>
</tr>
<tr>
<td>Peer Leaders/TNT</td>
<td>Lisa Garr</td>
</tr>
<tr>
<td>**Pop Concert</td>
<td>Brad Burrill/Sarah Nienhuis</td>
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</tbody>
</table>
**CLUBS**
- Prom
- Safe School Ambassadors
- **Science Olympiad**
- Skeet & Trap
- **Skills USA**
- Solar Olympics
- Spanish Club
- **Spring Play**
- Student Council
- Student Newspaper
- Warrior Power
- Yearbook

**FACULTY ADVISOR**
- Lori Keene/Jessica Matteson
- Jenny Hintz/Carol Pond
- Paul Nelson
- Randy/Kris Ullmer
- Nick Polak
- Carla Gerstenberger
- Kellie Weber
- Stacey Drenk
- Maureen Wagers
- Cathy Newton
- Matt Raduechel
- Cathy Newton

**A $25.00 activity fee will be charged for these clubs.**

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

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

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

**USER'S FEE**

The Board of Education has established a "User Fee" for athletics. This fee must be paid before the athlete can compete! The per sport fee is to be paid to the Wausau West Business Office. The receipt issued when payment is made will need to be given to your sport coach. This fee is non-refundable. The District will not adopt policies relating to User Fee and the organization, administration and "playing time" of any individual in a sport! A reduced rate will be made available to students based on the hot lunch eligibility criteria.
### 2016-17 HEAD COACHING STAFF

**ATHLETIC/ACTIVITY DIRECTOR:** Mr. Patrick Galligan  
**Ticket Manager:** Cathy Hirn

<table>
<thead>
<tr>
<th>FALL SPORTS</th>
<th>SPRING SPORTS</th>
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<tbody>
<tr>
<td><strong>Cheer</strong></td>
<td><strong>Baseball</strong></td>
</tr>
<tr>
<td>Kristine Haling</td>
<td>Ryan Whalen</td>
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<tr>
<td><strong>Cross Country – Boys/Girls</strong></td>
<td><strong>Golf</strong></td>
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<tr>
<td>Jason Myers/Rachel Tordsen</td>
<td>Matt Johnson</td>
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<tr>
<td><strong>Football</strong></td>
<td><strong>Lacrosse</strong></td>
</tr>
<tr>
<td>Jason Foster</td>
<td>Travis Brown</td>
</tr>
<tr>
<td><strong>Soccer – Boys</strong></td>
<td><strong>Soccer – Girls</strong></td>
</tr>
<tr>
<td>Paul Stuebs</td>
<td>Jordan Dinjer</td>
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<tr>
<td><strong>Swimming – Girls</strong></td>
<td><strong>Softball – Girls</strong></td>
</tr>
<tr>
<td>Mary Schultz</td>
<td>Janna Hillman</td>
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<tr>
<td><strong>Tennis – Girls</strong></td>
<td><strong>Tennis – Boys</strong></td>
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<tr>
<td>Steve Wenninger</td>
<td>Steve Wenninger</td>
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<tr>
<td><strong>Volleyball – Girls</strong></td>
<td><strong>Track – Boys</strong></td>
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<tr>
<td>Cathy Newton</td>
<td>TBA</td>
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<td><strong>Track – Girls</strong></td>
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<td>John Masanz</td>
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<tr>
<th>WINTER SPORTS</th>
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<tr>
<td><strong>Alpine Skiing – Boys/Girls</strong></td>
<td></td>
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<tr>
<td>Jeff Tobin</td>
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<tr>
<td><strong>Basketball – Boys</strong></td>
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<tr>
<td>Nathan Lemmens</td>
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<tr>
<td><strong>Basketball – Girls</strong></td>
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<tr>
<td>Jason Teske</td>
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<tr>
<td><strong>Cheer</strong></td>
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<tr>
<td>Kristine Haling</td>
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<tr>
<td><strong>Curling – Boys/Girls</strong></td>
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<tr>
<td>Jim Wendling</td>
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<tr>
<td><strong>Hockey – Girls</strong></td>
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<tr>
<td>Pete Susens</td>
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<tr>
<td><strong>Hockey – Boys</strong></td>
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<tr>
<td>Brian Brandt, Jr.</td>
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<tr>
<td><strong>Nordic Skiing – Boys/Girls</strong></td>
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<tr>
<td>Scott Anderson/Tracy Gorzek</td>
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<tr>
<td><strong>Wrestling</strong></td>
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<tr>
<td>Troy Fabry</td>
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**WEST SIDE CONNECTION**

The school store is run and operated by students in the Marketing Education/DECA Program. The West-Side Connection will carry school spirit items, clothing and apparel and food items. The hours of the school store vary and will be posted in the window at the beginning of the semester.
GUIDELINES FOR SCHOOL DANCES

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

   Guests must be:
   A) A graduate from a Marathon County or Wisconsin Valley Conference High School (or by approval of an Administrator).
   B) They must have graduated within the last two school years and be under the age of 21.
   C) Administration reserves the right to deny any guest admission based on information including, but not limited to, prior alcohol, drugs, weapons, or other criminal violations.

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

WAUSAU SCHOOL DISTRICT POLICIES

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

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

- Behavior that violates the Wausau School District’s policies on suspension and expulsion.
- Behavior that violates the behavioral rules and expectations in the Parent/Student Handbook.
- Behavior which is disruptive, dangerous, or unruly.
- Behavior which interferes with the ability of the teacher to teach effectively.
- Behavior which is inconsistent with class decorum and the ability of others to learn.
Procedures to be followed when a student is removed from class:

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

STUDENT DRESS CODE (POLICY 5700)
Responsibility for the personal appearance of students enrolled in the Wausau School District shall normally rest with the students themselves and their parents/guardians. Student dress or grooming shall not, however, affect the health or safety of students or disrupt the learning process within the classroom or school.

To assure a healthy and safe school environment for students, the following student dress code guidelines will be enforced:
1. During the school day, hats, caps, bandannas, head coverings, and jackets shall be taken off and placed in the student’s locker soon after the student enters the building. These items shall not be worn in the classroom and they shall not be worn in the school building except when the student has immediately entered or is leaving the building.
2. Students will not be permitted to wear any clothing that contains pictures and/or writing referencing alcoholic beverages, tobacco products, sexual references, profanity, promotion of gambling, illegal drugs, and/or gangs.
3. Medallions or other jewelry that identify gang members or gang affiliation or that represent a gang shall also not be worn or displayed in school or at school events.

Also, gang clothing is not always restricted to an item of clothing, but may include the way in which a particular item of clothing is worn. No gang insignia may be worn, possessed, used, distributed, displayed, carried, or sold by any student on school grounds or at school-related activities at any time. The reference to “gang insignia” would also encompass items of clothing that signify gang activity by the manners in which they are worn.

This code is not intended to limit the right of the building and/or District administration to establish rules or restrictions regarding other paraphernalia or dress that disrupts or threatens to disrupt the learning environment of any school.

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

Students who violate the rules will be subject to collection of the inappropriate item(s) and/or sent home by the administration for appropriate wearing apparel. A parent/guardian conference will be called to return inappropriate item(s). Repeated violations of school rules may constitute grounds for suspension or other appropriate action to correct the situation.

West Administration has established the following additional rules:
- Clothing should always completely cover the torso (i.e. not bare midriffs). When standing up, the shirt must touch the top of the pants or skirt.
• Excessively short skirts or shorts are not allowed. A recommended length would be mid-thigh or longer when standing.
• Clothing items such as backless tops, halter tops, strapless tops and spaghetti-strap tops are not allowed, except when being worn as a layering piece. All tops must have at least one inch wide on both shoulders and be high enough in front to minimize chest cleavage. Undergarments must be worn and shall not be visible.
• Students choosing to wear low-rise pants need to make sure their undergarments are not exposed. In addition, pants need to be secured around the waist/hip area. Boxer shorts and/or briefs cannot be visible.
• Shoes must be worn at all times.

PROHIBITION AGAINST HARASSMENT AND DISCRIMINATION (POLICY 5706)
The Wausau School District prohibits bullying and hazing or the threat of such activities by a student or group of students against other students or personnel. The Board of Education considers these actions to be a violation of its obligation to provide a safe and healthful environment for all of its students and employees and determines them to be disruptive to the academic atmosphere.

BULLYING
Bullying is defined as the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but is not limited to, action such as verbal taunts, spreading rumors, name-calling and put-downs, extortion of money or possessions, and exclusion from peer groups within the school. Such conduct based on race, ethnicity, disability, gender, or sexual orientation may contribute to harassment and discrimination in the school environment.

Students who engage in any act of bullying at school, at a school function, or in connection to any activity sponsored by the District, or while enroute to or from school are subject to disciplinary action in accordance with Board Policy 5705, up to and including suspension or expulsion.

Students and employees shall be informed annually of this prohibition via the parent/student handbook, employee handbook, or other such publications. This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions or debate, which is protected by state or federal law.

HAZING
Hazing is defined as any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights, or that creates physical or mental discomfort, or that results in property damage or theft, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in (collectively called “initiation activities”), or maintaining membership in any organization, club, or athletic team sponsored or supported by the District and whose membership is totally or predominately other students from the District. Hazing is prohibited and applies to any and all student-sponsored and adult-sponsored activities that have not been approved by the District. An example of an approved school-sponsored initiation activity is the ceremony for the induction of students into the National Honor Society.

Students engaging in any hazing or hazing-type behavior that is in any way connected to any activity sponsored or supported by the District will be subject to disciplinary actions in accordance with Board Policy 5705, up to and including suspension or expulsion.
Students and employees shall be informed annually of this prohibition via the parent/student handbook, employee handbook, or other such publications.

The School Board shall comply with the Wisconsin statutes that require school boards to provide an instructional program designed to give students knowledge or effective means by which they may recognize, avoid, prevent, and halt physically or psychologically intrusive or abusive situations that may be harmful to them. Any student who feels that he or she is the victim of bullying or hazing should contact the building principal or follow the complaint procedure provided in Board Policy 5405.

Students and others are prohibited from retaliating against those who report incidents of bullying or hazing or who assist in an investigation. Students and others who retaliate shall be subject to discipline. Employees who participate in, allow, or knowingly fail to enforce this policy will be subject to disciplinary action.

Furthermore, as may be required by law, law enforcement officials shall be notified of bullying or hazing incidents.

HARASSMENT
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. Everyone has a right to be free from harassment and the staff feels strongly that all students should feel safe at school.

Sexual Harassment - Sexual harassment is unwanted 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 of sexual rumors, conversations that are too personal, pornographic pictures or stories, obscene gestures, offensive displays of sex-related objects, staring in a way that seems too personal and humor or jokes about sex.

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 Harassment - Verbal harassment is unwanted verbal comments which make a person feel uncomfortable 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.

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.

What Can You Do About Harassment??
- SAY STOP!! - Tell the harasser you do not like his/her behavior and you want it stopped. Be firm.
- **TELL SOMEONE!** - Talk to a teacher, counselor or administrator. Discuss the situation with a parent or other family member. Fill out a Harassment Complaint Form.
- **KEEP RECORDS!** - If the harassment continues, write down what happens. Record dates, times, places, names of witnesses and any other information that will verify what happened.

**UNLAWFUL HARASSMENT/SEXUAL HARASSMENT (POLICY 5707)**
The Wausau School District shall maintain an educational environment that is free from unlawful harassment including sexual harassment.

In general, unlawful harassment involves persistent and unwelcome conduct, advances, gestures or words (either written or spoken), that are based on any legally protected areas including: ancestry, color, creed, marital or parental status, national origin, pregnancy, race, religion, sex, sexual orientation or physical, mental, emotional, or learning disability. Sexual harassment is one type of unlawful harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

Unlawful harassment based on any of the legally protected areas listed above exists when it:
1. Unreasonably interferes with a student’s educational opportunities; or
2. Creates an intimidating, hostile or offensive learning environment; or
3. Implies that submission to such conduct is made an explicit or implicit condition of receiving grades or credit; or
4. Implies that submission to or rejection of such conduct will be used as a basis for determining the student’s grades and/or participation in a student activity.

**EXAMPLES OF SEXUAL HARASSMENT**
Examples of prohibited conduct include, but are not limited to the following:
1. Lewd or sexually suggestive comments
2. Unwelcome sexual flirtations, touching, advances, or propositions
3. Offensive language or jokes of a sexual nature
4. Slurs and any other verbal, graphic, or physical conduct relating to an individual’s gender
5. Any display of sexually explicit pictures, greeting cards, articles, books, magazines, photos, or cartoons
6. Spreading rumors of a sexual nature
7. Sexual harassment through the use of the Internet or other telecommunications technologies
8. Blocking normal movements, threatening, or stalking behavior
9. Unwelcome physical contact including touching, patting, or grabbing a person or their clothing
10. Unwelcome person-to-person contact including bumping and/or rubbing against a person

Harassment may be subtle, manipulative, and is not always obvious. Harassment may occur between genders or within the same gender. Offenders can be principals, teachers, coaches, staff members, students, and non-employees such as contractors or vendors. Harassment, including sexual harassment, may occur between students or may involve students and staff members.

The Board of Education will not tolerate any form of unlawful harassment, including sexual harassment. Anyone who violates this policy will be subject to disciplinary action up to the fullest extent possible.
INFORMAL COMPLAINT PROCEDURE (POLICY 5405)

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

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

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

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

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

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

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

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

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

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

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

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

**LASER POINTERS - STUDENT USE AND POSSESSION OF**
Laser pointers were developed as a tool to aid in lectures and presentations. Unfortunately, they have also become a popular “toy” for many students. These pointers can be dangerous to others. If pointed directly into the eye, it may cause serious eye damage. Laser pointers can also be a distraction in the classroom, at concerts, and at sporting events. As a result, student use or possession of laser pointers at school or school-sponsored activities is prohibited. Staff members may use laser pointers in conjunction with their teaching activities.
Teachers may also allow students to use such devices; however, the student and the device must be under the supervision of the teacher. Students who possess a laser pointer during school hours, or while at school-sponsored activities, will have the device subject to confiscation and the student will be subject to disciplinary action and/or ejection from the event. Confiscated laser pointers will be returned only to the parent/guardian of the student.

**LOCKER**

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

**LOCKER ROOM PRIVACY (POLICY 5723)**
The Wausau School District shall observe measures intended to protect the privacy rights of individuals using school locker rooms. The following provisions outline the extent to which that protection can and will be provided:

1. Locker rooms are provided for the use of physical education students, athletes, and other activity groups and individuals authorized by the building principal or by Board policy. No one will be permitted to enter the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Interviews may take place outside of the locker room consistent with applicable school rules and/or Board policies.
2. Cameras (including cell phone cameras), video recorders, or other devices to record or transfer images cannot be used in the locker room at any time.
3. Cell phone use is prohibited in the locker room.

Students and staff violating this policy shall be subject to disciplinary action and possible legal referral. Other persons violating this policy may be subject to penalties outlined in state law. Policy enforcement shall be the responsibility of the building principal or designee.

This policy shall be publicized annually and posted in each District locker room.

**LOCKER POLICY/SEARCHES OF STUDENT STORAGE AREAS (POLICY 5725)**

Student lockers and storage areas are provided by the Wausau School District 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 these storage places for any other purpose. Items brought to school or those stored in school are not insured for reimbursement by the District.

School lockers and storage areas assigned to a student are District property. The District retains ownership and possessory control of all student lockers, desks, and storage spaces.

Furthermore, the District designates building principals, associate principals, activity directors, police liaison officers, attendance officers, fire department personnel, custodians, or other school employees designated by the District Administrator or building principal as persons who may conduct searches of these areas. Use of these spaces by those other than the assigned student is prohibited. At no time does the District relinquish exclusive control of such lockers.
Periodic general inspections of student assigned storage spaces may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. Use of dogs that specialize in detecting illegal drugs may be utilized in searching school premises including lockers and vehicles parked on school property. School personnel shall maintain a passkey to all lockers and storage areas for access at all times. Students shall not be allowed to secure their lockers or storage areas in any way whatsoever other than the locking mechanism provided by the school.

Any unauthorized item found as a result of the search may be removed. Items removed may be held by the school for return to the student’s parent/guardian (without liability to the school for safekeeping) unless the inspecting authority suspects that possession or storage of the unauthorized item found involves a violation of law in which case the suspect material removed shall be turned over to law enforcement officials. The student and his/her parent/guardian shall be notified by the inspecting authority of items removed and of the delivery thereof to law enforcement officials in cases of contents so disposed of, and of the parent/guardian right to obtain other items removed.

PERSONAL SEARCHES (POLICY 5730)
A student's person and/or personal effects (i.e., purse, book bag, etc.) may be searched, with an adult witness present when feasible, whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

If a "pat down" search of a student's person is necessary, it will be conducted in private by a school authority of the same gender, and with an adult witness present.

If the school authority has reasonable suspicion to believe that a student has on his or her person an item imminently dangerous to the student or to others, a more intrusive search of the student's person may be conducted. Such a search may only be conducted in private by a law enforcement official of the same gender, with a school authority of the same gender present, and only upon prior approval of the District Administrator or his/her designee, unless the health or safety of students will be endangered by the delay that might be caused by following these procedures.

This policy is in force at school and at school-sponsored activities.

WEAPONS (POLICY 5715)
No one shall possess a dangerous weapon on school property, school buses, or at any school-related event. Weapons are defined in two categories:
(1) Items used or designed to inflict bodily harm and/or to intimidate other persons. Examples include, but are not limited to, firearms, BB-guns, look-alike weapons, knuckles, razors, switchblades/butterfly knives, chains, clubs, stars, pepper spray, etc.
(2) Items designed for other purposes, but which in the manner such articles are used or intended to be used, are calculated to inflict bodily harm and/or intimidate. Examples include, but are not limited to: belts, combs, pencils, files, compasses, aerosol sprays, scissors, etc.

RULE
Students violating this policy on possession of dangerous weapons are subject to disciplinary action that may include immediate suspension and/or recommendation for expulsion. The Director of Pupil Services shall be notified of the possession of dangerous weapons and a pre-expulsion hearing may be convened before the student is re-admitted.
No student may possess a firearm while at school or under the supervision of a school authority.

Under this policy, the term firearm is defined by federal law and means: 1) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by an action of an explosive; 2) the frame or receiver of any such weapon; 3) any firearm muffler or firearm silencer; and 4) any destructive device.

Any student found in violation of this policy will be suspended from school. Further, any student found in violation of this policy shall also be referred to law enforcement or juvenile authorities.

The Director of Pupil Services will be responsible for maintaining records, which detail the circumstances of expulsions of possession of a firearm for each school in the District.

**PLAGIARISM POLICY**

The student must be actively involved in the learning process, acquiring for one’s self as much knowledge as possible. Plagiarism, where another’s work is substituted for one's own, harms the student and compromises the integrity of the academic process. For this reason, plagiarism can not be tolerated.

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

Plagiarism is most frequently committed in the following ways:
1. Word-for-word copying of phrases and sentences without acknowledging the source.
2. Paraphrasing, substituting approximately equivalent terms from another’s work without acknowledging the source.
3. Lifting selected phrases from another’s work and inserting them into one’s own writing, even if they are changed into new patterns, without acknowledging the source.

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

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

**SOFTWARE COPYRIGHT LAWS (POLICY 6505)**

**Building-Wide and System-Wide Wausau School District Instruction**

The Wausau School District has made computer networks, including the Internet, available to students and staff in an effort to support the District’s mission and goals.
They believe that computer technology and its use can enhance and improve learning in the classroom. The District also realizes that computer software piracy is a major problem for the software industry and that violations of copyright laws contribute to higher costs and an increase in District liability. It is the intent of the Wausau School District to adhere to all copyright laws as specified by software publishers and distributors. All persons accessing information via District networks, or using computer software provided by the District, shall comply with all license or purchase terms regulating the use of software purchased or acquired by the District.

Prohibitions include, but are not limited to, violation of any federal, state or local regulation, reception and/or transmission of threatening or obscene material or material protected by trade secrets. All users will comply with legal requirements regarding the use, reproduction, and distribution of copyrighted works.

To discourage violation of copyright laws and to prevent such illegal activities, the Wausau School District adopts the following rules:

1. No software shall be installed on a District computer or file server without the proper license or permission. 
2. Only software purchased and/or owned by the District shall be installed on District computers. 
3. The Wausau School District Technology Coordinator is the designated individual who shall sign software license agreements for schools in the District. 
4. District employees shall be expected to adhere to all laws regarding software copyright. Staff members shall report infractions or abuses of software copyright to their supervisor. 
5. Each building shall establish a central place to file copies of software licenses. Original licenses shall be filed with the District Technology Coordinator. 
6. Staff wishing to purchase software for District use or have software installed on District computers must obtain authorization from their building principal and the District Technology Coordinator prior to ordering the software. 
7. Software shall be installed on local hard drives or file servers by District technicians or other authorized personnel. 
8. Only District technicians or authorized personnel shall reconfigure or take apart any District computer. 
9. Regulations, restrictions, and licensing as required by the publisher, governing the use of shareware, freeware, preview software and software updates, must be followed whether such material is supplied via diskette, compact disk (CD), or electronically (such as a download version from the Internet). 
10. The principal of each building shall be responsible for the enforcement of these rules at the building level.

It is the policy and practice of the Wausau School District to adhere to the requirements of the U.S. Copyright Law. The Wausau School District prohibits employees from duplicating copyrighted materials not specifically allowed by:

1) the copyright law
2) fair use guidelines
3) licenses or contractual agreements
4) other written permission

All staff members shall be informed annually via the employee handbook that the violation of copyright laws is a breach of District policy and is an illegal activity. Employees who violate the copyright law do so at their own risk and assume all liability for their actions.
They shall also be subject to disciplinary action for willful infringement of the law or for using District equipment for duplication that is prohibited.

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

(a) Whoever willfully, knowingly and without authorization, does any of the following may be penalized as provided in pars. (b) and (c):
1. Modifies data, computer programs or supporting documentation.
2. Destroys data, computer programs or supporting documentation.
3. Accesses computer programs or supporting documentation.
4. Takes possession of data, computer programs or supporting documentation.
5. Copies data, computer programs or supporting documentation.
6. Discloses restricted access codes or other restricted access information to unauthorized persons.

(am) Whoever intentionally causes an interruption in service by submitting a message, or multiple messages, to a computer, computer program, computer system, or computer network that exceeds the processing capacity of the computer, computer program, computer system, or computer network may be penalized as provided in pars. (b) and (c).

(b) Whoever violates par. (a) or (am) is guilty of:
1. A **Class A** misdemeanor unless any of subd. 2 to 4 applies.
2. A **Class I** felony if the offense is committed to defraud or to obtain property.
3g. A **Class F** felony if the offense results in damage valued at more than $2,500.
3r. A **Class F** felony if the offense causes an interruption or impairment of governmental operations or public communication, of transportation, or of a supply of water, gas or other public service.
4. A **Class F** felony if the offense creates a substantial and unreasonable risk of death or great bodily harm to another.

(c) If a person disguises the identity or location of the computer at which he or she is working while committing an offense under par. (a) or (am) with the intent to make it less likely that he or she will be identified with the crime, the penalties under par. (b) may be increased as follows:

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

**SAFETY CONCERNS**

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

A recommendation for expulsion from the Wausau School District will be made to the Wausau Board of Education for the following behaviors at school or at school-sponsored activities:
- Possession of a gun
- Possession of a dangerous weapon with intent to threaten or cause bodily harm to others or to cause property damage
- Selling, dispensing or delivering drugs or chemicals which Wisconsin Statutes define as illegal
- Intentional use of unprovoked force against a Wausau School District employee

**Students may be recommended** to the Wausau Board of Education for expulsion from the Wausau School District for the following behaviors at school or at school-sponsored activities:
- Starting a fire or attempting to start a fire on school premises
- Disrupting the school environment through the use of violence or threats of violence
- Acting in a way that threatens the life or health of another person where such conduct is considered criminal by federal, state or local laws
- Sexually assaulting another person
- Setting off the school's fire alarm system or falsely reporting a fire when no fire exists
- Making a bomb threat or placing a false alarm call

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

**EXPULSION PROCEDURES (POLICY 5750)**
The Wausau School District recognizes the need for a policy to explain the reasons for pupil expulsion. The Board may expel a student from school when it is satisfied that the interest of the school demands expulsion. Expulsion is an action of the Board denying a student the right to attend the Wausau School District and take part in school activities for a period which may extend at a maximum to the student’s 21st birthday. The Board may expel a student from school when:
1. The student has repeatedly refused or neglected to obey school or school Board rules; or
2. The student knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made to destroy any school property by means of explosives; or
3. The student has engaged in conduct while at school or while under the supervision of a school authority which endangers the property, health, or safety of others; or
4. The student while not at school or while not under the supervision of a school authority engaged in conduct which endangered the property, health or safety of others under the supervision of a school authority; or
5. The student has endangered the property, health or safety of any employee or school Board member of the school district in which the pupil is enrolled; or
6. The student engaged in conduct that endangers a person or property including making a threat to the health or safety of a person or making a threat to damage property; or
7. The student, who is at least 16 years old, has repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority; and
8. The Board is satisfied that the interest of the school demands the student’s expulsion.

The Wausau School District will not enroll a student who is currently under an expulsion order from another educational agency.

**POLICE-SCHOOL LIAISON OFFICER PROGRAM (POLICY 5735)**

Within our society, the school holds a central place among agencies that affect the ideas and activities of children. Beyond the family, school is the first institution to have the opportunity to perceive and analyze the problems of children. It is logical, therefore, that if outward symptoms of anti-social behavior (delinquency) are discernible at the school level, then it is appropriate to implement a program aimed primarily at prevention of this behavior through education, communication, and understanding between the school/ youth/police and the community (i.e., School Resource Officer Program).

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

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

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

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

I. School Visits
A. The SRO is scheduled to visit their assigned school(s) on a regular basis:
   (1) The SRO shall be regarded as a classroom resource person.
   (2) Regular office hours are scheduled.
   (3) Student interviews shall be scheduled as required by referrals.
   (4) General visibility within the building(s) is expected.
   (5) Attendance at extra-curricular activities as requested.

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

C. School meeting space will be provided.
   (1) Office hours are announced and posted.
   (2) Students will be free to visit the SRO during free time and are free to make appointments.

II. Confidentiality of Information and Records:
A. Adult students and parents/guardians can authorize the release of any information contained in the cumulative file or other school records to the SRO.
B. Cumulative records will not be open to the SRO without prior approval of the parent/guardian or adult student unless otherwise so provided in Wisconsin Statutes 118.125 or 118.126.
C. SRO’s may share confidential information with officials of the school attended by the child in accordance with Wisconsin Statutes 48.396(1) and 118.127(2).

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

INTERVIEWS/INTERROGATIONS OF STUDENTS BY LAW ENFORCEMENT OFFICERS DURING SCHOOL HOURS AND AT SCHOOL BUILDINGS (POLICY 5740)

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

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

A. The official police contact person should be the Police-School Liaison Officer or such Officer’s designee.
B. After notifying school officials, contact and interviews can be conducted at the school(s) site.
C. In all situations, every possible step should be taken to ensure minimum of embarrassment or loss of class time for the student.
D. School officials may contact the parent(s) or guardian of a minor student prior to a police investigation if the official deems it in the best interest of the student.
E. If an interview is for purposes of investigating a student’s possible misconduct or to meet with one or more students for information gathering purposes, a school district official shall be present at the interview, except in cases of child abuse and sexual abuse.

F. If the police find it necessary to interrogate a student about possible criminal conduct or activity, to issue Miranda rights to a student, or the student is taken into police custody, the school official shall immediately take all reasonable steps to contact the parent(s)/guardian(s) of the minor student. The school officials or designee will continue efforts to contact the parent(s)/guardian(s) until actual contact is made to advise them of the action taken by the police.

G. In compliance with Section 48.19(2) of State Statutes, police officers will comply with the following:

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

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

Information about this policy will be disseminated by distribution in the Wausau School District’s Policies for Parents and Students Handbook. Additionally, a copy of this policy will be distributed through school newsletters and school student handbooks. This policy will also be reviewed in homerooms.

**JUVENILE JUSTICE CODE**

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

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

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

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

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

**Step One:** The complaint or challenge can be appealed first to an Associate Principal if the original action was taken by school personnel other than a school administrator.

**Step Two:** The complaint or challenge can be appealed to the Principal if the original action was taken by an Associate Principal. This step would also apply to students and parents who utilized step one of this procedure and wish to appeal that decision further.

**Step Three:** If students and parents wish to challenge the decision of the Principal, their challenge or complaint can be taken to the Director of Pupil Services at the District Administration Center.

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

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

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

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

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

**HEALTH SERVICES**

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

**ILLNESS AT SCHOOL**

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

**MEDICATION AT SCHOOL**

Students may receive prescription medication during school hours with a Medication Administration Consent form that has been completed and signed by parent and practitioner. The health office staff may only administer medication that is FDA approved. Narcotics may not be administered or stored at school.
All medication must be brought to school by an adult and arrive in its original packaging. The health office staff may only administer medications that are FDA approved.

If a student needs an over-the-counter medication, a Medication Administration Consent form signed by the parent is needed. If a student requires a different dose that what is written on the medication bottle, a parent and practitioner need to sign the consent and bring the FDA approved medication in its original package.

Students may carry and self-administer life saving medication with a Medication Consent form completed and signed by a parent and practitioner. These medications would include a rescue inhaler, glucagon, or epinephrine pen. If your student needs to self carry another medication, please contact the Health Office. Rescue medication must accompany the student on field trips. All rescue medications must have a pharmacy label, be brought to school by an adult and arrive in its original packaging.

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