

# STUDENT HANDBOOK

## ACKNOWLEDGEMENT FORM

By signing below, I acknowledge that the handbook has been explained to me and that I understand the consequences associated with certain behaviors.

**Grade:**                      9                      10                      11                      12  
**Please Circle**

**Advisor:** \_\_\_\_\_

**Student Name – Printed:** \_\_\_\_\_

**Student Name – Signature:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

**Please return signed form to your Advisor  
or the Wausau EGL Academy Office.**

**Thank you.**



## **Student Handbook 2017-2018**

**2607 N 18<sup>th</sup> Street  
Wausau, Wisconsin 54403  
(715) 261-0625**

### **FACULTY and STAFF MEMBERS**

**Katie Gilles - School Counselor  
Michael Krohn - Lead Teacher and Instructor  
Kristine Sladek - Instructor and Advisor  
Taryn Fuller - Instructor and Advisor  
Michelle Lindell - Instructor and Advisor  
Joshua Kaphaem - Instructor and Advisor  
Mary Huhta - Technology & Engineering Instructor  
Cindy Bartz - Special Education Instructor  
Noel Phelps - Special Education Para-Professional  
Betsy Hart - Administrative Assistant**

**Wausau School District Administrative Center  
415 Seymour Street  
P.O. Box 359  
Wausau, Wisconsin 54403  
(715) 261-0505**

## **WSD Continuous Nondiscrimination Notice**

The Wausau School District does not discriminate against individuals on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Federal Law prohibits discrimination in education and employment on the basis of age, race, color, national origin, sex, religion or disability.

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

### Hmong

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

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

### Spanish

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

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

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## **Wausau EGL Academy**

### **MISSION**

**The Mission of Wausau Engineering and Global Leadership Academy** is to engage learners to become productive adults serving others as leaders, problem-solvers, and communicators.

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### **VISION**

**The Vision of the Wausau Engineering and Global Academy (EGL)** is reflective of the broader community's wish that all WSD graduates have ample opportunities to learn and apply critical thinking, problem solving, and life skills in their academic and personal lives. Wausau EGL Academy will become the learning laboratory not only for its students and teachers, but for the larger school community as the District infuses these critical skills throughout all levels and all curricular areas.

## CHEATING POLICY

Wausau EGL Academy students and staff live and work by a set of Core Values that form the bedrock of good character. Our Core Values give us strength, regulate our behavior, and unite us to meet any challenge and succeed. The following are our Core Values: Respect, Integrity, Compassion, and Honoring Excellence.

The Core Value of Integrity demands that students strive to exemplify ethical and moral behavior. Students will not lie, cheat or steal. Our qualities of honesty, maturity, dedication, trust, and dependability compel us to act responsibly and hold ourselves and each other accountable for our actions and our language. Thus, it is expected that the grade a student earns is based upon work that the student has performed. Cheating is dishonest. It harms you and it harms the other students who do not cheat. We will, therefore, not condone or tolerate cheating in any form.

### **You are cheating if you:**

- **Copy, fax, or duplicate assignments that will each be turned in as “original.”**
- **Exchange assignments by print-out, file transfer, modem, etc. and then submit as “original.”**
- **Write formulas, codes, and key words on your person or objects for use in a test.**
- **Use hidden reference sheets during a test.**
- **Use programmed material in watches, calculators, or other devices when prohibited.**
- **Exchange answers with others (either giving or receiving answers).**
- **Take someone else’s assignment and submit it as your own.**
- **Submit material (written or designed by someone else) without giving the name of the author/artist and/or source (e.g., plagiarizing or submitting work created by family, friends, or tutors).**
- **Use cell phones or any other electronic device with photographic, recording, or texting capabilities during a test or assignment.**
- **Change an answer on a test and return it to the teacher with the claim that the test was graded incorrectly.**
- **Do not follow additional specific guidelines on cheating as established by department, class, or a particular teacher.**

When a teacher learns that a student has committed a form of academic dishonesty, the teacher will immediately contact the parents or guardian of the student and an administrator to notify them of the incident.

### **Consequences for students found to be cheating may include, but are not limited to the following:**

- **Making up assignments, retaking quizzes, exams or tests is at the discretion of the classroom teacher.**
- **In addition, students can expect that cheating may negatively affect their inclusion in the National Honor Society, scholarship selection process, Incentive Day eligibility, and Open Campus lunch privileges.**

# Wausau EGL Academy 2017-2018 Calendar

September 5 -----First Day of School

October 6-----Incentive Morning #1

October 26 - 27-----District-Wide Inservice – No Classes

November 3 -----Incentive Morning #2

November 22-24-----Thanksgiving Recess

December 1-----Incentive Morning #3

December 25 – January 1-----Winter Break

January 5-----Incentive Morning #4

January 22-23-----District-Wide Inservice – No Classes

January 25 -----Open House

February 2 -----Incentive Morning #5

February 19-----President's Day - No Classes

February 28-----Incentive Morning #6

March 26 – March 30 -----Spring Break

April 6-----Incentive Morning #7

May 10-----Final Project Showcase

May 11-----Incentive Morning #8

May 25 -----District-Wide Inservice – No Classes

May 28 -----Memorial Day– No Classes

June 5 -----Wausau EGL Academy Graduation

June 6 -----Tentative Last Day

## **SCHOOL CODE NUMBERS**

Code Number: 502-416

Used for:

- Scholastic Aptitude Test
- American College Testing Program
- Financial Aid Form
- Family Financial Statement

## **ACADEMIC / GRADUATION REQUIREMENTS**

The responsibility for completing all graduation requirements is that of the students. While the teachers and counselors will assist the student in planning the program, they are not expected to relieve the student of this responsibility.

## **STUDENTS WILL NEED 26 CREDITS FOR GRADUATION**

### **REQUIRED COURSEWORK**

**English - 4 credits**

**Mathematics - 4 credits**

**Science - 4 credits**

**Technology and Engineering - 4 credits**

**Social Studies - 3 credits**

**Physical Education - 1.5 credits**

**Health - 0.5 credit**

**Service Learning - 1 credit**

**Electives - 4 credits**

### **RECOMMENDED ELECTIVE COURSEWORK**

**2 credits Cultural Literacy (Foreign Language can fulfill this recommendation)**

**2 credits of other Electives**

**(These requirements must be met by all freshmen who enroll at Wausau EGL Academy on or after September, 2010)**

## **COMPUTER DATA, INTERNET AND PROGRAMS**

The school policy dealing with computer offenses of modifying, destroying, accessing, possessing and copying data and support documentation is in compliance with Wisconsin Statute 943.7. Any violations may lead to suspension or termination of computer use privileges as per the following occurrences.

- 1<sup>st</sup> offense: The student will lose their computer usage for a period of two weeks.
- 2<sup>nd</sup> offense: The student will lose their privileges for a 4-week period.
- 3<sup>rd</sup> offense: The student will lose their privileges for the rest of the year.

Any of these steps may be bypassed, by administration, depending on the severity of the offense.

Should any student violate the law while using computers, referral may be made to civil authorities for criminal prosecution. Should any student's computer usage result in other legal action; such as action to recover civil damages and penalties, etc., the school district may pursue such legal action. Additional disciplinary action, coinciding with existing policy regarding unacceptable behavior, may be enforced at anytime in the consequence process.

**DRESS CODE** - To maintain the health or safety of students and not disrupt the learning process, the Wausau EGL Academy Staff/Administration has established the following rules:

- No coats, hats, caps, hoods, sweatbands, bandanas or sunglasses may be worn.
- Clothing should always completely cover the torso (i.e., no bare midriffs). When standing up, the shirt must touch the top of pants or skirt.
- Excessively short skirts or shorts are not allowed. Length should reach the fingertips when hands are at the sides and in a standing position.
- Clothing items such as backless tops, halter tops, strapless tops, and spaghetti-strapped tops are not allowed, except when being worn as a layering piece. All tops must have straps at least one inch wide on both shoulders and be high enough in front to minimize chest cleavage. Undergarments must be worn and shall not be visible.
- Students choosing to wear low-rise pants need to make sure their undergarments are not exposed. Pants need to be secured around the waist/hip area. Boxer shorts and/or briefs cannot be visible. Shirts considered undergarments may not be worn.
- Shoes must be worn at all times.
- Any fashion (dress, accessory, or hairstyle) that is distracting from the learning process or presents a safety risk; displays suggestive, offensive, obscene, sexually degrading, or racially motivated graphics or statements (e.g., Hooters, Playboy); or pertains to drugs, alcohol or tobacco products is not permitted.
- Gang colors, symbols, or identification may not be worn.

The school staff/administration will use discretion to make decisions regarding the appropriateness of each student's dress and possible consequences for violation of this policy. Students will be required to change into appropriate clothing. This may include being sent home to change clothes. Repeated violations of dress code can result in severe disciplinary consequences being taken. With student and parent support and the use of common sense in terms of the attire's appropriateness for school, issues can be easily resolved.

**DRUG AND ALCOHOL ABUSE** – The Board of Education recognizes that drug and alcohol abuse is a serious problem within the secondary schools of the nation. The Board recognizes, moreover, that drug and alcohol abuse is a behavioral/medical problem. To address the problem, it is necessary to have cooperation and communication with parents. Parents are urged to contact the school with any concerns they may have pertaining to drugs or alcohol problems. The schools, in turn, will also stay in contact

with the parents and/or guardians of students. Any student exhibiting a continuing problem or suspected of being under the influence of drugs or alcohol is to be referred to the designated administrator, counselor, health personnel, and/or community agencies.

#### Teacher Referral of Suspected Problem

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

#### Student Self-Referral

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

**FIELD TRIPS** - Various classes throughout the year make use of field trips. Parents must fill out parental permission sheets in order for students to participate in field trips. Transportation is normally provided by the school district and students are expected to use it.

**FIRE DRILLS** - Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys promptly and leaves the building by the prescribed route as quickly as possible. Please refer to and follow posted signs in each classroom. The teacher in each classroom will give the students instructions. The fire drill is meant for everyone; the building must be evacuated!

**GRAPHIC CALCULATORS** – The playing of video games on a graphic calculator/computer is strictly prohibited. A student violating this policy is subject to teacher discretion – the teacher may erase the game program or refer the student to the office for disciplinary action. Please report theft to the Wausau EGL Academy Office.

**GYM LOCKERS** - *Be sure to secure your Gym locker each time you use it.* These lockers are also property of EGL/East High and may be searched by EGL/East Officials randomly or with reasonable suspicion. Please report any theft to your PE teacher and to the Student Services Office.

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

**LUNCH PROGRAM** – How does it work?

1. Make payments into the student's account before 9 AM in order for the deposit to go into the account for that day. Please deposit a check made out to Wausau Schools Food Service. **Cash is not accepted.** If you have more than one student in East High / Wausau EGL, you can write one check for lunch and designate on the envelope how much is for each student.
2. Students will be required to use their ID to make a meal selection. Manually entering ID numbers on the key pad will not be allowed.
3. Food Service cashier assists students in scanning their card. The computer reads the bar code or the number the student has entered to deduct the cost of the items selected from the student's account.

**MESSAGES** – If messages are of an *emergency nature*, the office staff will make every effort to deliver them without delay. However, it is not possible to accept and hand deliver all of the telephone messages that come to the academy without interrupting classes and interfering with the learning environment the school faculty and staff work so hard to maintain.

**STUDENT ID CARDS** - All students must carry a *current school year* ID card. ID cards are used as a key to enter the building, a ticket to school activities or sport events, to check out materials from the Library, for the School Lunch Program, to check in for resource centers, and for the purpose of identification. Students who fail to identify themselves by name or ID to staff may be subject to disciplinary action. This is a school safety issue.

IDs are issued to all students at the beginning of the school year. The first card is furnished to the student; if lost or card is damaged, **replacement cost is \$10** and may be purchased in the Wausau EGL Academy Office.

**STUDENT PARKING LOT AND PARKING PERMITS** – Each student who wishes to use the student parking lot must purchase a parking permit in the Business Office. Cost is \$40 if purchased for full year, \$30 if purchased in Q2, \$20 if purchased in Q3, and \$10 if purchased in Q4. A parking registration card needs to be filled out each time and turned into Business Office to obtain a parking sticker. This sticker *MUST BE PLACED INSIDE AND ON THE BACK WINDOW IN THE LOWER LEFT AREA (Drivers side)*. If a student drives more than one vehicle (this includes mopeds and motorcycles) to school or buys a different vehicle, he/she must purchase an additional parking sticker for \$2. Temporary Parking Pass (one or two days) may be purchased for \$2. A student may not purchase additional parking stickers for other students for a reduced price—consequences could be loss of parking privileges for those involved. Parking in the student parking lot (Lot F) is on a first come first serve basis.

Students parking in the student parking lot must park in a legal parking space. Students who violate the parking regulations of the school will be issued a parking citation through the City of Wausau. If problems continue, the privilege of parking may be denied. The administration reserves the right to deny students from access to parking privileges.

Students are not allowed to be in the student parking lot except when going to or coming from their vehicle. Students are also not allowed to sit in their vehicles in the student parking lot. The primary reasons for both of these rules is the protection of student vehicles from damage and vandalism. Violation of these rules will result in appropriate disciplinary measures being taken.

As is the case with student lockers, students who park a vehicle on School District property, should have a lowered expectation of privacy. Cars may be searched if reasonable suspicion has been determined by administration. Canine units/local authorities may be used to randomly search vehicles.

Any student observed driving dangerously on school property will be referred to the Wausau Police Department for appropriate legal action as well as being subject to possible school disciplinary action.

**STUDENT VISITORS** – Student visitors, by district policy, are simply not allowed.

**THEFTS** - If an article is stolen, it should be reported to your classroom teacher and then to the Principal. Every effort will be made by school personnel to recover stolen property. For insurance reasons, we ask that students fill out a theft report in the Student Services Office. A copy of this report will be filed with the Wausau Police Department.

**TORNADO SAFETY RULES** - When a tornado approaches our area, your immediate action may mean life or death. The intercom system will be used, when possible, to inform students of threatening conditions. Please refer to and follow posted signs in each classroom. REMEMBER: Tornado WATCH means tornadoes may develop; Tornado WARNING means a tornado has actually been sighted.

**USE OF SURVEILLANCE CAMERAS** – In the interest of the health and safety for all students and staff, Wausau EGL Academy maintains video surveillance cameras.

**WITHDRAWAL PROCEDURES FROM SCHOOL** - Students who withdraw (move/transfer/leave) from school must obtain the proper forms from the Wausau EGL Academy Office. These forms should be completed with signatures from all teachers, appropriate offices, and Principal, and turned back into the office before leaving school.

**WORK PERMITS** - If you need a work permit, please bring the following:

1. Original Birth Certificate, Baptismal Certificate, or valid Driver's' License
2. Social Security Card
3. Parental permission
4. Signed letter from the employer stating the job you will be doing
5. There is a fee

Bring all of the above to the Wausau East Main Office to obtain your work permit. These items should be left at the office in the morning to assure that your permit will be ready when you leave school at the end of the day.

Students need to be present to sign the work permit before it is released.

Work permits may be denied or suspended by the Principal/designee, due to excessive unexcused absences.

## **ATTENDANCE REGULATIONS**

Attendance and academic performance are closely related. All students are expected to attend school regularly and to be on time for classes in order to benefit more fully from the instructional program. The high school attendance policies are designed to develop student's punctuality, self-discipline, and responsibility. All students, parents, and staff in the Wausau School District are required to observe the compulsory school attendance law. Regular school attendance is one of the essentials to school success and is an important part of the high school record each student is establishing. All students are required to be in their scheduled class.

### **ATTENDANCE PROCEDURES**

1. Parents are asked to contact the Wausau EGL Academy office between 7:30 am - 10:00 am on the day their child will be absent from school (715-261-0625). After 24 hours, should no call be received, the absence will be considered unexcused.
2. A Wausau EGL Academy staff member will attempt to contact parents of absent students that have no excuse starting at 8:30am.
3. Students returning to school after having missed a portion of the day must report directly to the Wausau EGL Academy office when they have returned to school. A pass will be issued to return to class by the Wausau EGL Academy office staff member.
4. Students who wish to go home, due to illness, must checkout through the Nurses' Office.

### **EXCUSED ABSENCES**

All excused absences require parent/guardian/legal custodian written or verbal verification which is to be submitted to Attendance in advance of the absence or prior to re-admittance to school. When a student is aware of a future/extended absence, they may obtain an **ANTICIPATED ABSENCE** form from the attendance office prior to the absence. However, Administration reserves the right to make all final attendance decisions.

The following are excusable reasons for absence:

1. Evidence that the student is not in proper physical or mental condition to attend school or an educational program. The district may request the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuse shall be made in writing, shall state the period of time for which it is valid and shall not exceed 30 days.
2. An illness in the immediate family which requires the absence of the student because of family responsibilities.
3. Medical, dental, chiropractic, opt metrical or other valid professional appointments. Parents or guardians are requested to make their appointments during non-school hours.
4. A death in the immediate family or funerals for close relatives.

5. Religious holidays.
6. Family trips that can be taken only during the normal school term. The intent of this statement is to provide opportunity for students to accompany their parent(s)/guardian on a vacation which cannot be scheduled when school is not in session. A parent/guardian shall be required to notify the Wausau EGL Academy Office, prior to leaving on vacation, of the pending absence for the purpose of reviewing the student's attendance record and overall performance record. Student vacations or trips without parent/guardian accompaniment are not excused absences.
7. A court appearance or other legal procedure which requires the attendance of the student.
8. A quarantine as imposed by a public health officer.
9. Attendance at special events of educational value as approved by the school principal.
10. Approved school activities during class time.
11. Special circumstances that show good cause which are approved in advance by the Principal. Note: It is imperative to realize that it is the school, not the parent/guardian, that determines if an absence is excusable.

If excused absences exceed 10 per semester, the school may notify parents that further absences would require a doctor's excuse. This authority is granted school administrators under State Statute 118.15.

### **LEAVING SCHOOL DURING SCHOOL HOURS**

All students who must leave the school grounds during the school day must report to the Wausau EGL Academy office to **sign out**. A telephone call or signed authorization from parent/guardian must be presented to properly sign out.

A student with permission to leave school during the school day will be issued a pass from the office staff. Upon returning, the student should report to the office to sign in. No student absences will be excused if a student leaves without receiving permission from the office before leaving campus.

### **LEAVING THE BUILDING**

Students are not allowed to leave the school building during the instructional day with the exception of lunch hour and school related events like internships, at which time, students may leave the building but must remain in designated areas within the East High campus.

**Open Campus Lunch Privilege:** The Wausau School District extends the privilege of one 40-minute open or off-campus lunch per day to all juniors, all seniors, and all second-semester sophomores, at Wausau EGL Academy. All other students will have a closed campus lunch.

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

#### **1. Parental Permission**

- A student's custodial parent/guardian must give written permission for their child to participate in the open campus lunch program. Request forms are sent home at the beginning of the year for Juniors/Seniors and request forms are mailed out again to Sophomores/Juniors/Seniors for 2<sup>nd</sup> semester.
- Any student whose custodial parent/guardian withdraws consent for the open campus lunch privilege shall surrender the opportunity for an open campus lunch.

#### **2. Passing Grades**

- Students must demonstrate academic success in all courses taken. No student may have a previous quarter (1<sup>st</sup>-2<sup>nd</sup>-3<sup>rd</sup> quarter) failing grade and retain the open campus lunch privilege. Summer school grades will not be used in this determination.
- An open campus privilege for transfer students will be determined by grade reports from their previous school or until such time as they establish an academic record at the end of the next quarter's grading period at Wausau EGL Academy.

### **3. Good Attendance**

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

### **4. Good Behavior**

- Any student who is suspended from school for behavioral issues will lose their open campus lunch privilege for the remainder of that quarter and the following quarter.
- Additionally, any student whose behavior necessitates District or law enforcement intervention at an off-site location during the lunch period shall lose their open campus lunch privilege for the remainder of that quarter and the following quarter.
- No outstanding fees or fines from school (ie: business office, athletics, etc)

### **5. Student ID Card**

- Principal may establish additional rules to ensure the safety of their students and that are beneficial to the development of good citizenship and character in keeping with the spirit of this policy.

### **6. Advisor approval**

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### **MAKE-UP POLICY**

It is the student's responsibility upon returning to school from any absence to check with the teachers involved for assignments and other work missed. The assigning of make-up work should not be construed as being a punishment for being absent, but rather a vehicle to assist students in covering the material that was missed.

When a parent requests homework for any amount of time, please notify the Wausau EGL Academy Office of your needs and allow 24 hours for the school to gather materials needed.

### **TARDINESS TO CLASS**

Tardiness to class is handled by the individual teacher. Students must have teacher permission to leave class and have a pass. Students who leave the EGL area without a pass will be sent back to class and marked tardy unexcused.

If you are late to class DO NOT come to the office for a late pass. You must work this out with the teacher. If you have been detained in the office or by a teacher, ask for a pass from the staff member

who detained you before going to the next class. Repeated tardiness will lead to disciplinary action, including detentions, in-school suspension and the initiation of habitual truancy procedures.

### **TRUANCY**

If a student is late consistently or misses school or classes within a school day without a legitimate excuse, refer to the Wausau School District policy.

### **YOU HAVE THE RIGHT**

1. To be called only by your given or chosen name.
2. To do your work without being disturbed by others.
3. To be treated with the same respect that all people should have.
4. To have your personal property rights respected.
5. To ask questions when you don't know, until you understand.
6. To get a good education and do your best work.
7. To have and express your own opinion, even when you disagree with others, including the teacher.
8. To know how you are doing in your schoolwork.
9. To be safe from someone hitting or harming you.
10. Not to be criticized for things beyond your control, or for things that you didn't know about.
11. To be by yourself sometimes.
12. To speak and listen to language that is appropriate for school.
13. Not to be teased for being different.

Thanks to Dave Crump, Gr. 4, Willard School, Concord, MA for sharing this.

**THE PERSONAL RESPONSIBILITY**  
**of**  
**WAUSAU ENGINEERING AND GLOBAL LEADERSHIP ACADEMY**

As a student at, you are expected to be aware of and to accept your individual responsibilities in the following areas:

**I. The Teaching - Learning Process**

You deserve the best instruction that Wausau EGL Academy is capable of providing. For the efforts of the teachers to be as successful as possible and for you to work and achieve to the best of your ability, you must cooperate with the teachers. Like farming and healing, teaching is a cooperative art because it involves cooperation with nature to help it produce results. Teachers help the activity of learning that goes on in the minds of the students. Learning is a natural process and unless students work at gaining knowledge and understanding, "...no genuine learning ever occurs, no matter what teachers try to do to make it occur (Adler)."

**II. Respect for the Rights of Others**

Every right you have has attached to it an obligation. Your rights must be balanced against the rights of others, and their rights must be balanced against yours. Also, the purpose of the school and the requirements of the educational process must be weighed in deciding who has a right to do what and what behavior needs to be punished. That is why our society has laws and why a school has rules. However, if you are one of those students who wants to take full advantage of your rights and opportunities at this school, while at the same time respecting the rights of the others, we at Wausau EGL Academy will support and help you.

**III. Responsibility for Your Own Actions**

You will be held responsible only for the things YOU do or fail to do. What others do or do not do is of little importance in determining whether or not you have accepted your responsibility as a student-citizen. If you choose to follow bad examples set by a few of the other students, you will be held responsible for your actions and your actions only. The decision will be yours, and so will the consequences. Your first responsibility, then, is to decide how you should conduct yourself while you are at school. Your second responsibility is to be prepared to accept the consequences of your actions.

**PARENT/GUARDIAN RESPONSIBILITY**

Parent/Guardians are an integral part of the discipline process at Wausau EGL Academy. Every attempt will be made to work with parents in helping students learn appropriate behaviors. Many times the discipline measures taken by parents at home are far more effective in dealing with inappropriate school behaviors than anything the school can do. Because of this, parents will be notified whenever their child's behavior becomes a concern to school personnel. Parents are encouraged to call the school if they have concerns that the school can help with. Every effort will be made to assist parents when they call.

## STUDENT CONDUCT EXPECTATIONS

The goal of Wausau EGL Academy is to develop positive and constructive student behavior. Discipline is administered with the goal of changing student behavior and not merely punishing the student. Preventive and remedial help are sought for students with behavior problems. Counselors, psychologists, and other staff are enlisted to assist students to learn appropriate behaviors. However, when all other approaches fail, Wausau EGL Academy will suspend students who are interfering with the education of other students, the ability of a teacher to instruct, or with the operation of the school in general.

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

- expect and receive a quality education
- attend school without fear of verbal harassment or physical harm
- use school facilities and programs according to established school regulations and procedures
- hold property free from theft or damage
- expect courteous behavior from other students and school personnel
- obtain help regarding drug or alcohol use/abuse from school staff members
- form, hold, and express opinions and beliefs so long as the expression does not disrupt the normal operation of the school
- have access to all school rules to which they are subject
- due process in the application of the Student Conduct Code
- appeal an application of the Student Conduct Code through the appeal process outlined in the Code

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

- understand and follow the guidelines outlined in this Student Handbook
- attend school regularly, arrive on time, bring appropriate materials, be prepared to participate in class, and do assigned homework
- work toward academic growth
- respect the rights, feelings, and property of fellow students, parents, and school staff
- conduct themselves properly while at school, to and from school, at any school-related activity, or on school buses, so as not to interfere with the rights of other students
- properly care for, return, or pay for lost school-issued textbooks and other materials
- be accountable for personal actions both as an individual and as part of a group
- reach out to other students and to school staff members in order to build bridges of understanding and cooperation
- refrain from using profane and vulgar language
- obey the laws concerning the possession and use of illegal drugs
- cooperate with other students and staff members to promote the well-being, safety, and security of the school community
- students who are not involved in co-curricular activities or receiving assistance from an instructor, are not to enter the building until 7:15 a.m. and are expected to leave the building 10 minutes after school dismissal

## **STUDENT BEHAVIORS / OFFENSES RESULTING IN DISCIPLINARY ACTIONS**

### **SCHOOL AND CLASS ATTENDANCE**

1. Truancy from school / class cutting
2. Tardiness
3. Outside of school building / off of school grounds during day without permission
4. Leaving class or school grounds without authorization
5. Students present in the hallways without a proper pass

### **PERSONAL AND PROPERTY RIGHTS**

1. Physical threats or acts of violence
2. Verbal harassment / intimidation
3. Fighting
4. Theft and/or vandalism
5. Threatening or harassing a staff member
6. Deliberate refusal to obey a teacher
7. Willful destruction of school property
8. Possession, selling, or consumption of alcohol and/or drugs
9. Gross immorality
10. Use of profane language / gestures
11. Smoking / Smokeless tobacco
12. Improper display of affection
13. Littering
14. Lying to school personnel
15. Inappropriate dress (see policy)
16. Bare feet will not be permitted at any time
17. Disrespect / Insubordination to a teacher or member of staff
18. Anti-social behavior
19. Any activity, action or disturbance deemed by an administrator to be disruptive or inappropriate

### **MISCELLANEOUS**

1. Possession in the school of any kind of weapon, such as a firearm, knife, blackjack, or possession of a “look-alike” weapon (i.e. toy pistol)
2. Bomb threats or false alarm 911 calls
3. Tampering with fire alarms
4. Falsification of parental permission or school records-forgery
5. The use of any kinds of explosive, including fireworks and firecrackers
6. Gambling of any sort
7. The use of annoyances such as water pistols, water balloons, or noise makers
8. Refusal to identify self or wrongly identifying self to school authorities
9. Infraction of bus rules and regulations
10. Cheating or plagiarism
11. Unauthorized modifying, destroying, accessing, possessing, or copying of computer data, software, and/or hardware
12. Open beverages and/or food in hallways
13. Violations of parking / driving regulations
14. Throwing missiles and other objects

15. Distribution of materials unauthorized by the administration - including sales, publications, etc.
16. Commission of a crime
17. Possession of radios, disc players, headphones, I-Pods, video games, and/or any other electronic devices against teacher's expectations
18. Possession or use of electronic paging devices
19. Possession or use of video and still cameras is not allowed unless authorized by school personnel
20. Possession or use of cell phones - during the instructional day all communication devices shall be stored in the students' locker/storage area. Limited use may be permitted if the administration finds that such a device is required for medical, school, education, vocational, or other legitimate needs. Decisions on requests for exception to this prohibition will be made on a case-by-case basis by the building principal.

Any student found violating this policy shall surrender the communication device and be subject to disciplinary action. The building principal shall annually inform students of this policy.

### **DISCIPLINARY ACTIONS**

**Authority to discipline lies with all of the adults employed at the school.**

This includes secretaries, aides, janitors, and cooks, as well as teachers and school administrators. These people have the responsibility of enforcing school rules and regulations and must be accorded respect.

Teachers have the right to expect that students will conduct themselves in a manner that will provide a positive atmosphere for both learning and teaching. Each teacher has developed classroom expectations for students covering grading, subject matter to be taught, and behavior. All students should be aware of these expectations and the consequences of failing to meet them. Teachers will refer incidents of major classroom disruptions and repeated misbehavior to the office for disciplinary action. Teachers do have the right to discipline students under their supervision. Students refusing to accept the disciplinary measures of teachers will be referred to the Principal.

Violation of school rules and misconduct will result in disciplinary action and/or corrective measures being taken. The corrective measures used will depend upon the nature of the behavior, the frequency and the degree to which the student is willing to try to correct the undesirable behavior. Disciplinary actions and corrective measures will normally begin at a minimal level and then proceed to more serious levels. These may include a citation from any law enforcement agency or a referral to the District Attorney and/or Children's Court Services. In this way, it is possible to allow for the individual difference of students and situations without altering the basic principle of uniform, impartial disciplinary action.

Disciplinary actions and corrective measures that can be used by school personnel include those listed below:

#### **STUDENT CONFERENCE**

A meeting with the student, teacher, and/or school administrator is held to discuss the student's behavior and ways of correcting behavior and improving overall achievement.

#### **PARENT CONTACT**

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

### PARENT CONFERENCE

The principal, associate principal, counselor or teacher may request a parent conference, with or without the student present, to insure parent understanding of the student's academic and/or behavior problem and to mobilize a cooperative effort to correct the difficulty.

### REFERRAL TO COUNSELOR OR SCHOOL PSYCHOLOGIST

The student is referred to one of the professionals to seek help for the student in correcting misbehavior.

### FINANCIAL SETTLEMENT

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

### COMMUNITY SERVICE

For certain circumstances, community service may be a possible option.

### SUSPENSION FROM SCHOOL

For a serious violation of the student code, a student may be suspended from attending school for up to five days by a school administrator. While suspended from school the student is placed under the supervision of the student's parent(s) or guardian(s). A suspended student is not to be on school property during the period of suspension and cannot participate in any school sponsored activities. The purpose of a suspension is threefold:

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

Whenever a student is suspended from school a parent or guardian is notified and in some cases a parent conference will be required. Suspensions from school are considered excused absences and students will be allowed to make up the work missed.

### CITATION OR REFERRAL

For the most severe violation of the Student Conduct Code, a student may be subject to a citation from any law enforcement agency or a referral to the Marathon County Department of Social Services.

## **ORGANIZATIONS AND ACTIVITIES**

### CO-CURRICULAR ACTIVITIES

The Board of Education provides and supports a comprehensive program of co-curricular activities. The co-curricular activities extend and complement the school's instructional program. Co-curricular activities provide students with valuable lifelong skills. Participants in co-curricular programs work cooperatively with fellow students to set and achieve group and personal objectives, acquire self-discipline and adhere to an exemplary code of conduct (please refer to the Athletic Code Handbook and Individual Coaches Expectations). Wausau EGL Academy students are eligible to participate in their home school activities.

**USER'S FEE** - The Board of Education has established a "User Fee" for athletics. This fee must be paid before the athlete can draw equipment or begin to practice! The fee is to be paid to the Wausau East Business Office. This fee is non-refundable. Participants switching sports during mid-season will be expected to pay the User Fee for each sport. The User Fee will be paid by each athlete and no multiple family consideration is provided. The District will not adopt policies relating to User Fee and the organization, administration and "playing time" of any individual in a sport! A reduced rate will be made available to students based on the hot lunch eligibility criteria.

## **RULES FOR APPROPRIATE ADULT & STUDENT**

### **BEHAVIOR AT WAUSAU SCHOOL DISTRICT ATHLETIC EVENTS**

The policy on crowd behavior is to provide participants, officials and spectators with all the respect that is due them and to ensure their safety. We believe that the following rules and recommendations will assist in meeting that goal, ensuring that all fans meet our Core Values of Respect, Integrity, Compassion, and Honoring Excellence.

1. All fans are expected to be in the designated spectator area during the extra-curricular event. No loitering is allowed.
2. Abusive language and gestures toward officials, participants, and spectators are prohibited. Any cheers that ridicule, insult, use profanity, have no relevance to supporting our team, or intentionally target an individual player or coach are prohibited.
3. Antics involving paper airplanes, coin throwing, toilet paper, or similar behavior will not be allowed. The possession of any type of projectile is prohibited.
4. Use or possession of any controlled substance or alcoholic beverage is prohibited. Tobacco is not allowed on school district grounds or at school events.
5. Only authorized cheerleaders are permitted to lead their cheering sections.
6. All types of noisemakers are prohibited in the gymnasium, swimming pool, and hockey arena. Any noisemaker which may interfere with the progress of an outdoor extra-curricular event will be prohibited, i.e. whistle/airhorn.
7. Signs, banners, and pennants are prohibited unless approved by Administration. All signs should be positive and supportive of our team.
8. Any action that endangers the safety of participants, spectators, or officials is prohibited.

#### **Consequences for Violations:**

1. Immediate ejection from the event and turned over to police when necessary.
2. Suspension from school for student is possible. In addition Violation 1: 2 week suspension from athletic events Violation 2: Season long removal from athletic events
3. Further suspension as determined by Athletic Director and Administration.
4. Any packages containing noisemakers, beverages, projectiles, etc., will be confiscated and returned at the end of the contest.

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

**APPEAL PROCESS**

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

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

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

**Step Three:** If a student and parent wish to challenge the decision of the Principal, their challenge or complaint can be taken to the Director of Pupil Services and Special Education at the District Administration Center. This appeal must be made within ten (10) school days from the date the principal makes his/her decision from step two. At this level, the student and parent will be asked to put the complaint or challenge into writing. The high school Principal will also submit a written statement explaining the school's decision. The Director of Pupil Services and Special Education will confirm or reject the principal's decision within ten (10) school days from the date when the student and parent submitted their complaint or challenge to the Director of Pupil Services and Special Education. The Director of Pupil Services and Special Education is the official designee of the Superintendent of the Wausau School District in such matters.

**Step Four:** The next appeal would be to the Wausau Board of Education. Appeals must be placed on the Board agenda at least five (5) days prior to a regularly scheduled Board meeting.

Students and parents have recourse through the civil courts and the State Superintendent's office if they are not satisfied with the local district's decision.

**CODE OF STUDENT CONDUCT**

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

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

- Behavior that violates the Wausau School District's policies on suspension and expulsion.
- Behavior that violates the behavioral rules and expectations in the Parent/Student Handbook.
- Behavior which is disruptive, dangerous, or unruly.
- Behavior which interferes with the ability of the teacher to teach effectively.
- Behavior which is inconsistent with class decorum and the ability of others to learn.

**Procedures to be followed when a student is removed from class:**

- A student who is removed from class must report to the Student Services Office, where a determination will be made in conjunction with an administrator as to whether short-term or long-term removal from class will be appropriate.

- The teacher will contact the parents of the student within 24 hours to notify them of the removal.
- An administrator will send written notice of the removal to the parents.
- For the duration of a short-term removal, students must report to the **Student Services Office**, or an appropriate **resource center** as assigned by an administrator. If appropriate, long-term removal will result in a permanent, alternative course placement.

### **DRESS CODE (POLICY 5700)**

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

To assure a healthy and safe school environment for students, the following student dress code guidelines will be enforced:

1. During the school day, hats, caps, bandannas, head coverings, and jackets shall be taken off and placed in the student's locker soon after the student enters the building. These items shall not be worn in the classroom and they shall not be worn in the school building except when the student has immediately entered or is leaving the building.
2. Students will not be permitted to wear any clothing that contains pictures and/or writing referencing alcoholic beverages, tobacco products, sexual references, profanity, promotion of gambling, illegal drugs, and/or gangs.
3. Medallions or other jewelry that identify gang members or gang affiliation or that represent a gang shall also not be worn or displayed in school or at school events. Also, gang clothing is not always restricted to an item of clothing, but may include the way in which a particular item of clothing is worn. No gang insignia may be worn, possessed, used, distributed, displayed, carried, or sold by any student on school grounds or at school-related activities at any time. The reference to "gang insignia" would also encompass items of clothing that signify gang activity by the manners in which they are worn.

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

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

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

### **PROHIBITION AGAINST HARASSMENT AND DISCRIMINATION (POLICY 5706)**

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

## **Bullying**

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

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

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

## **Hazing**

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

Students engaging in any hazing or hazing-type behavior that is in any way connected to any activity sponsored or supported by the District will be subject to disciplinary actions in accordance with Board Policy 5705, up to and including suspension or expulsion.

Students and employees shall be informed annually of this prohibition via the parent/ student handbook, employee handbook, or other such publications.

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

Students and others are prohibited from retaliating against those who report incidents of bullying or hazing or who assist in an investigation. Students and others who retaliate shall be subject to discipline.

Employees who participate in, allow, or knowingly fail to enforce this policy will be subject to disciplinary action.

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

## **Harassment**

Harassment can take many forms. It is unwanted behavior which interferes with your life. It limits and denies the rights of students to study, work and play in the school setting. Harassment makes people feel bad. Everyone has a right to be free from harassment and the staff feels strongly that all students should feel safe at school.

Sexual Harassment - Sexual harassment is *unwanted* behavior of a sexual nature. There are school board policies, as well as state and federal laws, which prohibit sexual harassment. It can take many forms such as: touching, grabbing, comments about your body, sexual remarks or suggestions or spreading of sexual rumors, conversations that are too personal, pornographic pictures or stories, obscene gestures, offensive displays of sex-related objects, staring in a way that seems too personal and humor or jokes about sex.

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

Verbal Harassment - Verbal harassment is *unwanted* verbal comments which make a person feel uncomfortable or unsafe. Examples include: teasing to cause embarrassment, or threatening to cause harm to the person, or teasing about a person's clothes or appearance.

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

Intimidation - Intimidation is *unwanted* threats to cause harm. Telling someone to watch their back or that someone else is going to beat them up are examples of intimidation. Another example is getting in someone's private space.

### ***What Can You Do About Harassment??***

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

## **UNLAWFUL HARASSMENT/SEXUAL HARASSMENT ( POLICY 5707)**

The Wausau School District shall maintain an educational environment that is free from unlawful harassment including sexual harassment.

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

1. Unlawful harassment based on any of the legally protected areas listed above exists when it:
2. Unreasonably interferes with a student's educational opportunities; or
3. Creates an intimidating, hostile or offensive learning environment; or

4. Implies that submission to such conduct is made an explicit or implicit condition of receiving grades or credit; or
5. Implies that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

#### EXAMPLES OF SEXUAL HARASSMENT

Examples of prohibited conduct include, but are not limited to the following:

1. Lewd or sexually suggestive comments
2. Unwelcome sexual flirtations, touching, advances, or propositions
3. Offensive language or jokes of a sexual nature
4. Slurs and any other verbal, graphic, or physical conduct relating to an individual's gender
5. Any display of sexually explicit pictures, greeting cards, articles, books, magazines, photos, or cartoons
6. Spreading rumors of a sexual nature
7. Sexual harassment through the use of the Internet or other telecommunications technologies
8. Blocking normal movements, threatening, or stalking behavior
9. Unwelcome physical contact including touching, patting, or grabbing a person or their clothing
10. Unwelcome person-to-person contact including bumping and/or rubbing against a person

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

Harassment, including sexual harassment, may occur between students or may involve students and staff members.

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

#### **INFORMAL COMPLAINT PROCEDURE (POLICY 5405)**

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

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

#### **Formal Complaint Procedure**

1. A written statement of the complaint shall be prepared with a signature by the complainant. Written complaints should contain the names of all parties involved, the date the discrimination or unlawful harassment occurred, details about the discrimination or unlawful harassment, and signature of the complainant. The Discrimination/Harassment Complaint Form, attached to this policy, may be utilized for this purpose. The written complaint shall be submitted to the Title IX/ Discrimination Complaint Officer at the Longfellow Administration Center, 415 Seymour Street, Wausau, Wisconsin 54402-0359.

2. Upon receipt of the written complaint, the complaint officer or his/her designee shall further investigate the complaint and reply in writing to the complainant with specific findings and conclusions of the investigation within fifteen (15) days, unless the parties mutually agree to an extension.
3. If the complainant wishes to appeal the response to the formal complaint, he/she may submit a signed statement of appeal to the Superintendent of Schools within fifteen (15) days, unless the parties mutually agree to an extension.
4. The Superintendent of Schools shall review the details of the investigation and may further investigate the complaint if necessary. A written response will be issued to the complainant within fifteen (15) days, unless the parties mutually agree to an extension.
5. If the complainant wishes to appeal the response from the Superintendent of Schools, he/she may submit a signed statement of appeal to the Board of Education within fifteen (15) days, unless the parties mutually agree to an extension.
6. In an attempt to resolve the complaint, the Board of Education shall meet in closed session as early as practicable. The Board Clerk shall send a copy of the Board's disposition of the appeal to each concerned party within five (5) days of this meeting, unless the parties mutually agree to an extension.
7. If the complainant receives a negative determination from the board, an appeal may be made to the State Superintendent of Public Instruction within thirty (30) days according to Section 118.13(2) (b), Wisconsin Statutes. A complaint or appeal based on Title IX, Title VI, Section 504, or the Americans with Disabilities Act may also be made to the Office of Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, Illinois 60606.

### **Confidentiality**

Formal complaints will be subject to thorough review and immediate investigation by the Title IX/Discrimination Complaint Officer or his/her designee. It is important for these procedures to respect and advance the rights of all parties, including the protection of personal privacy interests and the protection of the reputations of all parties.

In order to ensure fair procedures and to protect these interests, all parties are encouraged to keep these matters confidential. All investigation and reviewing offices are responsible for ensuring confidentiality.

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

### **Investigation**

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

### **Non-Retaliation**

This policy expressly prohibits retaliation of any kind against any student reporting a complaint or assisting in the investigation of a complaint. Such students may not be adversely affected in any manner related to their education or educational opportunities. Such retaliation is illegal under Section 118.13, Wisconsin Statutes.

No District employee or student shall attempt to restrain, interfere with, coerce, discriminate or take reprisal action against the complainant or his/her witnesses during or after the presentation, processing, and resolution of a complaint.

#### Monitoring

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

#### Complaint Procedure/Special Education

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

#### Complaint Procedure/Federal Programs

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

#### Dissemination of Discrimination Complaint Procedures

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

### **EXPULSION PROCEDURES (5750)**

The Wausau School District recognizes the need for a policy to explain the reasons for pupil expulsion. The Board may expel a student from school when it is satisfied that the interest of the school demands expulsion. Expulsion is an action of the Board denying a student the right to attend the Wausau School District and take part in school activities for a period which may extend at a maximum to the student's 21st birthday.

The Board may expel a student from school when:

1. The student has repeatedly refused or neglected to obey school or school Board rules; or
2. The student knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made to destroy any school property by means of explosives; or
3. The student has engaged in conduct while at school or while under the supervision of a school authority which endangers the property, health, or safety of others; or
4. The student while not at school or while not under the supervision of a school authority engaged in conduct which endangered the property, health or safety of others under the supervision of a school authority; or
5. The student has endangered the property, health or safety of any employee or school Board member of the school district in which the pupil is enrolled; or
6. The student engaged in conduct that endangers a person or property including making a threat to the health or safety of a person or making a threat to damage property; or
7. The student, who is at least 16 years old, has repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities

to maintain order or an educational atmosphere at school or at an activity supervised by a school authority; and

8. The Board is satisfied that the interest of the school demands the student's expulsion

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

### **HEALTH SERVICES**

1. The Wausau School District's registered nurses function as health services administrators and provide direct and on-call nursing services to all schools.
2. A health aide/health room is available at the secondary schools for students who become ill, injured, require medication, or have any health concerns.
3. Health services shall be provided according to the Wausau School District Health Care Policy and Procedure Manual and per the Emergency Nursing Plan
4. Confidential student health and immunization records are maintained in the health office.

### **Administration of Medication**

1. Medications administered/supervised at school by designated staff are to be locked in the health services office.
2. Physician and parent medication consent forms are required if a student takes prescription medications administered/supervised by designated staff. Students observed by school personnel self-administering unauthorized medications may be reported to their parents and local authorities.
3. Only a parent medication consent form is required if a student takes over-the-counter medications administered/supervised by designated staff.
4. Medication policy and procedure is to be followed as outlined in the -

### **Wausau School District Health Policy and Procedure Manual.**

### **JUVENILE JUSTICE CODE**

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

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

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

Understand that once you turn 17 in Wisconsin, any crime you commit will result in you being treated as an adult and you will face adult penalties.

Understand that crimes involving victims younger than 18 will likely be felonies punishable by prison even if the victim consented to the act. Make your future decisions accordingly.

### **LASER POINTERS - STUDENT USE AND POSSESSION OF**

Laser pointers were developed as a tool to aid in lectures and presentations. Unfortunately, they have also become a popular “toy” for many students. These pointers can be dangerous to others. If pointed directly into the eye, it may cause serious eye damage. Laser pointers can also be a distraction in the classroom, at concerts, and at sporting events. As a result, student use or possession of laser pointers at school or school-sponsored activities is prohibited. Staff members may use laser pointers in conjunction with their teaching activities. Teachers may also allow students to use such devices; however, the student and the device must be under the supervision of the teacher.

Students who possess a laser pointer during school hours, or while at school- sponsored activities, will have the device subject to confiscation and the student will be subject to disciplinary action and/or ejection from the event. Confiscated laser pointers will be returned only to the parent/guardian of the student.

### **LOCKER ROOM PRIVACY (POLICY 5723)**

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

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

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

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

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

Student lockers and storage areas are provided by the Wausau School District for the convenience of the student to be used solely and exclusively for the storage of outer garments, footwear, and school-related materials. No student shall use these storage places for any other purpose. Items brought to school or those stored in school are not insured for reimbursement by the District.

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

Furthermore, the District designates building principals, associate principals, activity directors, police liaison officers, attendance officers, fire department personnel, custodians, or other school employees designated by the District Administrator or building principal as persons who may conduct searches of these areas. Use of these spaces by those other than the assigned student is prohibited. At no time does the District relinquish exclusive control of such lockers.

Periodic general inspections of student assigned storage spaces may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. Use of dogs that specialize in detecting illegal drugs may be utilized in searching school premises including lockers and vehicles parked on school property. School personnel shall maintain a passkey to all lockers and storage areas for access at all times. Students shall not be allowed to secure their lockers or storage areas in any way whatsoever other than the locking mechanism provided by the school.

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

#### **PERSONAL SEARCHES (POLICY #5730)**

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

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

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

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

#### **PLAGIARISM POLICY**

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

Plagiarism will be defined as follows:

- The act of appropriating the literary composition of another, or parts or passages of one's writings, or the ideas or language of the same, and passing them off as the product of one's own mind.

- To be liable for plagiarism, it is not necessary to exactly duplicate another's literary work, it being sufficient if unfair use of such work is made by lifting of substantial portion thereof. (*Black's Law Dictionary*)

Plagiarism is most frequently committed in the following ways:

1. Word-for-word copying of phrases and sentences without acknowledging the source.
2. Paraphrasing, substituting approximately equivalent terms from another's work without acknowledging the source.
3. Lifting selected phrases from another's work and inserting them into one's own writing, even if they are changed into new patterns, without acknowledging the source.

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

#### Student Consequences

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

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

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

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

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

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

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

This policy will also be reviewed in homerooms.

### Guidelines for School Resource Officer (SRO)

#### I. School Visits

- A. The SRO is scheduled to visit their assigned school(s) on a regular basis:
  - 1. The SRO shall be regarded as a classroom resource person.
  - 2. Regular office hours are scheduled.
  - 3. Student interviews shall be scheduled as required by referrals.
  - 4. General visibility within the building(s) is expected.
  - 5. Attendance at extracurricular activities as requested.
- B. While in the building(s), the SRO will cooperate with school officials. However, as a police officer, the SRO is subject to the directions of the Chief of Police.
- C. School meeting space will be provided.
  - 1. Office hours are announced and posted.
  - 2. Students will be free to visit the SRO during free time and are free to make appointments.

#### II. Confidentiality of Information and Records:

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

#### III. Designated Official:

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

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

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

## **Procedure**

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

- A. The official police contact person should be the Police-School Liaison Officer or such Officer's designee.
- B. After notifying school officials, contact and interviews can be conducted at the school(s) site.
- C. In all situations, every possible step should be taken to ensure minimum of embarrassment or loss of class time for the student.
- D. School officials may contact the parent(s) or guardian of a minor student prior to a police investigation if the official deems it in the best interest of the student.
- E. If an interview is for purposes of investigating a student's possible misconduct or to meet with one or more students for information gathering purposes, a school district official shall be present at the interview, except in cases of child abuse and sexual abuse.
- F. If the police find it necessary to interrogate a student about possible criminal conduct or activity, to issue Miranda rights to a student, or the student is taken into police custody, the school official shall immediately take all reasonable steps to contact the parent(s)/guardian(s) of the minor student. The school officials or designee will continue efforts to contact the parent(s)/guardian(s) until actual contact is made to advise them of the action taken by the police.
- G. In compliance with Section 48.19(2) of State Statutes, police officers will comply with the following:

When a child is taken into physical custody as provided in this section, the person taking the child into custody shall immediately attempt to notify the parent(s)/ guardian(s) of the child by the most practical means. The person taking the child into custody shall continue such attempt until the parent(s)/guardian(s) of the child is notified. A child will be given his/her constitutional rights (Miranda warnings), and a further explanation of these rights will be given using a printed form which they may sign if they so choose. They will be informed whether or not they are free to go. If they waive their rights, questioning of a child taken into physical custody can continue even if parent(s)/guardian(s) cannot be immediately notified. Information about this policy will be disseminated by distribution in the Wausau School District's Policies for Parents and Students Handbook. Additionally, a copy of this policy will be distributed through school newsletters and school student handbooks. This policy will also be reviewed in homerooms.

## **SAFETY CONCERNS**

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

**A recommendation for expulsion** from the Wausau School District will be made to the Wausau Board of Education for the following behaviors at school or at school- sponsored activities:

- Possession of a gun
- Possession of a dangerous weapon with intent to threaten or cause bodily harm to others or to cause property damage
- Selling, dispensing or delivering drugs or chemicals which Wisconsin Statutes define as illegal
- Intentional use of unprovoked force against a Wausau School District employee

**Students may be recommended** to the Wausau Board of Education for expulsion from the Wausau School District for the following behaviors at school or at school-sponsored activities:

- Starting a fire or attempting to start a fire on school premises
- Disrupting the school environment through the use of violence or threats of violence
- Acting in a way that threatens the life or health of another person where such conduct is considered criminal by federal, state or local laws
- Sexually assaulting another person
- Setting off the school's fire alarm system or falsely reporting a fire when no fire exists
- Making a bomb threat or placing a false alarm call

**Suspension from school for up to five days** will result for a student committing any of the following behaviors at school or at school-sponsored activities:

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

### **SOFTWARE COPYRIGHT LAWS (POLICY #6505)**

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

The Wausau School District has made computer networks, including the Internet, available to students and staff in an effort to support the District's mission and goals. They believe that computer technology and its use can enhance and improve learning in the classroom. The District also realizes that computer software piracy is a major problem for the software industry and that violations of copyright laws contribute to higher costs and an increase in District liability. It is the intent of the Wausau School District to adhere to all copyright laws as specified by software publishers and distributors.

All persons accessing information via District networks, or using computer software provided by the District, shall comply with all license or purchase terms regulating the use of software purchased or acquired by the District. Prohibitions include, but are not limited to, violation of any federal, state or local regulation, reception and/or transmission of threatening or obscene material or material protected by trade secrets. All users will comply with legal requirements regarding the use, reproduction, and distribution of copyrighted works.

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

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

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

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

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

**WISCONSIN STATUTE 943.70  
COMPUTER CRIMES**

(A) Whoever willfully, knowingly and without authorization, does any of the following may be penalized as provided in paragraph (B):

1. Modifies data, computer programs or supporting documentation.
2. Destroys data, computer programs or supporting documentation.
3. Accesses data, computer programs or supporting documentation.
4. Takes possession of data, computer programs or supporting documentation.
5. Copies data, computer programs or supporting documentation.
6. Discloses restricted access codes or other restricted access information to unauthorized persons.

(B) Whoever violates this subsection is guilty of:

1. A Class A misdemeanor unless subd. 2, 3, or 4 applies.
2. A Class E felony if the offense is committed to defraud or to obtain property.
3. A Class D felony if the damage is greater than \$2,500.00 or if it causes an interruption or impairment of government operations or public services.
4. A Class C felony if the offense creates a substantial and unreasonable risk of death or great bodily harm to another.

NOTE: Violations will lead to court referral, loss of computer privileges, suspension, and restitution of damages and time.

**WEAPONS (POLICY #5715)**

No one shall possess a dangerous weapon on school property, school buses, or at any school-related event.

Weapons are defined in two categories:

- (1) Items used or designed to inflict bodily harm and/or to intimidate other persons. Examples include, but are not limited to, firearms, BB-guns, look-alike weapons, knuckles, razors, switchblades/butterfly knives, chains, clubs, stars, pepper spray, etc.
- (2) Items designed for other purposes, but which in the manner such articles are used or intended to be used, are calculated to inflict bodily harm and/or intimidate. Examples include, but are not limited to: belts, combs, pencils, files, compasses, aerosol sprays, scissors, etc.

**RULE**

Students violating this policy on possession of dangerous weapons are subject to disciplinary action that may include immediate suspension and/or recommendation for expulsion. The Director of Pupil Services shall be notified of the possession of dangerous weapons and a pre-expulsion hearing may be convened before the student is re-admitted.

No student may possess a firearm while at school or under the supervision of a school authority.

Under this policy, the term firearm is defined by federal law and means:

- (1) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by an action of an explosive;
- (2) the frame or receiver of any such weapon;
- (3) any firearm muffler or firearm silencer; and 4) any destructive device.

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

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