

# Waterford Union High School 2018-2019

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Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

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Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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Dear Students,

Four years of high school will pass you by quickly. Whether you are a senior bringing closure to your final year in high school, a freshman embarking on a new journey, or a middle-classman preparing for a different challenge this year, I welcome you all to the commencement of the 2018-2019 school year at Waterford Union High School. The challenge ahead of you this year is to establish an academic focus for the remainder of your high school career. Maintaining a focus on performing at your best level every day will provide you opportunities long after leaving the brick and mortar establishment of WUHS.

All students should reflect on the past efforts placed on their academics. Ask yourself: was my performance a true reflection of my best abilities? If your answer to the question is, “yes”, then continue on your pathway reaching new heights. If your answer to the question is, “no”, then it is not too late to implement an academic focus. Participating in a culture of learning at Waterford continues to reinforce why you are attending one of the highest performing high schools in all of southern Wisconsin. The culture you have created explains why Waterford graduates are successful either in the workforce or in continuing education. Keep cultivating an environment which allows you to learn at your highest level no matter if the class is a core or elective in which you are enrolled.

Make sure you take full advantage of gaining a well-rounded education too. Fine arts, activities, and athletics enrich your high school experience. Register in a group either to enhance your individual talents and skills, or to begin a new adventure by trying something for the first time. You will not be disappointed in the choice you make if you put forth an effort. Another advantage to getting involved in school organizations is the chance to associate with other people...live and in person. Meetings, rehearsals, and field trips allow you not only to engage with peers holding a common interest, but also to interact with adults and guest speakers providing insight from another perspective.

The Waterford educational community will continue to provide you a safe learning environment full of opportunities for your future. Now is the time to take action and acquire the skills, knowledge and experiences which will prepare you to become successful and responsible adults. Work hard at all your academic and enrichment activities during the 2018-2019 school year at Waterford Union High School.

Educating students for life,



Daniel F. Foster  
Waterford Union High School - Principal

# **WATERFORD UNION HIGH SCHOOL MISSION STATEMENT**

**Waterford Union High School exists to provide students the opportunities to acquire the knowledge, skills and experiences to become successful and responsible adults.**

## **BELIEFS**

1. Students are our foremost priority.
2. High expectations, a challenging curriculum and an ever-evolving method of delivery, including responsible use of technology, inspire our students for future success.
3. Education is a shared responsibility of the student, family, school and community.
4. Independent thinking (problem solving and decision making), along with the desire to learn, are essential lifelong processes that exist beyond the classroom.
5. Quality staff and instructional practice is vital to our school's success.
6. Learning is optimized in a safe environment which fosters and acknowledges diversity, dignity, respect, and self-esteem.
7. Experimentation and innovation are encouraged as part of our additional responsibilities as a quality school.
8. Waterford Area Schools are one educational community.
9. Every child is unique and has the right to reach his or her maximum potential.

## **SCHOOL SONG**

For it's a u-rah-rah for Waterford  
For it's the school we love the best.  
When our voices sing in one accord, and we're  
Ready to stand the test, to stand the test.

Bring out our royal banners, onward into victory, for there are many schools in other lands, but it's Waterford for me, rah-rah U rah-rah-rah Waterford, U -rah-rah-rah Waterford, U-rah-rah-rah Waterford, Yea, Waterford.

## **ALMA MATER**

Far above the river's water  
Stands a path to light  
Hail to thee, our Alma Mater,  
Hail the green and white!

When our footsteps have retired,  
Long will live our praise  
For the friendships that inspired  
Happy high school days!

## NOTICE OF NON-DISCRIMINATION POLICY

It is the policy of the Waterford Union High School District that no person shall, on the basis of race, color, national origin, sexual orientation or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, facility, activity and employment.

The school district is also committed to equal educational opportunity for all students in the district. It is also the policy of the school district, pursuant to 118.13, Wis. Stats and PI9. "No person may be denied admission to any public school or be denied participation in, be denied the benefits of or other program or activity because of a person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental emotional or learning disability." Any inquiries or concern related to non-discrimination should be addressed to appropriate school district personnel. Should there be grounds for a complaint, a written statement of the complaint shall be prepared by the complainant and directed to the appropriate individual or position holder listed below. Discrimination complaint forms can also be obtained from the offices listed below as well as from the office of the superintendent, 507 W. Main Street, Waterford, WI 53185.

Those designated to discuss concerns and/or receive complaints relative to:

S.118.13 Wisconsin Statutes:

Principal, Daniel Foster 534-3189

Athletic/Activities Director, Jill Stobber

Section 504 of the Rehabilitation:

Superintendent; Keith Brandstetter 534-9059

Act of 197:

Principal, Daniel Foster 534-3189

Athletic/Activities Director, Jill Stobber

Title IX of Federal Educational:

Principal; Daniel F. Foster 534-3189

Guidance Chair, Nicole Werner

Amendments of 1972:

Principal; Daniel F. Foster 534-3189

Athletic/Activities Director, Jill Stobber

## HOMELESS EDUCATION

"The McKinney-Vento Homeless Assistance Act guarantees a child qualifies as homeless with the right to receive an education. Please contact the school's homeless liaison @ 534-3189 ext. 7521 with questions.

# ACADEMICS

## GRADUATION REQUIREMENTS – 24 CREDITS

Successful completion of 24 credits (Carnegie Units) is required for graduation from Waterford Union High School. Additional credits may be taken beyond the minimum 24 credits required for graduation. Credit is awarded upon successful completion of a course. One-half credit is awarded for a course that meets one period per day, five days a week for eighteen weeks. One credit is awarded for a course that meets one period per day, five days a week for thirty-six weeks.

All freshman, sophomores and juniors are required to carry a minimum of seven classes per semester. All seniors are required to carry a minimum of six classes per semester or five classes per semester if enrolled in a work experience program.

Grade classification is determined by the number of credits earned at the high school level. The following credits must be earned to attain class status:

Sophomore:	5 credits minimum
Junior:	10.5 credits minimum
Senior:	17 credits minimum

## SPECIFIC CREDIT REQUIREMENTS:

Credits	Subject Area
4	<b>English:</b> English 9, English 10, a Literature elective, Composition or Writing for the Workplace, Speech or Drama, and one semester of an English elective
3	<b>Social Studies:</b> Freshman year - Honors or Modern US History; Sophomore year – AP or Modern World History; Junior year – ½ credit American Government or 1 credit of AP US History or AP American Government; Senior year – ½ credit of Economics or 1 credit of AP Economics
3	<b>Mathematics</b>
3	<b>Science</b>
1.5	<b>Physical Education:</b> including; P.E. 9, P.E. 10, P.E. 11
.5	<b>Health:</b> including Health 1 and Health 2
.25	<b>Information and Technology Literacy</b>
8.75	<b>Elective Credits</b>

## EARLY COLLEGE CREDIT/START COLLEGE NOW

The Early College Credit & Start College Now programs open the door to greater learning opportunities for students who are considering a technical career, students wishing to begin college early or students who want to prepare to enter the work-force immediately after high school graduation. The student does not have to pay for the a postsecondary course if the school board determines the course may receive high school credit and the course is not comparable to a course offered in the school district. If approved by the school board, the student will receive both high school and postsecondary credit for a successfully completed course. The high school will grant a diploma to a student who has successfully completed high school graduation standards, regardless of whether the requirements were met at the high school or college. A maximum of 18 credits will be paid for by WUHS. Students who do not successfully complete the course with a passing grade (based on the college's grading scale) will be required to reimburse WUHS the cost of the course.

Early College Credit is available to 9-12 grade students interested in taking classes at a 4 year University. Start College Now is available to 11-12 grade students interested in taking classes at a Wisconsin Technical School. To qualify for the program, a student must:

Early College Credit: Be in good academic standing and have no record of disciplinary problems to attend a Wisconsin 4 Year University.

Start College Now: Completed 10th grade; be in good academics standing and have no record of disciplinary problems to attend a Wisconsin Technical School.

Notify the school board; by submitting a Letter Of Intent to the Student Services Office of the student's intention of enrolling in a college no later than March 1 for a course to be taken in the fall semester; October 1 for a course to be taken in the spring semester.

Apply to the college in the school semester prior to the one in which the student plans to attend the postsecondary course.

Notify the school board if the student is admitted to the college.

Notify the school board if the student is registered to attend a postsecondary course.

A parent or guardian is responsible for satisfactory student attendance and the student's compliance with the compulsory school attendance law.

## GRADING

Waterford Union High School utilizes a 4 point grading system. All classes, with the exception of advanced placement courses, carry the same weight when figuring out the grade point average. Students receive grade reports every quarter or nine weeks. The class rank is calculated once a semester, at the end of each semester. Students receive credit for classes at the end of each semester. Classes that meet daily receive .5 of a credit each semester.

Honor roll students are determined at the end of each semester. The minimum course load a student may carry to gain honor roll recognition is three credits each semester. There are two levels of the honor roll. (1) First honor roll is a student that has a grade point average of 3.5 – 4.0. (2) Second honor roll are students that have a grade point average between 3.00 – 3.49. Students with incompletes will not be considered for honor roll. Final class rank is based on all eight semesters.

A 1.667 GPA is required for student activity eligibility. This 1.667 GPA is based on the previous quarter's grades.

The grading system for regular courses is:

A	=	4.00	93 and above	D+	=	1.33	67 – 69.99
A-	=	3.67	90 – 92.99	D	=	1.00	63 – 66.99
B+	=	3.33	87 – 89.99	D-	=	.67	60 – 62.99
B	=	3.00	83 – 86.99	F	=	0.00	Below 60
B-	=	2.67	80 – 82.99	E	=	0.00	Credit is given
C+	=	2.33	77 – 79.99				
C	=	2.00	73 – 76.99				
C-	=	1.67	70 – 72.99				

**A Excellent** - Thorough knowledge of concepts and/or techniques together with a high degree of skill and/or some elements of originality in satisfying the requirements of a piece of work or course.

**B Above Average** - Good level of knowledge of concepts and/or techniques together with a considerable skill in using them in satisfying the requirements of a piece of work or course.

**C Competent** - Acceptable level of knowledge of concepts and/or techniques together with some skill in using them in satisfying the requirements of a piece of work or course.

**D Meets Basic Expectations** - Minimum knowledge of concepts and/or techniques needed to satisfy the requirements of a piece of work or course.

**F Failing** - Insufficient knowledge of concepts and/or techniques needed to satisfy the requirements of a piece of work or course.

## POWERSCHOOL

Grades can be accessed online @ <http://waterforduhs-ps.waterforduhs.k12.wi.us/public/> or by clicking on the PowerSchool link on the school's webpage at <http://www.waterforduhs.k12.wi.us/>.

## STUDENT SERVICES

Waterford Union High School Student Services Department, exists to ensure students graduate from Waterford high school, college and career ready. Students are will be assigned a school counselor, you are able to make an appointment to see them whenever you feel a need. You may see your counselor for such areas as academic concerns, post-secondary planning or personal concerns. Students will have the same counselor for all four years of attendance at Waterford Union High School.

School counselors at Waterford Union High School are available to work with students on a variety of issues concerning school and/or a student's personal life. Students are able to stop into the Student Services office to request an appointment with their counselor when needed. Students can also be referred to their counselor by teachers, parents, or friends. WUHS counselors are available to work through issues with students to ensure they are able to be successful in school. WUHS counselors will make community referrals to parents for students who may require more support than is available during the school day.

Addiction and abuse of alcohol/drugs will prevent the attainment of goals and student success. Waterford Union High School will attempt to help any person who seeks assistance in this area. Students who feel they have a problem with alcohol or other drugs are encouraged to seek the assistance of a school counselor. All inquiries are kept confidential.

School counselors also complete developmental school counseling activities at each grade level to help students explore abilities, aptitudes, interests, beliefs, and to equate these to career choices and post-secondary options.

During freshman year, you will explore curriculum and its importance in preparing you for technical college, four-year college, apprenticeships or the military. In class you will begin composing an individual learning plan of study with your goal for after high school in mind. This individual learning plan will be completed in an individual conference with your school counselor.

In spring of your sophomore year you will take time to work through assessments available to you on WISCareers. During this unit; you will look at your interests and values as they pertain to the world of work. Using career pathways you will explore career options and the education and training needed to pursue your interests.

In junior year, the classroom unit will be designed to give in-depth information on four-year colleges, technical colleges, apprenticeship programs and military. You will likewise be given the opportunity to use WISCareers to help pick out suitable post-secondary choices. Later in the school year students and parents, will meet with a counselor to discuss individual strengths and weaknesses, career plans and post-secondary options. In addition, a field trip to the Wisconsin Education Fair will be available.

In senior year, students will be called to Student Services in early fall for an individual conference with a counselor to finalize future plans. A workshop for seniors will also be held on the topic of scholarships, and all eligible seniors will receive regular scholarship bulletins.

Preparatory aptitude tests will also be offered during freshman, sophomore and junior year. During your freshman year you will take an ACT Aspire test in the fall and spring to gauge your readiness for career and college. During your sophomore year you will take the WKCE in the fall and the ACT Aspire test in the spring. In October of your junior year you will be given the opportunity to take the PSAT test. The preliminary SAT give student a glimpse of what they could expect from the SAT test and may qualify students for National Merit Scholarships based on their overall score. Then in the spring of your junior year all students will take the ACT, the ACT is a national test which indicates readiness for college level course work.

Information on these topics and many more can be found on the student services website – a link can be found at the top of the WUHS main page.

A Career Speaker Series is also offered on an ongoing basis throughout the school year. All students take a short survey in early September to assess student interest levels of a vast number of careers. We will offer speakers on a weekly basis based on student interest. You will be given a pass to come and see up to 3 speakers if you had expressed interest in that career when you took the survey. These speakers have proven to be very informative and a great resource to our students.

Even though students will be called into Student Services each year for at least one conference, you should not hesitate to make an appointment if you have a concern involving academics, careers, or personal matters. To make an appointment simply stop in Student Services before school, after school, or between classes to get a pass from a counselor, social worker, or the student services secretary. No problem is too big or too small.

## **STUDENT ASSISTANCE PROGRAM**

The Student Assistance Program (SAP) is available for students attending Waterford Union High School who are experiencing difficulty in their lives that cannot be addressed through the curriculum. SAP is one way that our school addresses these challenges. Our goal is to help students deal with issues related to chemical dependency and its effects, grief and loss, stress and relationship issues in a positive and constructive manner.

Participation in the Student Assistance Program is strictly confidential and voluntary. Parents will not be notified if their student enrolls in a support group. Any parent who does not want their child to be involved should notify the Student Assistance Program coordinator, Amy Meyer ext. 7517. The Student Assistance Program does not supersede district discipline policies or legal responsibilities.

## **REGISTRATION PROCEDURES**

1. Students and parents are responsible for reading the content of the Parent/Student Handbook and Planner.
2. Plan your program carefully. Course selection should coincide with academic ability and future plans
3. Course sign up is a commitment. Do not sign up for a course with the idea of trying it out.
4. Freshman, sophomores, and juniors must carry at least seven (7) classes per semester. Seniors must carry six (6) classes or five (5) classes if enrolled in Workplace Literacy
5. There are no provisions for early release for work or part-time jobs unless enrolled in a school supervised work program. State law states the students must be in school for the duration of the school day.
6. Program changes are not permitted after the first two weeks of a semester without a failing grade.
7. Program changes are not made because of teacher like/dislike, study hall preference, or to accommodate lunch period preferences.
8. Course changes will only be allowed if space is available in the class desired.
9. There is no guarantee students will get the classes desired; however, all efforts will be made to meet the student's request.



## **COURSE DROP POLICY**

Considerable time and effort is spent in the registration process. The master schedule is developed from information received from the student course sign up. A high school does not function effectively with students “jumping around” in the curriculum. Classes are not changed because of teacher likes and dislikes. They are not changed to get in a class with a friend or because of a desire to have a lunch hour with a friend.

1. All course changes must be completed before the end of the first two weeks of a semester.
2. Student dropping after the first two weeks will receive a semester failure.
3. Freshmen, sophomores and juniors must carry a minimum of seven academic classes per semester. Seniors must carry a minimum of six academic classes per semester.
4. Students are not permitted to drop classes at any time if the average sectional enrollment is 18 or below.
5. All requests need to be made with your guidance counselor first.

## **TEACHER CHANGE GUIDELINES**

1. Student has had the teacher previously and failed the course: approved if possible.
2. Student has had the teacher and would prefer a teacher change AND the numbers move the student from a larger section to a smaller section: approved if possible.
3. Student has had the teacher and passed and the numbers move him from a smaller to a larger section: denied
4. Student has not had the teacher and the numbers move the student from the larger section to the smaller one: denied/approved on case by case basis.
5. Student has not had the teacher: denied
6. Student has not had the teacher and the numbers move the student from a smaller section to a larger one: denied

## **ACCREDITATION**

Waterford Union High School is accredited by North Central Association of Colleges and Secondary Schools and the Wisconsin State Department of Public Instruction.

## **EXAM EXEMPTIONS**

The opportunity to qualify for semester exam exemptions is available for seniors, juniors and second-semester sophomores. Academic, attendance and behavioral expectations must be met for eligibility. Students should pick up permission forms in the main office, and then follow the procedures as written.

## **ACADEMIC EXCELLENCE AWARDS PROGRAM**

Waterford Union High School is very proud of the many young scholars and believes in rewarding academic excellence. Rewarding high academic achievement and motivating students to strive for excellence in the classroom is one of the goals of Waterford High School. Each year Waterford Union High School will host an Academic Excellence Program to publicly display, publicize, and promote academic achievement. To be eligible for the Academic Excellence program, students must be in good standing with school regulations in accordance to the Student Handbook. Awards are a privilege and subject to the discretion of the Guidance Director, the National Honor Society Advisor, Academic Standards Chair, Student Council Advisor, and the Principal.

## **AWARDS**

Academic awards are based on the cumulative grade point average. They are evaluated three times during a high school career at the end of the first semester of the sophomore, junior, senior years.

### **LEVEL I AWARDS:**

1. “A” Honors
2. 3.5 – 4.0 cumulative GPA required

Students are eligible to earn three Academic Excellence Awards in high school. The program starts the sophomore year. Therefore, students may be honored during the sophomore, junior, and senior years.

- First year award winners receive an Academic Letter.
- Second year award winners receive a Gold Medal.
- Third year award winners receive a Senior Plaque.

## LEVEL II AWARDS:

1. "B" Honors
2. 3.49 cumulative GPA required
3. First year award winners receive a Certificate.
4. Second year awards winners receive an Academic Letter.
5. Third year award winners receive a Silver Medal.

## ATHENA CHAPTER OF NATIONAL HONOR SOCIETY WATERFORD UNION HIGH SCHOOL

Membership in the Waterford High National Honor Society is based on the areas of:

- Scholarship
- Service
- Character
- Leadership

A faculty committee appointed by the Principal and the National Honor Society Advisor(s) has the responsibility of selecting new members. The faculty committee will assess each student and make the final decision for selection.

### Criteria for National Honor Society Selection

1. Any junior with a minimum of 3.50 or higher cumulative grade point average AND enrolled in a minimum of 3 credits of core classes their junior year will come under consideration for membership.
2. Any senior with a 3.50 or higher cumulative grade point average AND enrolled in minimum of 6 credits of core classes their junior and senior years will automatically come under consideration for membership.
3. Final selection for membership will be completed by the WHS Faculty Council which will consider the following criteria once the GPA and core credit criteria has been met: The Faculty Council will assess potential members based on 33.3% character, 33.3% leadership, and 33.3% service.
4. The service requirement will consist of a minimum of 15 hours of voluntary community service to be completed after sophomore year. Proof of service including a supervisor's signature on an official form must be submitted with the individual information sheets.
5. Once inducted into National Honor Society, all members must maintain a 3.50 cumulative grade point average AND continue to be enrolled in a minimum of 3 credits of core classes in their senior year.

Classes that count as Core Credits for candidates applying for induction in NHS
Physics Biology II Honors Chemistry Chemistry II
Pre-Calculus Linear Algebra Calculus & Analytic Geometry III
Honors American Literature Honors Composition Critical Thinking
Spanish III (must be taken during junior year) Spanish IV French III (must be taken during junior year) French IV
All WUHS Advanced Placement (AP) Classes
All college-level courses taken through a college or university Accredited dual enrollment courses are subject to change; it is the student's responsibility to check with the WUHS Student Services office at the beginning of each semester/year to see if scheduled courses still hold dual credit status.

## ATTENDANCE

Regular school attendance is an essential requirement for academic success in high school. Students cannot succeed and be successful in high school with poor school attendance. Time is the most important resource a school has and students cannot learn if they are not in school. School attendance is taken each hour of the school day and becomes part of the permanent record and is included on transcripts. All students, including eighteen and nineteen year olds, are expected to comply with school attendance policies.

### Number of Absences per Year

State law and School Board policy allows parents/guardians to excuse **10 absences per school year**. Documented medical appointments, required court appearances, family funerals and pre-excused absences do not count against a student's 10 day parent-excused limit. If a student exceeds 10 parent-excused days, a meeting with the Dean of Students will be scheduled and all further absences would require documentation supporting the reason of absence to avoid truancy consequences.

The School Board considers the following factors to be reasonable excuses for time missed at school:

1. Illness
2. Recovery from accident
3. Required court attendance
4. Professional appointments
5. Death in immediate family
6. Observation or celebration of a bona fide religious holiday
7. Suspensions from school
8. Such other good causes as may be acceptable to the District Administrator – Board Policy 5200

### Procedure for Parents to Report Student Absences

In the case of a student absence, parents are required to call the WUHS Attendance Office at 262-534-3150 and give the name of the student, the reason for the absence, and if possible, an indication of the length of the absence. This procedure must be repeated each day of the absence. If calling to report a student absence during non-school hours, parents may utilize the 24-hour attendance recording service by calling 262-534-3150. If a phone call is not received to report the absence within 24 hours, it is interpreted that the student is not excused from school and should be considered truant.

### Excusing Students During the School Day

If a student needs to leave the building during the school day, a parent/guardian must be contacted and their permission must be granted in order to release the student. Students leaving during the school day should bring a written note from their parent/guardian to the Attendance Office at the beginning of the day which gives the time and reason for the early release. After receiving permission, students must check-out in the Attendance Office prior to leaving. Failure to check-out or leaving the building without permission will result in a Saturday detention

### Students Arriving Late to School

Students who arrive to school more than 10 minutes late are considered absent for the class period. At the beginning of the day, any student who arrives to school at 7:35 am or later must check in at the Attendance Office and obtain parent/guardian permission to excuse the absence. After 7:35 am, all doors will be locked except Door 1, which is located off Center Street on the south side of the building.

### Co-Curricular Participation

Students are required to be in school all day in order to participate in co-curricular athletics/activities after school unless granted pre-approval by the Athletic/Activities Director. Full guidelines can be found in the Co-Curricular Code.

## MAKE-UP TIME FOR WORK MISSED

1. As a minimum standard for every day a student is excused absent, he/she will be allowed to have a day to make up missed work.
2. Students who miss class due to a field trip are responsible for the schoolwork of that given day.
3. Parents may request homework for students who are absent from school for two or more consecutive days. When requesting homework, parents should call the attendance office prior to 9:30 A.M. to request that assignments be gathered for their student. Students who are absent due to illness for an extended period of time (more than five consecutive days) will need a doctor's excuse. Students should call the Homework Hotline after 4:00 P.M. or look at teacher web pages to find out about daily assignments when absent.

## **PRE-EXCUSED ABSENCES**

Wisconsin State Statute §118.15 allows parents/guardians to pre-excuse their child for up to ten (10) days during the school year. Absences typically falling into this category may include discretionary absences known in advance such as family vacations/travel, weddings, and hunting. It is the responsibility of parents to determine which experiences shall supersede attendance at school, understanding that every time a student misses a class he/she is placed in a less advantageous position to meet the objectives of the lesson. In order for students to qualify for this type of absence, a pre-arranged absence form must be filled out and submitted to the Attendance Office at least 48 hours in advance of the absence. This two-day period is in place so that (1) parents are allowed an opportunity to make a written request for the absence; (2) teachers are informed of the absence so they can discuss lessons that will be missed along with upcoming tests/quizzes; and (3) the office is able to keep accurate records of student attendance.

When a pre-arranged excuse is sought, students can pick up the required form in the Attendance Office or from the WUHS website. A parent/guardian signature is required on the form, as well as the dates and reason for absence, along with signatures from the student's teachers and the Dean of Students. The form allows for teachers to communicate with students the coursework that is to be completed before, during and after the absence. Students are responsible for completing any coursework assigned to them during this absence.

## **TRUANCY**

Waterford Union High School considers a student to be truant who is absent without valid cause for a school day or any portion thereof, as defined in Section 118 of the Wisconsin School Code. Students who are truant for a school day or any portion thereof are subject to the following:

**First Offense:** No credit for class(es), conference with student, parent notification. One (1) hour after-school detention will be assigned. If student fails to serve after-school detention, student will be assigned Saturday detention (2.5 hours) in place of one hour after-school detention.

If student fails to serve Saturday detention, student will be placed in In-School-Suspension (ISS) the following school day. After serving full day of ISS, the Saturday detention will be considered served.

**Second Offense:** No credit for class(es), conference with student, parent notification. Saturday detention (2.5 hours) will be assigned. If student fails to serve Saturday detention, student will be placed in In-School-Suspension (ISS) the following school day. After serving full day of ISS, the Saturday detention will be considered served.

**Third and Subsequent Offenses:** Referral to the Village of Waterford Police Department for municipal truancy citation per village ordinance and Wisconsin Compulsory School Attendance Law (118.15).

## **POST-HIGH SCHOOL EXPLORATION**

Junior and senior students are permitted two (2) post-high school exploration visits per school year, provided appropriate documentation of the visit is submitted to the Attendance Office. Students may use this option for college visits, meetings with military recruiters, or job-shadowing opportunities. The required form is available in the Attendance Office or on the WUHS website. The absences will be considered a College Visit (CV) for attendance purposes and will not count against a student's attendance limit for exam exemptions. Students must submit the completed form to the Attendance Office within two days of returning to school.

## **FIELD TRIP GUIDELINES**

Student field trips are considered to be off-campus class functions which results in students missing class time. While on the field trip, students are held to the same rules and expectations as outlined in the student handbook.

Students may be denied for a Field Trip if they do not satisfactorily comply with the pre-trip requirements. Any teacher or administrator may deny a student permission to attend a field trip for one or more of the following reasons:

1. Excessive absences
2. Missing work / overall academic performance
3. Behavioral concerns

## **DISCIPLINE PBIS**

Positive Behavior Intervention Support

The goal of PBIS (Positive Behavioral Interventions and Supports) is to improve the behavioral and academic performance and decrease the negative and unacceptable behavior at Waterford Union High School and beyond. The three "Be" statements: "Be Prepared," "Be Responsible," and "Be Respectful" are the key behavioral components of PBIS. The intent behind PBIS is that we all work together, with the same understanding of clearly defined behaviors and expectations to support and reward those positive behaviors among all individuals at WUHS (students, staff, parents, etc.)

	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Prepared</b>
Hallway	<ul style="list-style-type: none"> <li>Positive Language</li> <li>Maintain Personal Space</li> <li>Be considerate of Distracting Classrooms</li> <li>Display Appropriate Affection</li> <li>Hold Doors for Others</li> </ul>	<ul style="list-style-type: none"> <li>Leave No Trace</li> <li>Be on Time</li> <li>Walk to Class</li> <li>Appropriate Volume</li> <li>Be Mindful of Hallway Traffic Flow</li> </ul>	<ul style="list-style-type: none"> <li>Arrive on Time</li> <li>Display your Pass</li> <li>Take All Needed Items</li> <li>Maintain Clean and Organized Locker</li> </ul>
Lunch	<ul style="list-style-type: none"> <li>Positive Language</li> <li>Maintain Personal Space</li> <li>Practice Good Manners</li> <li>Be Patient</li> <li>Display Appropriate Affection</li> </ul>	<ul style="list-style-type: none"> <li>Leave No Trace</li> <li>Be on Time</li> <li>Be Honest</li> <li>Appropriate Volume</li> </ul>	<ul style="list-style-type: none"> <li>Have ID Ready</li> <li>Arrive on Time</li> <li>Monitor Lunch Balance Account</li> </ul>
Parking Lot	<ul style="list-style-type: none"> <li>Positive Language</li> <li>Be Considerate of Other's Property</li> <li>Appropriate Volume</li> </ul>	<ul style="list-style-type: none"> <li>Leave No Trace</li> <li>Maintain Speed Limit</li> <li>Eyes on the Road</li> </ul>	<ul style="list-style-type: none"> <li>Keep Parking permit Visible</li> <li>Take all Needed Items</li> </ul>
Bathroom/ Locker Room	<ul style="list-style-type: none"> <li>Positive Language</li> <li>Appropriate Volume</li> </ul>	<ul style="list-style-type: none"> <li>Leave No Trace</li> <li>Use Equipment/Supplies as Intended</li> <li>Report any Problems to Staff</li> </ul>	
Field Trips	<ul style="list-style-type: none"> <li>Positive Language</li> <li>Appropriate Volume</li> <li>Be Considerate of Other's Property</li> <li>Practice Good Manners</li> </ul>	<ul style="list-style-type: none"> <li>Leave No Trace</li> <li>Remain with Group</li> <li>Follow Guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Be on Time</li> <li>Return Needed Materials to Participate on Time</li> </ul>
Office	<ul style="list-style-type: none"> <li>Positive Language</li> <li>Practice Good Manners</li> </ul>	<ul style="list-style-type: none"> <li>Leave No Trace</li> <li>Take a Seat and Wait Your Turn</li> <li>Appropriate Volume</li> </ul>	<ul style="list-style-type: none"> <li>Know your Purpose</li> <li>Sign In</li> </ul>
School Sponsored Events	<ul style="list-style-type: none"> <li>Positive Language</li> <li>Appropriate Volume</li> <li>Be Attentive of Presentation</li> <li>Display Appropriate Affection</li> </ul>	<ul style="list-style-type: none"> <li>Leave No Trace</li> <li>Sit in Designated Area</li> <li>Be Supportive of Participants</li> </ul>	<ul style="list-style-type: none"> <li>Arrive and Leave when Directed</li> </ul>
Study Hall/ Library	<ul style="list-style-type: none"> <li>Positive Language</li> <li>Maintain Quiet Atmosphere</li> <li>Stay Seated Unless given permission</li> <li>Requesting Assistance</li> <li>Practice Academic Honesty</li> </ul>	<ul style="list-style-type: none"> <li>Leave No Trace</li> <li>Stay on Task</li> <li>Ask for Assistance</li> <li>Return Materials to Appropriate Area</li> </ul>	<ul style="list-style-type: none"> <li>Bring Homework or School Approved Reading Materials</li> </ul>
Bus/ Bus Ramp	<ul style="list-style-type: none"> <li>Positive Language</li> <li>Appropriate Volume</li> <li>Follow Bus Driver's Directions</li> </ul>	<ul style="list-style-type: none"> <li>Leave No Trace</li> <li>Use Crosswalks</li> <li>Follow All Safety Rules</li> </ul>	<ul style="list-style-type: none"> <li>Be on Time</li> <li>Take All Needed Items</li> </ul>

## BULLYING AND HARASSMENT

Everyone has a right to work and learn in a positive and safe school environment. This right is supported by the Board of Education and by both local and state ordinances (Harassment Ordinance 9.085 (3) & Wisconsin Statutes Ss120.131(1)(c). Therefore the school will not tolerate any behavior that interferes with a student's or staff member's well-being or that creates an intimidating, hostile or offensive school environment. Examples of such behaviors include, but are not limited to:

- Physical aggression such as hitting, kicking, spitting, pushing, taking and/or damaging personal belongings
- Making threats of physical aggression
- Making comments that are degrading, involve slurs, or involve negative stereotypes
- Making comments that involve taunting, malicious teasing, or name calling
- Unwelcome sexual comments or contact
- Cyber bullying, including the use of the internet or cell phones to post slurs, rumors, disparaging remarks or threats about a student or staff member. This includes postings that take place outside of school if the posting affects a student's or staff member's emotional or physical well-being at school.

Students who witness or are victims of harassment or bullying by anyone at school are advised to discuss the situation with the school's associate principal or guidance counselor. They can also report the situation using the "Safe School Form" found on the school's website. Staff members who are victims should bring the matter to the administration.

Whenever a report is made about bullying or harassment, the matter will be investigated. In this process, students will not be required to attend a face-to-face meeting with the individual(s) involved in the bullying or harassment. At the completion of the investigation, a decision will be made regarding the need for a consequence. The consequence could include any one or a combination of the following: parent notification, parent conference, recording the incident in student's file, suspension, referral to law enforcement and possible recommendation for expulsion.

## DRESS CODE

Dress and grooming are important because the way people dress tends to reflect the way they think about themselves. WUHS holds to the ideal that, while here, students should be in an environment of respect and high social expectations. As such, some behaviors or modes of attire acceptable in other situations are not appropriate for the school environment. Specific guidelines governing student attire during the school year are as follows:

- Writing or pictures on clothing/jewelry that includes, but is not limited to the promotion/ advertisement of drugs, alcohol, tobacco, obscenities, double meanings, sexual innuendoes, weapons, violence, culturally insensitive materials or hate symbols, including the Confederate flag, will not be permitted on school premises.
- Wearing of hats, hoods, or bandanas is prohibited during the school day. Hats must be removed upon entering the building, remain off and in lockers until 2:46 or dismissal bell.
- Jackets and coats (attire that is considered outer wear) may not be worn during the school day.
- Chains and spike collars may not be worn during the school day.
- No exposed undergarments or see-through/mesh/sheer material.
- Pajamas are considered as inappropriate attire for the school environment.
- Pant waistline must be secured above the hipline on individual.
- Shorts must be an appropriate length with a minimum 3" inseam
- Skirts must be longer than the fingertips when arms are extended at sides in a standing position.
- Leggings or tights of any type must be worn with a fingertip length top over them.
- Tears or rips must be below fingertips when arms are extended at sides while standing.
- Students wearing tops that are too revealing or shorts/skirts that are too short (micros) will be expected to change into school-appropriate attire. Any skin showing on the shoulders, back, or midriff area is deemed unacceptable.
- Sleeveless tops are permitted but strap must be at least the material width of 2" (width of student ID card). Spaghetti straps, halter tops, tube tops, bare midriffs, loose fitting tank tops or clothing that is too revealing are not acceptable.
- Backpacks and large purses must fit under student desks.
- Shoes may not have a fabric or cloth sole. By law, shoes must be worn in the building at all times.
- Appropriate attire is expected at all school events.

**The dress regulations highlighted are general guidelines. The school administration reserves the right to make a final decisions on appropriate dress and include other restrictions or prohibit other items of clothing specifically mentioned above to provide a safe, positive learning environment. On judgements of appropriateness, WUHS will error on the side of modesty.**

## **Infractions of the WUHS dress code will lead to the following consequences:**

1. Log entry and student will be given the option of changing, reversing, or calling home for alternative clothing. Student may be sent to the office.
2. If second infraction occurs on the same day the student will be sent to the office. A second log entry will be made, parents will be contacted. Item will be removed/changed when appropriate, parent will be notified, and item will be returned to parent/guardian. Student will be issued a Saturday detention for Insubordination.
3. If a second dress code infraction occurs on another date, an after school detention may be issued.
4. Third offense for repeated clothing violations, results in a Saturday detention and parent meeting.
5. Additional violations will result in additional disciplinary action to include suspension.

## **PROGRESSIVE DISCIPLINE PLAN**

In the event that a student's conduct warrants serious consideration, the following discipline steps will be followed. In the case of a major offense which endangers the health or safety of the students or staff, the administration may move ahead to any one of the following steps of the discipline plan, up to and including expulsion.

**Step One** The student is suspended for up to five (5) days. A verbal and written warning will be given to the student and a conference with the parents and Associate Principal will be held. A letter will also be sent to the parent/guardian and notification will be given to the guidance personnel. The student and/or the parent/guardian have the right to appeal the suspension.

**Step Two (*Principal's Hearing*)** The procedure, as identified in Step 1, shall be followed. The suspension shall be for a maximum of five (5) days. The student may be placed on probation and be given written conditions for his/her continued enrollment in school. The parent/guardian and guidance personnel shall also be notified. A conference with the Principal, Associate Principal, the parent/guardian, and the student will be required before the student may return to school.

**Step Three (*Superintendent's Hearing*)** The procedure as identified in Steps 1 and 2 above shall be followed. The suspension shall be for a maximum of five (5) days. A conference with the Superintendent, Principal, Associate Principal, the parent/guardian, and the student will be required before the student may return to school. Guidance personnel will also be notified.

**Step Four (*Expulsion Hearing*)** If the student's behavior does not improve or should additional violations be evident which reflect a continued pattern of negative behavior, consideration of a recommendation for the expulsion of the student shall be determined by the Superintendent. The suspension shall be for the maximum of fifteen (15) days. If the student is an EEN student, the suspension shall be for a maximum of ten (10) days. A complete written summation of all documentation relevant to the case shall be supplied to the Superintendent.

If accord is reached to recommend expulsion, a formal hearing shall be convened with the Board of Education to determine disposition of the case. All legal requirements for expulsion shall be followed as provided by statute. The length of the expulsion shall be determined by the Board of Education "WI Stats. 120:13(5)(c)(1)and(2) 'The school board may expel a pupil from school whenever it finds the pupil guilty of repeated refusal or neglect to obey the rules, or finds that a pupil knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives, or finds that the pupil engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety of others, or finds that a pupil 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 at school or under the supervision of a school authority or endangered the property, health or safety of any employee or school board member of the school district in which the pupil is enrolled, and is satisfied that the interest of the school demands the pupil's expulsion. In this subdivision, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property. In addition to the grounds for expulsion under subd. 1., the school board may expel from school a pupil who is at least 16 years old if the school board finds that the pupil 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 that such conduct does not constitute grounds for expulsion under subd. 1., and is satisfied that the interest of the school demands the pupil's expulsion.'"

## **DISRUPTIVE BEHAVIOR LEADING TO CLASSROOM DISMISSAL OR REMOVAL FROM THE CLASS**

Students in the Waterford Union High School District shall be expected to conduct themselves in a manner that is not contrary to the best interests of the other students and the school. Students will not be permitted to disrupt the educational rights and privileges of other students.

Teachers have the responsibility of establishing classroom rules that will create an atmosphere conducive to teaching and learning. Teachers will prepare and distribute a written Code of Conduct for their classroom.

## **ELECTRONIC DEVICES**

There are specific guidelines for appropriate use of electronic devices. Inappropriate use of electronic devices including, but not limited to headphones, iPads, iPods, phones, tablets or peripherals will result in:

1st incident- confiscated, warning and parent signature and pickup

2nd incident-confiscated, 1 hour detention, parent signature required & pick up after detention served

3rd incident-confiscated, 2.5 hour detention, parent signature required & pick up after detention served

4th incident- confiscated, administrative meeting for repeated refusal to follow school guidelines

5th incident- confiscated, ISS for repeated refusal to follow school guidelines, parent signature required & pick up after ISS completed

\* 2nd incident is a behavioral referral eliminating the behavioral expectations to qualify for exam exemption at the end of the semester.

## **OFF-CAMPUS CONDUCT**

“Under WI Ss 120.13(1)(c), 1 related to conduct which occurs under the supervision of school authority, and conduct which occurs off school premises, but nonetheless endangers others at school. Students who use school “connections” with other students to enter agreements on school grounds for the purchase of drugs, even though the actual exchanges subsequently occurred off school grounds are subject to school discipline.”

## **OFFENSES THAT REQUIRE INVESTIGATION**

On occasion, it will be necessary to carefully investigate situations that occur in a high school atmosphere. Students will be questioned about such incidents whether directly or indirectly involved. It is expected that when an administrator questions a student, he/she will cooperate in a manner advantageous to the school climate and culture. Failure to cooperate could lead to disciplinary action by the school.

## **SEARCH AND SEIZURE**

School authorities have the responsibility of safeguarding the safety and well-being of the students in their care. The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information.

## **LAW ENFORCEMENT REFERRALS**

1. Fighting will result in a referral to law enforcement and the student(s) will also be suspended. If the behavior is severe, an associate principal, principal, superintendent or expulsion hearing could be held.
2. Smoking or possession of tobacco on school property is forbidden and violators will be subject to law enforcement.
3. The use of chemical spray, bomb threats, and fireworks requires referral to law enforcement and the student will be suspended. If the behavior is severe, an associate principal, principal, superintendent or expulsion hearing could be held.
4. The use of vulgar language and swearing at faculty members, or threatening a staff member will result in referral to law enforcement. The student will also be suspended. If the behavior is severe, an associate principal, principal, superintendent or expulsion hearing could be held.
5. The possession, distribution, solicitation or use of alcohol, drugs, and controlled substances requires referral to law enforcement and the student will also be suspended. An associate principal, principal, superintendent or expulsion hearing could be held.
6. Theft of materials, which belong to the school, staff members, or to another student, will result in suspension.
7. Tampering with fire alarms requires referral to law enforcement. The student will also be suspended.
8. Any student who possesses a firearm in a school zone will be immediately suspended. A referral to law enforcement will result and an expulsion hearing will be recommended.
9. Any student at WHS who is caught stealing or vandalizing property will be referred to the administration, may be dropped from the class with a failing grade, and may be referred to the Racine County Sheriff's Department for law enforcement action.
10. Any Student possessing a weapon, facsimile weapon, or object used to cause harm to another may result in suspension, recommendation for expulsion and/or law enforcement referral.



## **OUT OF SCHOOL SUSPENSIONS**

A student who is issued an Out-of-School Suspension will be permitted to make up all missed work within a reasonable period of time. Assignments, where required, are to be made up and submitted to the teacher. Before a student is sent home suspended out of school, parent contact will be made by school authorities.

Until the suspended student is reinstated, he/she is not to be on school grounds or attend school-sponsored events. If discovered on school grounds, the student will be considered trespassing and referred to law enforcement.

## **TARDINESS**

Other than its students, the most precious resource a school has is time. Waterford Union High School has 47 minute class periods and students are expected to be to class on time. Timeliness is a trait that is carried into life and students who are tardy to class will continue that trait in the future with severe consequences. Waterford Union High School will take a strong stance on students arriving to class on time. Students must be in their classrooms when the bell rings or they will be considered tardy.

Missing the bus, oversleeping, having a car that will not start are not excusable tardies according to School Board policy. Continued tardiness is poor planning and generally indicates a negative attitude toward school. Repeated tardiness will require disciplinary action that could lead to suspension.

Parents are permitted to excuse a student late to school during 1st hour up to two times over the course of the school year for a reason that is out of their control. A third tardy is not excusable and will be subject to school discipline.

### **STUDENTS WHO ARE TARDY FOR CLASS**

Tardiness to class interrupts the learning process that takes place in a classroom; therefore tardiness is considered disruptive behavior.

1. If less than 10 minutes late to class, detention with teacher. If more than 10 minutes late to class, detention with office and considered unexcused truant, 2 office detentions assigned.
2. The detentions must be served on the following detention day. Students will not be contacted.

Tardy # 1 Individual verbal warning

Tardy # 2 15 minute detention

Tardy # 3 30-Minute detention and phone call home

Tardy # 4 Office referral- Associate Principal contacts parent, 30-minute detention with teacher

Tardy # 5 Student not admitted to class-sent to office until he/she meets with Associate Principal, Saturday detention

Tardy # 6 Student not admitted to class, sent to office until he/she meets with Associate Principal, in school suspension

Tardy # 7 Student not admitted to class, sent to office until he/she meets with Associate Principal out of school suspension

Tardy # 8 Principal hearing that could result in a "WF" from the class

This process begins new at semester.

## **DETENTIONS**

Detentions are held after school on Tuesdays and Thursdays from 3:00 P.M. to 4:00 P.M. and on Saturday mornings from 8:00 A.M. to 10:30 A.M. Students are expected to bring study materials to detention and will study for the entire period.

## **FAILURE TO SERVE DETENTIONS**

### **STUDENTS WHO FAIL TO SERVE AN AFTER SCHOOL DETENTION**

1. *Missing a detention will result in a Saturday detention.*
2. *Parent will be notified of Saturday detention.*

### **STUDENTS WHO FAIL TO SERVE A SATURDAY DETENTION**

1. *Missing a Saturday detention will result in an In-School Suspension.*
2. *Parent will be notified of In-School Suspension.*

## **DETENTION GUIDELINES**

1. Students must report on time. The door will be shut at 3:00 p.m. and students will not be admitted unless they have a pass from the office. This will count as a missed detention.
2. Study materials must be brought to detention.
3. There is no talking, visiting, or note passing or use of electronic devices during detention without permission.
4. Students who have outstanding detentions will not be eligible for field trips, games, contests, plays, etc.
5. There should be few reasons for students to be assigned a detention. Students are expected to be to class on time, show respect for each other and for authority, and exhibit proper citizenship in high school.
6. Students who are dismissed from detention because of behavior will receive no credit for serving the first time. The second time an additional detention will be added. The third time will result in suspension.

## **TEACHER ISSUED DETENTIONS**

Teacher issued detentions carry the same weight as a detention issued by the office of the Principal. Students who refuse to serve will have one detention added. Teachers will contact the parent when a student misses a detention with them.

## **IN-SCHOOL SUSPENSION**

In-school suspension is for students who have repeated violations with school rules, *failure to serve a Saturday detention* and for students with severe school violations. The Dean of Students is in charge of the program. Even though students are removed from the social aspects of their school day, they are still entitled access to and expected to complete their academic work.

Students who are assigned to in-school suspension will be there for the full day, in most cases. A teacher will supervise them each period.

Students may be put in the in school suspension room for various reasons.

1. Students who fail to serve Saturday detentions.
2. Students who habitually choose to be tardy.
3. Students sent out of class for behavior problems.
4. Students who are suspended out of school and whose parents cannot be reached at home or work. (Remainder of that school day or until parents transport student out of school for home suspension).
5. Students who are insubordinate to staff and others (language, refusal to follow a direct request, etc.).

Students assigned to in-school suspension are expected to bring study materials and are expected to study the entire day.

*Students are limited to three (3) in-school suspensions per semester. Once a student accumulates three (3) in-school suspensions, a parent conference will occur. If a student receives a fourth (4) in-school placement, the student will be suspended out-of-school for one day. If a student fails to serve additional Saturday detentions or in-school suspensions, parent conferences and out-of school suspensions will be imposed.*

## **IN SCHOOL SUSPENSION GUIDELINES**

1. Students will bring all books and study materials to the room.
2. Students are not permitted to leave the room except for two 3-minute restroom breaks at the end of 3rd hour and 6th hour.
3. No eating except at lunchtime. Students will be escorted to the lunchroom and back.
4. Students will spend the entire day in the room. If a student walks out, an out of school suspension may result. Parents will be notified if the student leaves the room.
5. Unrelated materials (games, listening devices) are not allowed.
6. Conversing with other students or causing a distraction that affects others may result in an additional ISS or removal.
7. Students may ask for academic help from any of the various supervisors.
8. No use of cell phone will be permitted.
9. No gum chewing.
10. No sleeping.
11. Students assigned to the room must adhere to all of the above rules. Penalties for failure to comply will range from added time in the room to suspension from school. Serious repeated violations will result in a recommendation of expulsion.

# DISCIPLINE CHART

MISCONDUCT	DEFINITION	MINIMUM ACTION/OPTIONS	MAXIMUM ACTION
BUS BEHAVIOR	Rules and regulations stated on pages 12	<ul style="list-style-type: none"> <li>• Warning</li> <li>▪ Parent contact</li> <li>▪ Assigned seating</li> <li>▪ Temporary loss of riding privilege</li> </ul>	<ul style="list-style-type: none"> <li>• Bus suspension</li> <li>• Permanent loss of riding privilege</li> <li>• Referral to law enforcement</li> </ul>
CHEATING	<ul style="list-style-type: none"> <li>• Turning in work that is not yours</li> <li>• Copying (homework or other) crib notes, cheat sheets</li> <li>• Buying selling, or handing out of work, test or answer sheets</li> <li>• Plagiarism</li> <li>• Forgery</li> </ul>	<ul style="list-style-type: none"> <li>• Zero grade on work involved</li> <li>• Parental contact</li> <li>• Detention(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Semester Failure</li> </ul>
CHRONIC DISRUPTION	<ul style="list-style-type: none"> <li>• Behavior that disrupts education on a regular basis</li> </ul>	<ul style="list-style-type: none"> <li>• Removal from class</li> <li>• Parental contact</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Withdrawal from the class with a "F" grade</li> <li>• Expulsion</li> </ul>
CLOTHING (ACCESSORIES) DISRUPTION Note: The administration reserves the right to deem any article of clothing "too revealing", inappropriate and/or disruptive to the learning environment.	<ul style="list-style-type: none"> <li>• Jackets or coats (outerwear)</li> <li>• Disruptive to the learning environment</li> <li>• High cut shorts, skirts and low cut tops, visible midriff</li> <li>• Displaying poor taste/obscenity</li> <li>• Revealing clothing, chains, spike collars</li> <li>• Advertisement of drugs, alcohol or tobacco, weapons, offensive or controversial lingo.</li> <li>• Confederate flags etc.</li> <li>• Low-hanging pants</li> <li>• Hats, hoods, bandanas</li> </ul>	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Confiscation</li> <li>• Parental contact</li> <li>• Send home to change</li> <li>• Inside out</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Expulsion</li> </ul>
DISPLAYS OF AFFECTION	<ul style="list-style-type: none"> <li>• Provocative behavior</li> <li>• Inappropriate/excessive physical contact</li> </ul>	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Parental contact</li> <li>• Guidance referral</li> </ul>	<ul style="list-style-type: none"> <li>• Office DT</li> <li>• Saturday DT</li> <li>• Suspension</li> </ul>

DISRUPTIVE BEHAVIOR	<ul style="list-style-type: none"> <li>• Throwing objects</li> <li>• Loud/disruptive noises</li> <li>• Objects disruptive to learning environment (i.e. squirt guns, stink bombs, laser pointers, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Detention(s)</li> <li>• Parental contact</li> <li>• Removal</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Expulsion</li> <li>• Referral to law enforcement</li> </ul>
DRUGS/ALCOHOL	<ul style="list-style-type: none"> <li>• Under influence/possession</li> <li>• Use/Selling/Distribution/Solicitation on premises</li> <li>• Drug related paraphernalia</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Students Assistance referral (mandatory for use)</li> <li>• Parental contact</li> <li>• Arrest/Referral to law enforcement</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Expulsion</li> <li>• Referral to law enforcement</li> </ul>
PERSONAL WIRELESS DEVICE	<ul style="list-style-type: none"> <li>• Violation of acceptable use of personal device</li> <li>• Use without teacher permission</li> <li>• Use in hallways between 7:25-2:46 is prohibited</li> </ul>	<ul style="list-style-type: none"> <li>• Confiscation</li> <li>• Warning</li> <li>• Detention(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Parent meeting</li> <li>• Suspension</li> </ul>
FAILURE TO SERVE ASSIGNED DETENTIONS	<ul style="list-style-type: none"> <li>• Teacher detentions</li> <li>• Office detentions</li> <li>• Saturday detentions</li> </ul>	<ul style="list-style-type: none"> <li>• Warnings</li> <li>• Saturday Detention Assigned</li> <li>• Parental contact</li> </ul>	<ul style="list-style-type: none"> <li>• In School Suspension</li> <li>• Suspension</li> <li>• Expulsion</li> </ul>
FIGHTING OR ASSAULT	<ul style="list-style-type: none"> <li>• Physical confrontation between two or more students</li> <li>• Striking other students or staff member</li> </ul>	<ul style="list-style-type: none"> <li>• Parental contact</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to law enforcement</li> <li>• Expulsion</li> </ul>
FOOD AND BEVERAGES	<ul style="list-style-type: none"> <li>• Food and beverages are allowed in the cafeteria only</li> </ul>	<ul style="list-style-type: none"> <li>• Confiscation</li> </ul>	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Machines turned off</li> </ul>
GAMBLING	<ul style="list-style-type: none"> <li>• Any action involving betting on cards, dice, sporting events, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Parental contact</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to law enforcement</li> <li>• Expulsion</li> </ul>

GANG ACTIVITY	<ul style="list-style-type: none"> <li>Behavior, dress, jewelry and other forms of expression depicting gang affiliation or support</li> <li>Disruption/Intimidation caused by gang affiliation or support</li> <li>Gang posturing</li> </ul>	<ul style="list-style-type: none"> <li>Confiscation</li> <li>Suspension</li> <li>Parental contact</li> <li>Counseling</li> </ul>	<ul style="list-style-type: none"> <li>Referral to law enforcement</li> <li>Expulsion</li> </ul>
HARASSMENT AND BULLYING	<ul style="list-style-type: none"> <li>Parent Contact</li> <li>Name calling, profanity, pestering, tormenting or threatening actions that demean another person</li> <li>Ethnic, sexual, racial, religious or orientation</li> <li>Hate crimes (Federal law allows more severe consequences)</li> </ul>	<ul style="list-style-type: none"> <li>Warning</li> <li>Detentions(s)</li> <li>Parental contact</li> <li>Warning, with referral to law enforcement</li> </ul>	<ul style="list-style-type: none"> <li>Suspension</li> <li>Referral to law enforcement</li> <li>Expulsion</li> </ul>
HATS, HOODS, AND BANDANNAS	<ul style="list-style-type: none"> <li>Hats must be removed upon entering the building</li> <li>Must be kept in locker during school hours</li> </ul>	<ul style="list-style-type: none"> <li>Warning</li> <li>Confiscation</li> <li>Parental contact</li> </ul>	<ul style="list-style-type: none"> <li>Suspension</li> </ul>
IGNITION DEVICES	<ul style="list-style-type: none"> <li>Matches, lighters, or other materials when used for ignition purposes are prohibited on school property by all students</li> </ul>	<ul style="list-style-type: none"> <li>Confiscation</li> <li>Parental contact</li> <li>Saturday detention assigned</li> </ul>	<ul style="list-style-type: none"> <li>Suspension</li> <li>Referral to law enforcement</li> </ul>
INSUBORDINATION AND DISRESPECTFUL BEHAVIOR	<ul style="list-style-type: none"> <li>Refusing to follow staff directions</li> <li>Walking away from a staff member at an inappropriate time</li> <li>Speaking in inappropriate manner or tone</li> <li>Lying to staff member to include forgery</li> </ul>	<ul style="list-style-type: none"> <li>Parental contact</li> <li>Detention (s)</li> <li>Removal from class</li> <li>Saturday detention assigned</li> <li>In school suspension</li> </ul>	<ul style="list-style-type: none"> <li>Drop class with a grade of "F"</li> <li>Suspension</li> <li>Expulsion</li> </ul>
LOCKERS	<ul style="list-style-type: none"> <li>Sharing</li> <li>Unlocked (set)</li> </ul>	<ul style="list-style-type: none"> <li>Clean out locker</li> </ul>	<ul style="list-style-type: none"> <li>Removal of locker privileges</li> </ul>
VIDEO GAMES OR LASER POINTERS	<ul style="list-style-type: none"> <li>Must be kept in locker during school hours</li> </ul>	<ul style="list-style-type: none"> <li>Confiscation</li> </ul>	<ul style="list-style-type: none"> <li>Suspension</li> </ul>

PARKING LOT VIOLATIONS	<ul style="list-style-type: none"> <li>• Parking in other than student assigned spaces</li> <li>• Parking sticker</li> <li>• Backing into spaces</li> <li>• Leaving campus without permission</li> <li>• Taking truant students off campus</li> <li>• Parking outside marked spaces</li> <li>• Entering lot from exit</li> <li>• Reckless driving</li> <li>• Possession of skateboards/inline skates is prohibited on school property</li> <li>• Possession prohibited on school property by students</li> <li>• Use by all prohibited on school property and at school-sponsored events</li> </ul>	<ul style="list-style-type: none"> <li>• Detentions(s)</li> <li>• Revocation of parking privileges</li> <li>• Parental contact</li> <li>• In school suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Referral to law enforcement</li> </ul>
SKATEBOARDS AND INLINE SKATES	<ul style="list-style-type: none"> <li>• Possession prohibited on school property by students</li> <li>• Use by all prohibited on school property and at school-sponsored events</li> </ul>	<ul style="list-style-type: none"> <li>• Confiscation</li> <li>• Parental contact</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to law enforcement</li> <li>• Suspension</li> </ul>
TARDINESS/UNEXCUSED	<ul style="list-style-type: none"> <li>• Not in classroom at bell</li> </ul>	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Detentions</li> <li>• Parental contact</li> <li>• Saturday detention assigned</li> <li>• In school suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension (excessive)</li> <li>• Removal from class with “F”</li> </ul>
THEFT	<ul style="list-style-type: none"> <li>• Taking or possession of school/personal property without permission</li> </ul>	<ul style="list-style-type: none"> <li>• Parental contact</li> <li>• Suspension</li> <li>• Restitution(as determined by the administration)</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to law enforcement</li> <li>• Expulsion</li> </ul>
TRUANCY/UNEXCUSED ABSENCES	<ul style="list-style-type: none"> <li>• Absent without request by a parent/guardian to excuse (includes all classes, Study halls Lunch and Homeroom)</li> <li>• Leaving campus without permission</li> </ul>	<ul style="list-style-type: none"> <li>• Detentions</li> <li>• Parental contact</li> <li>• Zero on daily work</li> <li>• Partial credit on a test/quiz</li> <li>• Saturday detention</li> <li>• In school suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Referral to law enforcement</li> <li>• Referral to District Attorney</li> <li>• Expulsion</li> </ul>

VANDALISM	<ul style="list-style-type: none"> <li>Causing or intending to cause damage to the building or personal property (including computer tampering, graffiti, and fire alarms)</li> </ul>	<ul style="list-style-type: none"> <li>Restitution as determined by the administration</li> <li>Parental contact</li> <li>In school suspension</li> <li>Out of school suspension</li> </ul>	<ul style="list-style-type: none"> <li>Referral to law enforcement</li> <li>Expulsion</li> </ul>
VERBAL ABUSE AND PROFANITY	<ul style="list-style-type: none"> <li>Inappropriate language, written or spoken</li> <li>Conduct or gestures which are obscene, lewd, profane, vulgar, or sexually suggestive</li> </ul>	<ul style="list-style-type: none"> <li>Detentions(s)</li> <li>Parental contact</li> <li>Saturday detention assigned</li> <li>In school suspension</li> </ul>	<ul style="list-style-type: none"> <li>Expulsion</li> <li>Suspension</li> <li>Referral to law enforcement</li> </ul>
WEAPONS, GUNS, KNIVES, DANGEROUS OBJECTS	<ul style="list-style-type: none"> <li>Possession, use sale, and or distribution of weapons, or pepper spray</li> <li>Possession of facsimiles (i.e. toy weapons, etc.)</li> <li>Use of any object that might cause bodily or property harm (including ignition devices, controlled substances, drug paraphernalia, writing tools, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Pre-Expulsion</li> <li>Referral to law enforcement</li> <li>Parental contact</li> <li>Confiscation</li> </ul>	<ul style="list-style-type: none"> <li>Expulsion</li> </ul>

Most disciplinary offenses fall into the categories in this chart. This “Minimum Action” listed is not necessarily for a “first offense.”

Appropriate action in all cases is at the discretion of the administrators, and in accordance with state and federal law.

Confiscated items are kept until the end of the school year. Students may claim these items on the last day of school. Earlier release must be to a parent, but only with approval from an administrator.

## GENERAL INFORMATION

### SCHOOL LOCKERS

Policy 5771 indicates a hall locker is assigned to each student. School lockers are the property of Waterford Union High School and the school retains the right to regulate the use of lockers by students. The following regulations apply to all school lockers that may be assigned to students throughout the building.

Each student will be assigned a hall and gym locker. Students participating in athletics will be assigned athletic lockers. These lockers are provided for the convenience of the students for the storage of outer garments, footwear, or school-related materials, and no student shall use the locker for any other purposes.

The lockers, although assigned to a student, remain as the property and under the control of the school district. Locker searches may be conducted by a school administrator or other employees if specifically authorized by a school administrator.

1. Students assume all responsibility for the contents of the assigned lockers. The Board of Education and the school is not responsible or liable for any losses that may occur. Never leave a locker unattended or share the combination. Most locker losses are the result of shared lockers. Phy. Ed. and athletic lockers should also be locked at all times.
2. Lockers should be kept clean and orderly. Do not store glass containers, cosmetic items, paints, inks, and such items in lockers.
3. Lockers may not be defaced in any manner.
4. Students should plan their day to minimize locker usage during class periods. Students are not permitted to go to lockers once classes begin.
5. Report locker problems to the office.
6. The school retains the right to hold locker inspections during the school year. Lockers may be searched if there is reasonable cause to suspect illegal or stolen contraband.
7. Student lockers are not to be shared. The most common locker problem arises with the sharing of lockers.
8. Do **NOT** share your locker combination with any other student or friend. We strongly encourage you **DO NOT** preset the locker combinations.
9. Students who vandalize lockers (graffiti, stickers, kick, etc.) will be assessed a fee to clean and repair the locker.

### LOST AND FOUND

All articles found should be taken immediately to the Main Office. A student seeking a lost article should check there first. Waterford Union High School is not responsible for lost or stolen items.

### USE OF TELEPHONE

Students are advised that they should use the student telephone that is located in the Main Office: (a) before school; (b) during noon hour; (c) after school.

### HALLWAY PASSES

Students need to obtain permission to leave a classroom from the teacher in charge before leaving their assigned area. The **Waterford Union High School Planner** will be used by all teachers for hall passes. Upon receiving permission, students should proceed to their destination without delay.

### TEXTBOOKS

Any and all teacher issued textbooks becomes the responsibility of the student. If lost; the student will be charged a replacement fee. If located by clearing staff, the student may be charged a \$5.00 service fee for each text located.

### IDENTIFICATION CARDS

A student will receive an identification card after payment of his/her fees at the beginning of the school year. A student photo will appear on the card. Since it is necessary to present the I.D. card at school functions, a student is asked to carry his/her card with him/her at all times. Student ID's are required to purchase food or beverages through Taher food service. If a replacement card is needed, a \$5.00 fee will be assessed.

### FUNDRAISING

Soliciting contributions of collecting funds for any purpose on the school premises or at a school supervised activity without the permission of the building administrator is forbidden. Solicitation in classrooms is not allowed.

### DANCE GUIDELINES

Students are expected to comply with the dance guidelines established by Student Council and Administration. Established guidelines prohibit students from 'grinding' or simulating grinding/sexual postures from behind or in front of dance partner. Failure to adhere to the dance guidelines will result in parent notification and removal from the dance without a refund. If a student is removed from a dance, they forfeit their right to attend the next dance sponsored by Waterford Union High School.



## **CLOSED CAMPUS**

Waterford Union High School has closed campus. The purpose of closed campus is to improve the educational focus. This will require students to stay on campus the entire day they are in school. If a student needs to leave the building at any time, including lunch, that student needs to check out with the Attendance Office. This requires that the office make parent contact before they can leave the campus. It is advisable that the student brings in written permission from the parent to the Attendance Office before the start of school. This will allow the student to leave immediately after checking out.

Students who leave campus without permission will be considered truant and receive the appropriate consequences including possible suspension. Students who do not check out of the Attendance Office correctly will also receive the appropriate consequences.

## **SCHOOL ASSEMBLIES**

Periodically school assemblies are planned during the school year. Attendance at all assemblies is required unless prior approval has been granted by school administration.

## **AFTER SCHOOL HOURS**

Students are required to be supervised by a coach, advisor or teacher after 3:00 on school days. Students are not permitted in the school building prior to 6:25 a.m. and 9:00 a.m. On late start dates. The commons will be considered off limits without supervision and the school must be cleared fifteen (15) minutes after the conclusion of all home events.

## **STUDENT PARKING**

There are approximately 175 parking spaces for students to park in the upper lot. Students who park in the upper lot will be required to have a parking permit. A limited number of parking permits will be issued to students and permits are non-transferable. Students graduating early are eligible for a pro-rated parking fee upon successful completion of graduation requirements. All **student fees (current and past due) must be paid in full prior to purchasing a parking permit**. This permit must be attached to the rear view mirror of the vehicle. The police will ticket students who park in the upper lot without a parking permit. Parking permits will be issued on a priority basis:

1. Students with special needs (e.g., medical excuse)
2. Students taking work related supervised program
3. Students with senior status
4. Students with junior status
5. Students with sophomore status
6. If a student is determined to be truant, fails to serve detentions, excessively tardy, or violates school rules his/her parking permit may be revoked, with permit fee non-refundable.

If there are too many applications for parking permits, a lottery system will be used. All vehicles are required to enter the parking lot from Barnes Drive.

There are an additional 170 parking places in the lower lot located by the baseball field. Any student may park in the lower lot without a permit.

## **VEHICLE REGULATIONS AND RESPONSIBILITIES**

All rules apply to automobiles, motorcycles, and any other motor vehicle. All vehicles parked on school property are subject to search. The student parking area is furnished by the school district as a courtesy to students who elect to drive to school and can follow these rules.

1. All vehicles must have a parking sticker properly attached to the rear view mirror. Parking stickers for the year may be purchased from the office for \$50.00 and are non-transferable and non-refundable.
2. Cars without stickers will be referred to law enforcement.
3. The parking lot is off limits at all times. Cars may not be taken from the parking lot during the lunch hours. Vehicles should be kept locked at all times. The school is not responsible for damage or theft to student vehicles.
4. Students are NOT to park on Center Street, in the staff parking lots, or parking reserved for district employees. Vehicles in these areas will be referred to law enforcement.
5. Students will not be permitted to leave school to visit their car during the day.
6. The school will not be responsible for the driver or the vehicle. If it is necessary for the driver to have passengers, all persons in the cars will need prior parental approval.

# BUS RULES AND REGULATIONS

## BUS RIDING IS A PRIVILEGE – NOT A RIGHT

Please examine the enclosed rules and regulations regarding students riding the school buses. We need your cooperation in keeping our buses safe. Irresponsible students should not be permitted to endanger the lives of others. The following rules shall be observed by ALL riding the school buses.

### 1. GENERAL RULES

- A. The driver is in full charge. Obey promptly and cheerfully.
- B. Bus drivers reserve the right to assign seats on the bus.
- C. Classroom conduct must be observed on the bus at all times.
- D. Once students are on the bus, they must remain there until reaching school or home. The only exception to this rule is when a student is required to transfer to another bus.
- E. The offender will pay for any damage done while rules are not observed.
- F. Transportation of articles on the bus other than books and things retained in the possession of the rider is prohibited. No objects may block aisles, step wells or emergency exits. No animals may be transported unless written permission has been given by the school administrator. Parental or teacher requests are not sufficient. No skateboards are allowed on the buses.
- G. Students must get off the bus at their regular pick-up points, except where there is written permission from the parents requesting such change.
- H. Bus riders desiring to ride a different bus home may do so only if there is room on the bus and they have written notification pre-approved by parent and school administration.
- I. Non-bus riders may accompany a regular bus rider only if there is room on the bus and they have completed a “Guest Bus Rider Form” with pre-approval from parent and school administration.

### 2. PRIOR TO LOADING (ON THE ROAD OR AT SCHOOL)

- A. Arrive at designated school bus stops five minutes prior to pick-up time.
- B. Stay off the road at all times while waiting for the bus.
- C. Wait until bus comes to a complete stop before attempting to enter.
- D. Be careful while approaching bus stops.
- E. Bus riders are not permitted to move toward the bus at the school loading zone until buses have been brought to a complete stop.
- F. The driver will sound the horn indicating danger. Remain alert for the signal.

### 3. WHILE ON THE BUS

- A. Cell phone use is prohibited on the bus at all times.
- B. Remember that loud talking and laughing or unnecessary confusion diverts the driver’s attention and may result in a serious accident.
- C. Bus riders should never tamper with the bus or any of its equipment. The offender must pay for damages.
- D. Do not leave books, lunches or other objects on the bus. Keep books, lunches, and other objects out of the aisles, especially band instruments.
- E. High School students are expected to be seated in the rear of the bus and should assist in the safety and comfort of smaller children.
- F. Do not throw items inside in the bus or out of the bus windows.
- G. Bus riders are not permitted to leave their seats while the bus is in motion.
- H. Eating, drinking, smoking, or chewing of tobacco is not allowed on the bus.
- I. Bus riders are expected to be courteous to fellow pupils and to the bus driver. Vulgar, profane, and/or harassing language will not be tolerated.
- J. Absolute quiet is necessary while at a railroad-crossing stop.
- K. In case of an emergency, students are to remain in the bus or evacuate the bus as directed by the driver. Do not leave by the rear door except in case of an emergency.
- L. Report any injury to the driver.
- M. Inappropriate behaviors and/or misconduct need be confidentially reported to the bus driver, school officials, or the bus company immediately.

N. Students are responsible for their possessions while on the bus, and the items must remain in the rider's possession at all times.

O. Keep hands and head inside at all times.

#### **4. AFTER LEAVING THE BUS**

A. Cross the road, when necessary, after getting off the bus (at least ten feet in front of the bus) only after getting a signal from the driver and looking to be sure that no traffic is approaching from either location.

B. The driver will sound the horn indicating danger. Remain alert for the signal.

### **BICYCLES/SKATEBOARDS AT SCHOOL**

Students are permitted to ride bicycles to school. Bicycles must be parked in the bicycle rack and should be locked during the school day. Skateboards are not allowed on school grounds.

### **MEDICATION CONSENT FORMS**

Students who require the use of prescription or non-prescription medication are required to fill out medication consent forms. Prescription meds require physician's authorization. Non-prescription meds for use of 10 or fewer consecutive days require parent consent. Both forms can be obtained in the main office. Possession of medications (illegal and O.T.C.) without consent is a violation of the School Board drug policy.

### **SERVICE ANIMAL**

Waterford Union High School acknowledges its responsibility to permit students and adults with disabilities to be accompanied by a 'service animal' in their building, classrooms and at school functions as required by the Americans with Disabilities Act (ADA).

### **STUDENT INSURANCE**

The school does have a program of blanket accident insurance for all students.

Payment is for medical bills incurred within one year of the accident and *in excess* of family or employer group insurance. The individual's insurance must pay its maximum first. The plan contains a \$250.00 deductible. After the deductible the plan will then pay 80% of the remainder. If there is no insurance, the insurance will pay on a co-insurance basis.

In all cases, the accident must be reported *immediately*. Coaches or supervisors should be notified and a report of the accident must be filed in the office.

Parents will receive a claim form from the school office. Claims can be processed only when the insurance company has received the claim form and copies of any bills and itemized statements. Instructions for filing your claim are on the reverse side of the claim form.

For further information, you may call 534-3189.

### **LIBRARY MEDIA CENTER**

The Waterford Union High School Educational Media Center (LMC) exists to support and carry out the high school curriculum. It provides students with opportunities for personal intellectual growth as well as creating an appreciation of the values of human achievement that are represented within the school walls.

Students are invited to use the materials and equipment that have been provided.

Students who are interested in using the LMC during a study hall period must report directly to LMC. Students must be in the LMC by the start of each class period. Students who use the LMC will sign an attendance slip.

#### **THE LIBRARY MEDIA CENTER PROVIDES THE FOLLOWING SERVICES:**

1. Materials to meet specific classroom and individual needs
2. Current reference collection for research
3. Catalogs print and non-print materials in two card catalogs (print and automated)
4. Opportunities to use print and non-print materials
5. Displaying projects
6. Reading guidance
7. Instruction in the use of materials and equipment
8. Computers for writing and printing assigned projects

Regular circulating materials may be checked out for the period of two weeks at one time. If students are not finished with the materials in the two-week period, they can bring the materials back to the LMC and renew them for another two-week period. Materials not returned on time are subject to a daily fine of five cents per material per day.

Reserve books may be checked out overnight and returned the next morning. The daily fine for reserve books is twenty-five cents per material per day.

Students are encouraged to use reference materials within the LMC as much as possible. Proper use of the LMC and the LMC facilities helps to facilitate positive and productive use of library resources.

All copying in the LMC will be charged at a rate of five (.05) cents per page.

## **THE COMPUTER WRITING LAB**

Housed in the Library Media Center at Waterford Union High School is the writing lab that is furnished with twenty-five computers. The writing lab is used extensively by students with assistance in their writing assignments. The writing lab is used extensively by the English department. This is an excellent resource and addition to Waterford Union High School. Students should become familiar with the writing lab to explore the potential use it has in developing good writing technique. For more information on the writing lab contact a member of the English department or a member of the Library Media Center.

## **LIBRARY MEDIA CENTER GUIDELINES**

The library Media Center is an area for students to do **research work** quietly with no interference. This should be kept in mind when using this facility.

### **Regulations**

1. All students must be in the library or in the sign-in line by the time the bell rings. Because the use of the library during study hall is considered a privilege, tardiness is not acceptable and students who are tardy will not be allowed in. Students will return to their study halls and accept tardy consequences from their study hall advisors.
2. All backpacks, food or drink (other than water) must be deposited at the door entrance.
3. Students will be allowed a limited number of bathroom/locker privileges each quarter.
4. Students should observe the following rules in the LMC:
  - A. Follow the directions of the LMC staff.
  - B. No eating or drinking is allowed in the LMC.
  - C. Students must be engaged in reading, writing, research or some other exercise for which the LMC is designed for usage. Students in doubt as to what the LMC may be used for should consult the library media specialist.
  - D. Back issues of reference magazines can be checked out for use in the LMC for research purposes.
5. Students should observe the acceptable use guidelines for computers and wireless devices in the LMC and CWL:
  - A. All students must have a signed Internet Acceptable Use Policy on file in order to use the Internet.
  - B. Students must use the computers for educational purposes. Unacceptable use of computers or Internet will result in a loss of privileges according to the Acceptable Use Policy.
  - C. Students who will be visiting websites with sound must use headphones.

Students who choose not to conduct themselves according to the rules will be subject to the following consequences:

First Offense:	Warning
Second Offense:	Student sent back to class and barred from LMC for two (2) weeks and parent contact
Third Offense:	Student sent back to class and barred from the LMC for four (4) weeks and parent contact with an administrator.
Fourth Offense:	Student sent back to class and barred from the LMC for eight (8) weeks
Fifth Offense:	Student sent back to class and barred from LMC for remainder of the year.

Students are accepted into the LMC before or after school (even if barred from LMC during class hours).

## **LIBRARY MEDIA CENTER HOURS**

Monday	7:00 A.M. - 3:30 P.M.
Tuesday	7:00 A.M. - 3:30 P.M.
Wednesday	7:00 A.M. - 3:30 P.M.
Thursday	7:00 A.M. - 3:30 P.M.
Friday	7:00 A.M. - 3:30 P.M.

## **MATERIALS CHECK OUT**

- A. You may be asked to present your school I.D. when checking out any materials.
- B. LMC books are checked out for a two-week period. Reference and reserved materials may be checked out overnight. LMC fines are general materials – 5 cents per day, per item; reserved material – 25 cents per day, per item.
- C. Overdue materials: it is the student’s responsibility to turn in materials before overdue fines occur. The LMC will notify homeroom teachers of overdue materials and fines; however, students are still responsible for their fines, whether or not their homeroom teacher has notified them. If a student has an overdue book(s) or owes a fine they will not be allowed in the LMC except before school, during their lunch hour, or after school.

## **SUBSTITUTE TEACHERS**

Substitute teachers are hard to find and are put in a difficult position by some students. Substitute teachers should be accorded the same respect as a regular classroom teacher. The responsibility is on the student to treat a substitute teacher with respect and courtesy the same that is due all people at Waterford Union High School.

## **INTERNET USE**

The Waterford Union High School Board of Education provides technology and the access to information to students and district employees for educational and research purposes only. As there is a possibility of misuse or abuse of this access through the school’s technology, the Board shall establish rules and procedures for the use of interactive technology.

The use of the Internet and similar communication networks by students and district employees is a privilege—not a right. Failure to follow established rules could lead to appropriate disciplinary action as well as the loss of access to the Internet or other networks through school accounts. Legal action may also be taken where/when appropriate. Students are also allowed to bring certain technological devices to school.

## **ACCEPTABLE USE**

### **Responsible Users:**

- may use the Internet to conduct research for assigned classroom projects,
- may use the Internet to explore other computer systems,
- will respect and uphold copyright laws and other applicable laws and regulations,
- will respect the rights and privacy of others not accessing private files,
- will follow all regulations posted in the computer lab or the room where computers are in use,
- will follow the directions of the adult in charge of the computer lab or other room where computers are used.

## **UNACCEPTABLE USE**

### **The following behaviors are not permitted:**

- sending or displaying offensive messages or pictures,
- using obscene language,
- using the Internet or LAN for purposes with no clear educational value,
- harassing, insulting, or attacking others,
- damaging computers or any items relating to the computer system,
- violating copyright laws,
- using another person’s password,
- trespassing in another person’s folder, work, or files,
- using the Internet for commercial purposes.

## **VIOLATIONS**

Violations of the conditions of use may result in a warning, loss of credit for the Internet or LAN assignment, loss of credit for the unit assignment as determined by the teacher who gave the assignment. Additionally, the following penalties will be imposed but are not limited to:

1st Violation - Parent notification and loss of the Internet or LAN privileges for five class days

2nd Violation - Parent notification and loss on the Internet or LAN privileges for nine weeks

3rd Violation - Parent notification and loss of Internet or LAN privileges for one (1) school year.

In addition, the student or district employee caught damaging a computer or any computer hardware or software will pay for damages.

## **PRIVILEGES**

Access to the Internet or Local Area Network via Waterford Union High School District is a privilege, not a right.

Users are reminded that Internet and LAN is a shared resource and it may be necessary to limit access time or put priorities in place for equipment use.

Users should be aware that use of the Internet and/or (e-mail) is not guaranteed to be private. The System Administrator will have access to all user accounts, including e-mail. Any messages relating to any illegal activities will be reported to proper authorities and will be dealt with.

To gain access to e-mail and the Internet, all students under the age of 18 must obtain parental permission and must sign and return the "Parental Permission Form" to the Media Director. Students 18 and over must sign their own form.

## **SECURITY**

### **BUILDING SECURITY**

After school begins, all students and visitors should enter through door number 1. Please be aware that WHS utilizes video surveillance as a means to provide a more secure facility. At no time do we assume the responsibility to prevent a poor decision due to these cameras. Waterford Union High School realizes that responsibility lies with the perpetrator.

### **VISITORS**

Visitors must present identification at the front door, sign in with the attendance office and wear a visitor badge. Student visitors are permitted for educational purposes only and need administrative approval.

### **TIP LINE/SAFE SCHOOL FORM**

To assist in maintaining a school-safe environment for student and staff, Waterford Union High School has established an online reporting tool and telephone tip line. Students and adults are encouraged to use the Safe School Form or telephone tip line to report incidents, bullying/harassment or safety concerns. Tip line number is (262)534-3189. Safe School Form can be found on WUHS website. Emergencies should be reported to the Waterford Police Department via 911.

### **STUDENT ABUSE AND NEGLECT**

Each professional staff member employed by Waterford Union High School who has reasonable cause to suspect child abuse or neglect shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a student by other than accidental means.

### **LOCK DOWN**

Students are expected to follow the directives as given by staff. If a student is in a location other than a supervised room or study hall, immediately find a safe location, such as a classroom, office, or nearest exit from the building. Cell phone use during a lock down procedure is prohibited, for it may create an unsafe situation or interfere with operations of school officials or law enforcement.

### **FIRE DRILLS**

A fire evacuation plan is posted in each room. Each student should study the plan and become familiar with it. Everyone must clear the building when a fire alarm goes off, without exception. The staff of Waterford Union High School cannot assume that it is a false alarm and it must be treated as a legitimate fire alert.

When a fire alarm sounds, leave the room immediately. No one is to pass another student or break the line of march. Running is not permitted. The first students to reach an outside door are to hold it open until all have left the building.

Students are not allowed to talk during a fire drill and are to remain at least 50 feet away from the building until the signal is given to re-enter. No one is to return to the building until the signal bell rings.

### **TORNADO DRILLS**

Notification of room evacuation due to a danger of an approaching tornado will be made over the loudspeaker or by student messengers. Teachers and students are to implement the directions swiftly and concisely.

### **POLICE CANINE UNITS**

In order to maintain a drug-free school, the Waterford Union High School District reserves the right to use specially trained canines, accompanied by law officials. The areas of exploratory sniffing would be outside lockers, vehicles parked on school property and other areas deemed appropriate. The searches will be used at the discretion of the District Administrator in conjunction with the Building Administrators.

# STUDY HALL

## STUDY HALL PROCEDURES

The purpose of the study hall is to have a quiet place to study. It is important that study halls be maintained as a place for study *at all times*.

To maintain a study atmosphere, the following rules have been established by the Administration:

1. Students are expected to study class materials, read a school-appropriate book, magazine, or newspaper.
2. Students are to be in their assigned seats when the bell rings. Silence and studying are to begin *immediately*.
3. Passes will not be signed until the above conditions have been established. Students must have a pass when checking out to another area.
4. Guidance and music passes must be obtained before the start of study hall.
5. Library – Students going to the library will report directly to the library.
6. Attendance will be taken. Students are marked absent if they are not sitting in their assigned seats.
7. If the student desires or is requested to spend a study hall period with a classroom teacher, he/she must secure a pass from that teacher at a time prior to the study hall period and present it to the study hall teacher who then signs it and excuses the student for the entire period or that portion of the period indicated on the pass.
8. Lavatory and locker passes will be discouraged.
9. Students are responsible for the appearance of the study hall. At the close of each period, all waste paper should be placed in the wastebasket.

## STUDY HALL EXPECTATIONS

1. Responsible use of wireless devices is allowed during study hall.
2. Student are permitted to listen to appropriate video /audio with one ear piece with teacher permission.
3. Sleeping is not permitted. Students are to sit in their seats with their books.
4. Granting permission for pupils to sit together to study will be at the discretion of the teacher. Students are not allowed to congregate to talk.
5. Students must report with study materials. Locker passes should not be issued.
6. Behavior that disrupts or detracts others in the study hall will not be tolerated.
7. Card playing or other games are not allowed.
8. Food, candy, and soda are not allowed during study halls.

## SENIOR PRIVILEGE POLICY

Seniors must obtain prior approval from the Dean of Students before early release or late arrival privileges begin. If a student is enrolled in a work/vocational release program, they are not eligible for senior privilege.

Required:

1. 1st or 8th hour study hall.
2. Parent approval.
3. No grades lower than a C.
4. No major behavioral or attendance infractions.

Students who violate behavior, grade or attendance expectations may have their senior privilege revoked.