

Wrightstown High School
Student Handbook

2024 – 2025



BELL SCHEDULES

Hour	Regular	Accelerated
1st Bell	7:56	7:56
1st Block	8:00-9:26	8:00-8:50
2nd Block	9:30-10:56	8:54-9:44
Lunch A	10:56-11:26	----
Homeroom A	11:30-12:09	----
Homeroom B	11:00-11:39	----
Lunch B	11:39-12:09	----
3rd Block	12:13-1:39	9:48-10:37
4th Block	1:43-3:09	10:41-11:30

Student learning is the district's highest priority.

- Student learning is composed of:
 - intellectual development*
 - human and social development*
 - career development*
- All students can learn, can demonstrate what they have learned, and their learning is measurable.
- Students learn best when there is a continuous challenge to achieve at higher levels and when instruction is differentiated to accommodate student learning needs.
- Student learning is enhanced when there is an environment that fosters a joy of learning, positive student relations, honesty, trust, responsibility and respect.
- As we interact in an ever-changing, globally diverse environment, students must demonstrate consideration and understanding for the diversity of thoughts, beliefs, and people.
- Family, students, staff and community all share the responsibility of providing a productive, safe, and compassionate learning environment.
- Ongoing professional development ensures a highly qualified staff, which is necessary for student success.
- Annual District goal setting is important to ensure focus on continuous district improvement and decision-making that will be based on the use of data.

STUDENT EXPECTATIONS

intellectual development

- the ability to be ready for further education and the workforce upon high school graduation
- the opportunity to be challenged individually to reach the greatest potential in reading, writing, mathematics, social studies, and science
- the ability to communicate effectively with a range of audiences, including the ability to access, synthesize, and present information
- the ability to think critically, utilize information and information-technology to solve problems, to develop opinions and to make decisions
- the opportunity to ask questions, critique and cite evidence, and apply knowledge

human and social development

- the knowledge and understanding of the rights, privileges and responsibilities of United States and global citizenship
- the knowledge and positive habits they need to be physically and emotionally healthy individuals
- the understanding of the importance of daily attendance, punctuality and active engagement in the learning process
- the knowledge and skills required to be socially responsible citizens who give back to the community as a whole
- the ability to demonstrate consideration and understanding for the diversity of thoughts, beliefs, and people
- the skill, work ethic, concentration, and stamina to respond to rigorous levels of accountability and learning

career development

- the competencies they need to be self-directed individuals who display initiative, set priorities, establish career and life goals
- the knowledge and understanding of the range of career choices available to them and the actions required to pursue specific career paths
- the skills required to work effectively and safely with others
- the independence and self-sufficiency to analyze, problem solve, set goals, and take responsibility for college and career readiness

Parent expectations

- the ability to build relationships through communication with teachers and school administration
- the understanding of the importance for independence and accountability for their children
- the knowledge and understanding for the need to have children prepared, on-time, and ready to learn
- the understanding for the need to provide a conducive environment for homework that fosters independence, stamina for learning, problem solving, and self-reliance
- the ability to access and utilize all the resources available to foster a positive and stable environment for children

NOTICE OF NONDISCRIMINATION POLICY

It is the policy of the Wrightstown School District that no person may be denied admission (S.118.13) to any public school in this district or be denied participation, be denied the benefits of, or be discriminated against because of the person's age, sex, race, religion, national origin, ancestry, discriminatory pre-employment inquire, creed, pregnancy, military service, marital or parental status, sexual orientation, color, gender identity, gender expression, gender non-conformity or physical, mental, emotional or learning disability in any curricular, career and technical education, extracurricular, public service, recreational, or other school program or activities; nor discriminate in class, programs facility usage, standards, rules of behavior or disciplinary measures, including suspensions and expulsions; bequests, scholarships and other aids, benefits or services to students from private agencies, organizations or persons: methods, practices and materials used for counseling, testing or evaluating students; grading systems; selection and evaluation of instructional and library materials and food service. This policy also prohibits discrimination as defined by Federal law, Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 of the Rehabilitation Act (handicap), and Americans With Disabilities Act of 1990 (disability). Any complaints should be sent to Wrightstown School, District Administrator, 351 High Street, Wrightstown, WI 54180. Any Title IX complaints should be sent to the District's **Title IX Coordinators**: Dan Storch, Business Manager 920-532-5551 x3200, Wrightstown Community School District, 351 High Street, Wrightstown, WI 54180, storch@wrightstown.k12.wi.us, Caroline Mihalski Director of Student Services, 920-532-5551 x 5001, Wrightstown Community School District, 351 High Street, Wrightstown, WI 54180, mihalski@wrightstown.k12.wi.us

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GRADING SCALE

Wrightstown High School uses a universal grading scale across all classes with the exception of AP classes that carry weighted grades. Any variation to the grading scale will be noted in the course syllabus.

A	93-100	4.000
A-	90-92.99	3.667
B+	87-89.99	3.334
B	83-86.99	3.000
B-	80-82.99	2.667
C+	77-79.99	2.334
C	73-76.99	2.000
C-	70-72.99	1.667
D+	67-69.99	1.334
D	63-66.99	1.000
D-	60-62.99	0.667
F	<60	0.000

GRADUATION REQUIREMENTS

A. Four years of high school attendance.

B. 27.0 total credits including:

- a. 4.0 credits of English (Including ½ credit of Public Speaking)
- b. 3.0 credits of Social Studies
- c. 3.0 credits in Science
- d. 3.0 credits in Mathematics
- e. 0.5 credit in Health

- f. 1.5 credits of Physical Education
- g. 0.5 credit of Personal Finance
- h. Additional elective credits will also be needed to meet the total credit graduation requirement

ACADEMIC RECOGNITION

- Every A is worth 4 points
- Every B is worth 3 points
- Every C is worth 2 points
- Every D is worth 1 point
- The calculation is based on grades earned in quarter 1, quarter 2, and quarter 3. Semester grades are not used in the calculation. Weighted classes receive an additional bump of .33 grade points. Students need a total of 78 points or more in order to receive an academic letter. Seniors will be required to earn 74 points in order to earn an academic letter consistent with the decreased credit requirement.
- First-time recipients get an academic letter and a certificate
- Second and third-time recipients get a certificate and a bar
- Four-time recipients receive a bar, certificate, and a 4-year plaque

GRADUATION CEREMONY

No student may participate in the graduation ceremony unless all graduation requirements and obligations are met. The student's participation in the graduation ceremony is a privilege, not a right. The student may also be restricted from participation for excessive unexcused absences or for disciplinary reasons (including unserved detentions and for any unpaid fees.)

ATTENDANCE PROCEDURES

The state of Wisconsin mandates regular daily attendance of all students, and it is expected of all students as it is an important factor in scholastic success. Please note the following concerning attendance:

1. **Parent or guardian should call the high school office by 10:00 am on the day of the absence due to illness or family emergency.**
2. Parents or guardians may also leave a message on the voicemail system 24 hours a day.
3. Failure to call on the day of the absence may result in the student being unexcused for the day.
4. Failure to be excused will result in a detention or suspension, and the student may lose credit for the missed work in his/her classes.

Absence is legally excusable only for sickness, certified by a medical doctor. However, under normal circumstances, a note from the parent/guardian is accepted as a valid reason for absence.

PRE-EXCUSED ABSENCES

Any student who has a scheduled medical/dental appointment, court appearance, college/technical school visitation, field trip, or family commitment should complete a **pre-excused absence form at least one day before** the absence occurs. The student must request a form from the high school office, have the form filled out by his/her teachers, and then return the completed form for approval by the building administration.

UNEXCUSED ABSENCES

Absences from school for reasons other than those listed above shall be considered unexcused (truant) and dealt with in accordance with the district's truancy plan and state law requirements. Please remember that the building administration is designated by the Wrightstown Board of Education as being responsible for determining whether an absence is excused or unexcused. **Note: oversleeping due to malfunctioning alarm clocks will not be considered excused!**

EXCESSIVE ABSENCES

The administration shall notify the parent/guardian of any student accumulating an excessive number of absences. Personal conferences shall be requested as necessary. According to Wisconsin State Statute 118.15(3)(c), a student is only allowed up to 10 excused absences a year.

CONDITIONS FOR MAKING UP WORK MISSED DURING ABSENCES

- Students will be allowed to make up all work missed without penalty and within a timeframe established by the teacher when absences are excused.
- Although passing or failing a class cannot be based solely upon attendance, students will be required to make up work missed during an unexcused absence.
- Students with pre-arranged absences will be required to complete work assigned during the period of absence within a timeframe established by the teacher.

FALSIFIED NOTES/TELEPHONE CALLS

Any falsified notes or telephone calls concerning attendance will result in disciplinary consequences, including possible suspension.

LEAVING THE BUILDING

Parents or guardians must give a written or telephone request to the office before the student can be authorized to legally leave the school. Only emergency home situations, illness, or appointments, which cannot be scheduled at other times, such as doctor/dentist should be reasons for parents releasing their son/daughter. The students will be given a permit to leave the building; this permit verifies their release to leave. **Note: students must never just leave the building without contacting the office prior to their exit, even in the case of illness. A consequence will be issued for any student who leaves the building without proper office approval prior to his/her exit.**

TARDINESS

Tardiness to class is not permitted. The instructor has the discretion to set his/her own realistic tardy policy. School detention time may be issued for any unexcused tardy. Students who are tardy to the first hour of the day will be sent directly to the office and will not be admitted to class without a pass.

BUSES

The school bus is considered to be an extension of the classroom. Students shall conduct themselves while on the bus in a manner consistent with established standards for classroom behavior.

In cases when a student fails to conduct him/herself properly, such misconduct should be brought to the attention of the principal by the bus driver. If continuing or extremely serious problems exist, the student's bus riding privileges may be suspended. Guidelines for proper notification of parents/guardians and due process shall be established by the principals.

BUS RIDER RULES

Students are expected to follow the rules established by the bus driver at all times. Bus drivers maintain a logbook of student behavior and may assign seats. Failure to follow these rules will result in the following consequences.

1st offense: Verbal warning and an incident report sent to principal and parent/guardian.

2nd offense: Same as first offense plus principal confers with student & bus operator and suspends student from the bus for three days.

3rd offense: Same as the second offense plus the student is suspended from the bus for 1 month.

Subsequent or severe behavior may result in going directly to stage 3 and suspension of riding privileges for up to the remainder of the year.

CELL PHONES/PERSONAL COMMUNICATION

High school students are allowed to use electronic communication devices during passing times and lunch periods. High school students are expected to keep their electronic communication devices turned off and are strictly prohibited for use in restrooms and locker rooms. Use in the classroom is at the discretion of the

classroom teacher. The school is not responsible for the security of such items and may examine cellular phones and search their contents if there is reason to believe that school policies or rules have been violated. Failure to follow these expectations will result in the following consequences:

1. **First offense** = electronic communication device (ECD) is taken to the office for the remainder of the school day.
2. **Second offense** = ECD is kept in the office until the student's parent or guardian picks up the device.
3. **Third offense** = office detention

NO	RESTRICTED	YES
Restrooms	Classroom/Resource	Lunch
Locker Rooms		Study Hall/Library
Detention/Suspension		Passing Time

REFUSAL TO COMPLY

If a student refuses to turn over the cell phone or personal communication device to any school person of authority, the incident will be brought to the attention of administration and may result in suspension of the student.

DETENTIONS

When a detention(s) is assigned to a student, the detention will be logged in Skyward by the teacher, the principal, a secretary or an aide. Unless directed otherwise, the student will be expected to serve his/her detention before or after school within the next two school days. If a detention is missed, the detention will double. Should the detentions remain unserved, additional discipline will result which can include in-school suspension, removal of school privileges, and/or athletic and extracurricular penalty.

DRESS-CODE

School dress, as long as the dress and grooming meet reasonable standards of health, cleanliness, safety and appropriateness, should not affect or disrupt the learning process within the classroom or school. Within these guidelines, the following will be considered inappropriate:

1. Clothing which has slogans, words, or in any other way depicts illegal, racial, vulgar, sexual or suggestive themes, or identification with any anti-social organization (gangs or cults)
2. Clothing which could be considered revealing, offensive, or of a disruptive nature
3. Clothing which advertises, displays, or promotes the use of tobacco, alcohol or illegal drugs or promotes establishments or events whose sole purpose is the distribution of alcoholic beverages/illegal drugs
4. Hats, caps, hoods, and bandanas
5. Going barefoot or stocking foot
6. Shorts that conform to the body contour (Lycra-Spandex) unless covered by other garments
7. Any clothing that reveals undergarments
8. Clothing made of see-through mesh without another pant/shirt underneath
9. Low-cut clothing and/or clothing that exposes the midriff

Students who are not in compliance will be required to change into something school appropriate. If a student does not have an acceptable alternative for clothing that is in violation, the school may issue appropriate attire. Refusal to change may result in suspension.

FIRE & TORNADO DRILLS

Fire drills will be held monthly throughout the school year. State Statute 941.13 forbids giving false alarms, tampering or removing without authorization any fire extinguishers or other fire-fighting equipment. Persons caught breaking the law will be turned over to the proper authorities and will also be disciplined by the school. A tornado drill is held at least once a year. In each room a poster is provided which will direct students to a safe location.

OTHER EMERGENCIES

In case of emergency, there are posted plans in each classroom on green, orange, yellow, and red cards specific for each emergency. Teachers and staff routinely rehearse these emergency procedures. Teachers will give specific directions to follow and help the students to safety.

SCHOOL CLOSING

In case of severe weather, the official announcement for school closing may be heard over TV and/or radio stations. The school also has a notification system that alerts parents and staff of the closing.

DANCE REGULATIONS

All aspects of the school code apply at dances as they would during a regular school day. Permission for school-sponsored dances must be obtained from the principal. Students bringing a guest who does not attend Wrightstown need to complete a guest permission form from the office. Students are responsible for the behavior of their guest if their guest is not a student at Wrightstown High School.

Wrightstown High School reserves the right, with or without cause, to decline the request of any non-Wrightstown High School student. **The minimum grade level for all guests is the 9th grade and the maximum age is 19.** Guests must always have photo identification in his/her possession, especially upon entry to the dance. If an ID is not presented, entrance to the dance will be refused without refund of ticket price.

A minimum of one deputy will police each dance. Students and guests are expected to remain at the dance at all times unless excused by the chaperones. Once a student leaves, re-entrance will not be allowed.

EXTRACURRICULARS

All extracurricular activities are to be completed by 11:00 p.m., unless arrangements have been made with the building principal. Hours for special events will be communicated prior to the event.

In addition, in the event of school closure due to inclement weather, all activities are canceled for that school day. All students are to vacate the building during these closings. Two possible exceptions to this policy are scheduled WIAA tournament events and voluntary practice determined at the discretion of the Activities Director and the building principal. The Activities Director will determine cancellation of a WIAA event, while the Wrightstown High School building principal has the authority to allow scheduled Wrightstown auditorium productions to proceed without cancellation--if determined that weather conditions have improved to allow safe travel to that event.

HOMECOMING

Each fall specific expectations will be communicated to the students in regards to expected behavior for Homecoming Week. Any student found in violation of these guidelines will be prohibited from participating in any phase of the event--including attendance of school functions, the game, and the dance.

EXTRACURRICULAR ATTENDANCE/PARTICIPATION

Students must be in attendance the entire school day in order to participate or attend Wrightstown High School extracurricular activities. Pre-excused absences, appointments, or absences due to an unforeseen emergency (if communicated to the school in the morning of the emergency) will not affect the student's ability to participate or attend. If a student's absence is unexcused or due to illness, then he/she will not be allowed to participate or attend that day's practice/event. In addition, any definite unexcused absence (skipping) will result in the consequence of the student being withheld from the next held game/event.

EXTRACURRICULAR AND FIELD TRIP TRANSPORTATION

Any student riding on a school bus or school-approved vehicle must return on the same vehicle unless the coach approves and receives a written signed release by the parent/guardian regarding their son/daughter needing to return by other means. Parents may transport other students with the written permission of the other student's parents in advance of the event. Necessary forms are available through the office or the coach.

FOOD AND DRINK IN THE BUILDING

The student's consumption of food and beverages in the building during non-lunch hours is a privilege. Students will be expected to clean up after themselves and follow all classroom and cafeteria expectations.

GUIDANCE AND COUNSELING

If you need help with scheduling, course selection, career decisions, or confidential matters, contact the guidance office. Please remember that counselors are bound by State Laws regarding the reporting of any emotional, sexual or physical abuse. It is not the school's obligation to determine guilt or innocence--only to report what has been discovered or stated.

Confidentiality: The guidance department is also bound to the ethical code of confidentiality. All information will be kept confidential unless it violates one of the following:

1. The student reports any physical, emotional, or sexual abuse. (Report to Social Services)
2. The student reports that they plan to harm themselves or cause harm to someone else. (Report to proper authorities and/or parents)
3. The student reports information that may lead to the discovery of someone else being harmed or in danger of being harmed. (Report to proper authorities and/or parents)

Please feel free to call the guidance department with concerns or questions; it is a positive means to develop that link between home and school.

HALLS

Students should be in the halls only at the beginning and closing of the school day and while moving from one class to another, unless they have special permission or special duties. Students in the halls during class time must have passes. Running and shouting in the halls is never permitted.

LIBRARY

The library is open from 7:45 a.m. to 1:45 p.m.

RENEWAL OF MATERIALS

Books not in demand may be renewed for another loan period.

RETURN OF MATERIALS

All borrowed materials should be returned to the library book drop on time and in good condition. Each borrower is personally responsible for the materials checked out in his/her name.

LOSS OF MATERIALS

Students who lost or damaged library materials are charged the amount necessary to replace or repair the item. Should the lost item later be found and returned in good condition, the amount collected will be refunded. Borrowing privileges will be discontinued to anyone on the overdue list until he/she clears his/her record. Borrowing privileges will be discontinued to anyone who has in his/her possession materials not checked out properly.

Students using the library during a study hall period must arrive before the bell rings and remain until the end of the period. A student coming from a class to the library must present a pass signed by the classroom teacher bearing the time and date and remain until the end of the period unless the teacher indicates to return, in which case the librarian will sign the pass for return to the classroom. Students should not plan on signing out of the library to another resource area. This is done through study hall.

Students will be excluded from the library for the following reasons:

- Damage to library
- Leaving the library without permission
- Persistent talking and disturbing of others
- Consistently arriving with no school work
- Chewing gum

SENIOR PRIVILEGE

Seniors who are in good standing academically (defined as having at least a 1.67 GPA and no failing marks for the previous grading period) are eligible to be excused from either 1st or 8th period study hall with parental permission. This permission will be revoked for the remainder of the current semester in the event of any unexcused absence or the accumulation of more than 10 tardies. The high school principal or his/her designee reserves the right to discontinue privilege for any other reason that he/she sees fit.

LOCKERS

A hall locker is furnished to each student when he/she enters school. The following regulations apply not only to the student's hall locker but also to any additional lockers assigned to him/her elsewhere in the building:

- The student must assume all responsibility for the contents of his/her locker. The school is not responsible for any losses that the student may incur. Therefore, students should **never** leave their lockers unlocked or share their locker combinations with another student.
- As the Wrightstown School District owns all hall, locker room, and athletic team room lockers, the school has the right to inspect lockers at any time and to search the locker's contents.
- Report any locker problems to the high school office.

LUNCH

Parents are required to maintain a positive balance in their student's lunch account. Balances can be checked via the parent portal in Skyward. Students with a negative balance will be informed of the need to deposit money in their account.

All parents are encouraged to apply for free or reduced meals to see if they qualify. Forms are available at the school office. All transactions including ala carte items for breakfast and lunch will be deducted from the student lunch account.

Seniors with negative balances in the family lunch accounts must be paid in full prior to being awarded a diploma. Senior or withdrawing students with positive balances of \$2.00 or more can be transferred to a younger sibling's account or will be refunded by check after the student's last day of school.

No student may charge on another student's account. This will result in disciplinary consequences.

PARKING / VEHICLES

Your car is not to be moved or accessed during the school day unless you have permission from the office. Reckless or careless driving in or around the school will be referred to the proper authorities and will result in loss of parking privileges. Student vehicles should not be in the staff/visitor parking lot at any time. Student vehicles are also not allowed in the back of the building. A failure to abide by parking rules may lead to a loss of privilege. Student vehicles are subject to search by school officials.

STUDENT ACADEMIC PROGRESS / PROGRESS REPORTS

Progress reports will be posted at the midpoint of each quarter to the parent or guardian of any student not meeting his/her potential in the classroom. Teachers are expected to maintain current and accurate gradebooks online for parents to view. Parents are encouraged to contact teachers via email and parent teacher conferences if there are concerns.

REPORT CARDS AND INCOMPLETE GRADES

All students are given a quarter grade at the first and third nine week grading period. Quarter and semester grades will be issued at the end of the second and fourth nine week grading period. A student receiving an incomplete (I) in a subject, must make arrangements with the teacher and complete all missing work within a two-week period of time from the time the grade is received, or the incomplete (I) will automatically become a failure (F). Exceptions may be made for students who have been absent from school for an extended period of time due to illness or extenuating circumstances beyond the student's control. Arrangements must be made with the principal before an extension will be granted.

SCHEDULE CHANGES

Students may add or drop a course within the first two weeks of the course. Students who drop a course after the two-week period will receive an F on their transcript for the remainder of that semester, unless both teacher and student agree that the change is warranted. Students should check with the Guidance Office for the specific dates for the Add/Drop period. Add/Drop forms are necessary for any changes that occur after the two-week period. Forms may be obtained from the Guidance Office and require signatures from the parent and the teacher. Students must continue to attend their original courses until this form has been completed and processed.

STUDENT BEHAVIOR

Acceptable behavior is expected of all Wrightstown students while in school and at all school-sponsored activities. Acceptable behavior demonstrates respect for authority and concern for the rights of others. The following are some personal and property rights violations which may result in disciplinary action, suspension, expulsion, criminal charges, or a combination of the stated consequences:

- Physical threats, violation to persons, physical assault, or severe verbal intimidation at school or at school activities. Any conduct which endangers the property, health, or safety of an employee or a school board member of the school district is grounds for expulsion.
- Stealing of school or personal property, destroying or defacing school property or personal property of others.
- Acts disruptive and coercive to the operation of the school and school activities, or impeding on others' freedom to properly utilize school facilities and programs.
- Verbal abuse of teachers or other school personnel, or insubordination to school personnel, profanity, vulgarity, or defiance of duly constituted authority.
- Destruction of classroom materials, study activities, or other school materials/facilities.

CODE OF CLASSROOM CONDUCT

In accordance with Wisconsin Statute 120.13(1) Wisconsin classroom teachers and administrators have the authority to remove students from classrooms for disciplinary or behavioral reasons. A student may be removed from class for conduct or behavior which (a) violates the district's policies regarding suspension or expulsion; (b) violates the behavioral rules and expectations set forth in a Wrightstown School District Student Handbook; (c) is disruptive, dangerous, or unruly; (d) which otherwise interferes with the ability of the teacher to teach effectively; or (e) which is incompatible with effective teaching and learning in the class.

Behavior which is disruptive, dangerous, or unruly may include but is not limited to:

- Inappropriate physical contact intended or likely to hurt, distract, or annoy others, such as hitting, biting, pushing, shoving, poking, pinching, or grabbing.
- Inappropriate verbal conduct intended or likely to upset, distract, or annoy others, such as name calling, teasing, or baiting.
- Behavior which may constitute sexual or other harassment.
- Repeated or extreme inappropriate verbal conduct likely to disrupt the education environment, particularly when others are talking or during study time.
- Throwing any object, particularly one likely to cause harm or damage.
- Inciting other students to act inappropriately or to disobey.
- Loud, obnoxious, or outrageous behavior.

Behavior that interferes with the ability of the teacher to teach effectively may include but is not limited to

- Not listening attentively, not obeying all instructions promptly, or not responding appropriately when called upon.
- Being non-compliant, distracting others, diverting the class from the lesson.
- Being defiant or disrespectful to the teacher through words, gestures, or other overt behaviors.
- Other behavior likely or intended to sabotage or undermine the instruction.

SUSPENSION

A student may be suspended for a violation of reasonable and lawful school rules for conduct while at school which endangers the health, safety, and property of others. A suspended student may be sent home for a period not to exceed five days as provided under 120.13(1). During this period, a conference shall be arranged between the parent, student, and building administrator.

EXPULSION

Section 120.13 (1) of the Wisconsin Statute permits the school board to expel students for the following reasons:

- Repeated refusal or neglect to obey school rules.
- Conveying a threat or false information concerning an attempt or alleged attempt to destroy school property by means of explosives.
- Engaging in conduct while at school or while under the supervision of a school authority which endangers the property, health, or safety of others.
- While not at school or while not under the supervision of a school authority, engaging in conduct which endangers the property, health, or safety of others at school or under the supervision of a school authority.
- Engaging in conduct which endangers the property, health, or safety of an employee or a school board member of the school district.
- Is at least age 16 and 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 such conduct does not constitute other grounds for expulsion.
- Possessing a firearm while at school or while under the supervision of a school authority (as defined by 18 U.S.C. 921 (a)(3)).

BULLYING/HARASSMENT POLICY

Wrightstown High School is committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from harassment, intimidation, bullying, or cyberbullying.

Definitions:

1. The terms "harassment", "intimidation", and "bullying" shall mean any written or other visual communication, verbal communication or physical act, gesture or omission, engaged in with the intent to, creating a substantial and unjustifiable risk of, creating the threat of, or with the natural end result of:
 - a. Physically, emotionally or mentally harming a student, staff member, volunteer, patron or a member of such person's immediate family, or damaging the student, staff member, volunteer, or patron's property; or
 - b. Substantially interfering with a student's educational experience; or
 - c. Being so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - d. Having the effect of substantially disrupting the orderly operation of the school; or
 - e. Casting a student, staff member, volunteer, patron or member of such person's immediate family in such light as to subject them to torment, ridicule or shame, regardless of the veracity of the facts upon which the actor has acted; or
 - f. Constituting a crime pursuant to federal, state or local laws, statutes or ordinance; or
 - g. Subjecting any student, staff member, volunteer, or patron to unwanted or illegal pornographic material or other offensive content.
 - h. Portraying any student, staff member, volunteer, or patron in a state of nudity, engaging in sexual acts, or in such a state of near nudity as to subject such person to shame and embarrassment;
 - i. Indirect bullying (spreading rumors, excluding someone from social groups, etc.).
2. The term cyber-bullying shall mean any harassment, intimidation or bullying, as defined above, when such is accomplished utilizing electronic communication media. Such media includes, but shall not be

limited to, email messages, text messages, instant messages, social networking sites, internet based video sites, and posting of blogs;

3. Attempts – planning and/or engaging in harassment, intimidation, bullying and cyberbullying activity shall be regarded for purposes of this policy in the same way as if the offender had been successful in completing the harassment, intimidation, bullying or cyberbullying activity;
4. Solicitation – the solicitation of another person to engage in harassment, intimidation, bullying and cyberbullying activity shall be regarded for purposes of this policy in the same way as if the offender had been successful in him or herself completing the harassment, intimidation, bullying or cyberbullying activity;
5. Conspiracy – conspiring with two or more individuals to engage in harassment, intimidation, bullying and cyberbullying activity shall be regarded for purposes of this policy in the same way as if the offender had been successful in him or herself completing the harassment, intimidation, bullying or cyberbullying activity;
6. Harassment, intimidation, bullying and cyberbullying, are prohibited. False reports or retaliation for harassment, intimidation, or bullying also constitute violations of this rule.

If such activity is engaged in on school grounds, during school sponsored activities including sports activities, is engaged in on any district provided transportation or at any official school bus stop, is engaged in utilizing school provided or owned/leased electronic computer equipment, or is received with the assistance of school provided or owned/leased electronic computer equipment, then the offender(s) shall be subject to discipline pursuant to district disciplinary policy.

The high school has no duty to regulate off-campus Internet messages, statements, postings, or acts. Nevertheless, the high school reserves the right to regulate, review, investigate, and discipline students for harassment, intimidation, bullying or cyberbullying, or for other disciplinary violations when such activities threaten violence against another student or otherwise disrupt the learning environment or orderly conduct of the school, school business, or school activities. The high school's reservation of rights does not impose a duty to regulate or review off-campus internet messages, statements, postings, or acts.

Depending on the frequency and severity of the conduct, measures such as intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and change the behavior of the offender. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. Parents of students who are impacted by harassment, intimidation, bullying and cyberbullying will be informed of the incident.

CRIMINAL CHARGES

In addition to the following violations being grounds for suspension, or possible expulsion, criminal charges will also be filed for:

- Fighting
- Severe abusive, intimidating or disruptive language
- Theft
- Reckless driving on school grounds
- Sexual or other flagrant harassment
- Behavior or acts which severely interrupt the educational process of the school
- Unauthorized distribution of prescription drugs. NOTE: the school will provide authorized personnel to distribute prescription drugs which need to be dispensed on a regular schedule.
- Drug or alcohol use or possession on school grounds or during school events. This includes being under the influence of any known mood-altering substances.

NOTE: a Wrightstown School District employee, or law enforcement officer, authorized by the Wrightstown School Board may require a public school student to provide one or more samples of his or her breath for the purpose of determining the presence of alcohol in the student's breath whenever the authorized employee or officer has reasonable suspicion that the student is under the influence of alcohol while he/she

is: on school premises; in a motor vehicle, if a student attending the school is in the motor vehicle; or while participating in a school-sponsored activity.

Refusal to submit to breath testing will be considered a violation of the Wrightstown School District alcohol use policy. The student will then be subject to the same consequences that are in effect for positive indication of alcohol use.

TOBACCO USAGE

As mandated by the WI State Legislature, all public school property is off limits to tobacco usage. A student may not use tobacco products while in school, on school grounds, or at any school function. Violators will be suspended from one to three days depending on the circumstances. Tobacco products which are visibly displayed by the student, or kept by the student on school property, will be confiscated. Per Wisconsin Law, e-cigarettes are considered a tobacco product and are not permitted on school grounds.

ALCOHOL/CONTROLLED SUBSTANCES

No student may be in school, on school grounds or at any school sponsored function while under the influence of alcohol or a controlled substance, or with any alcohol or controlled substance in his/her possession. Violators will be suspended for up to five days and may be considered for expulsion. Local police authorities will be notified.

WEAPONS AND EXPLOSIVES

No student may have any kind of weapon, facsimile weapon, or explosive (including fireworks) in school, on school grounds, or at any school sponsored function. As mandated by state and federal law, any unauthorized possession of weapons by students shall be grounds for expulsion and will result in contact of the local law authorities. This includes, but is not limited to guns, knives, bows/arrows, etc.

WORK PERMITS

The Department of Workforce Development's Equal Rights Division has developed an **online work permit application tool**(<https://dwd.wisconsin.gov/er/laborstandards/workpermit/>).

START COLLEGE NOW

Wrightstown juniors and seniors have the option to take courses from post high school institutions - such as vocational-technical schools or four-year universities. Any course, which is taken off the Wrightstown campus, will not be included in the student's cumulative grade point. If the student takes a course which is comparable to a course offered at Wrightstown (such as an introductory Spanish class, when Spanish is also offered at Wrightstown) then the student is responsible for the fees associated with the class. Application for district financing of a course which would receive high school credit AND is not offered by Wrightstown (such as a speech course in Italian, when Italian is NOT offered at Wrightstown) must be made in the school semester prior to the one in which the student wishes to attend. Application for any district financed course for the fall semester must be made by March 1st. Application for any district financed course for the spring semester must be made by October 1st. The application for district financing and course approval must be made to the Wrightstown Board of Education, who will make a determination for acceptance or rejection. For further information, contact the guidance office.

- Students must have completed 10th grade.
- Students must be in good academic standing with an accumulative grade point average of 2.6 or higher, which may be subject to individual review. The student grade point average will meet or exceed admission criteria for college courses taken under the Start College Now program.
- Participation may be denied if the student has a record of poor attendance or disciplinary issues.
- Students may take up to 2 courses per semester that align with an identified career pathway. The student's Wrightstown courses and Start College Now courses will not exceed 8 total courses per semester.
- The student/parent will be required to reimburse the school district for tuition, fees, book, and material cost if the student fails or fails to complete a course.

- The Wrightstown School District will award ¼ credit per 1 college course credit.

MILITARY STATEMENT

Wrightstown High School shall provide, upon a request by military recruiters or an institution of higher education, access to high school student names, addresses, and telephone listings, referred to as directory data under s.118.125, Wis. Stat. A high school student or the parent of the student may request that this information not be released without written parental consent.

STUDENT RECORDS

The origination and maintenance of appropriate student records are essential to the effective operation of the District and meeting the educational interests of students. The rights and responsibilities of students, parents and the District with respect to student records are governed by State and Federal law (Board Policy 8330 - Student Records). Many student records are kept by teachers, counselors, and administrative staff. There are two (2) basic kinds of student records - directory data and confidential records.

Directory data can be given to any person or organization when requested, unless the parents of the student object in writing to the disclosure as required under school policy and State and Federal law. Directory data is specified in Policy 8330 - Student Records and includes a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, dates of attendance, and date of graduation. Directory data also includes a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a District's electronic systems, if, standing alone, it cannot be used to access student education records, (i.e. a pin number, password, or other factor is also needed).

If parents and eligible students do not submit such written notification to the District, directory data may be utilized by the District Administrator in District-wide publications or on the District's website. The directory data used will be properly verified and approved by the District Administrator.

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parent(s) consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent's written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, please contact the high school principal or consult the Board Policy 8330 - Student Records and associated Administrative Guidelines.

Parents and students are reminded of: 1) their rights to inspect, review and obtain copies of students records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; 4) the categories of student record information which have been designated as directory data and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the student's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or their parents;
- B. mental or psychological problems of the student or their family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;

- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or their parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Family Policy Compliance Office in the U.S. Department of Education administers both Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA). Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW 20202-4605
 Washington, D.C.
www.ed.gov/offices/OM/fpco

STUDENT DUE PROCESS RIGHTS

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines in Policy 5611 - Due Process Rights:

A. Students subject to suspension:

The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with the District Administrator. This conference will serve as the opportunity for the student to respond to the charges against the student. If the District Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged.

B. Students subject to expulsion:

Prior to expelling a student, the Board must hold a hearing. A student and their parent must be given written notice of the intention to expel and the reasons therefore, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and their parent to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or their parent may appeal the expulsion consistent with Chapter 120.13, Wis. Stats.

RELIGIOUS ACCOMMODATIONS

The district will provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. If a student and or parent/guardian believes that religious accommodations are not adequate the Administrator should be contacted. For more information refer to Board of Education Bylaws 0147 (copies of all Board policies are in the school office or on the school's website).