

Wauwatosa East High School

STUDENT HANDBOOK 2011-12

The Wauwatosa School District does not discriminate on the basis of a person's color, sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, or physical, mental, emotional or learning disability.

7500 Milwaukee Avenue

Wauwatosa, WI 53213

Main Office: 773-2000, Fax: 773-2020

Attendance: 773-2002

Guidance Office: 773-2030, Fax: 773-2392

Athletic Office: 773-2032, Fax: 773-2022

EAST HIGH SCHOOL
DAILY SCHEDULE
(Monday, Tuesday, Thursday, and Friday)

HOUR	BEGINS	ENDS
1	8:00	8:51 (51)
2	8:56	9:47 (51)
3	9:52	10:46 (54) Announcements will start the hour
4	10:51	11:42 (51)
A Lunch	11:47	12:19 (32)
5	12:24	1:15 (51)
5	11:47	12:38 (51)
B Lunch	12:43	1:15 (32)
6	1:20	2:11 (51)
7	2:16	3:07 (51)

There are no students at lunch between 12:19 PM – 12:38PM

EAST HIGH SCHOOL
WEDNESDAY SCHEDULE

Hour	Begins	Ends
1	8:00	8:42 (42)
2	8:47	9:29 (42)
3	9:34	10:19 (45) Announcements will start the hour
4	10:24	11:06 (42)
A Lunch	11:11	11:44 (33)
5	11:49	12:33 (44)
5	11:11	11:55 (44)
B Lunch	12:00	12:33 (33)
6	12:38	1:20 (42)
7	1:25	2:07 (42)

There are no students at lunch between 11:44 AM – 11:55AM

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INTRODUCTION

Hello, and welcome to Wauwatosa East High School. East staff is committed to helping each student reach their full potential academically, emotionally and socially. There are many opportunities at Tosa East to show your talents, interests, and passions. I encourage you to take advantage of those opportunities to enrich your high school experience and prepare yourself for life after Tosa East.

Nick Hughes, Principal

The purpose of this handbook is to provide students and parents with information quickly and conveniently.

- 1. The administration retains the right and privilege to issue consequences for acts of discipline not specifically stated and to alter any consequences as necessary.**
- 2. The administration reserves the right to amend any provision in this handbook at anytime.**

Mission Statement: United with parents and the community, the Wauwatosa School District delivers an outstanding education that equips and inspires our students to conquer their challenges now and in the future.

Belief Statements:

- We believe in respecting and promoting diversity.
- We believe that positive relationships are a foundation of successful schools.
- We believe in continuous improvement.
- We believe in excellence.
- We believe there is an essential unity between the community and its school district.
- We believe all students can learn and excel.
- We believe everyone has the right to emotional and physical safety.

Adopted by the Wauwatosa School Board Jan. 22, 2007

SCHOOL SONGS

HAIL WAUWATOSA

Hail, Wauwatosa
Ever loyal subjects we,
Eager and willing
To fight for your victory
We'll always love you
And praise you to the sky,
Waving our White and Crimson
Ever for Tosa High

ALMA MATER

Our Wauwatosa
To thee we sing
Thy glorious victories
Ever will bring
Pride to our beating hearts,
Loyal and free,
Our Alma Mater
Praise to thee

SCHOOL ACTIVITIES

OPEN HOUSE

September 14 6:30 p.m.

PTA MEETINGS

Third Thursday of month with the following exceptions: 6:00 p.m.
September 22, October 13, December – no meeting, May 10

PRINCIPAL PARENT FORUMS

September 22 7:00 p.m.
November 17 7:00 p.m.
February 16 7:00 p.m.
April 19 7:00 p.m.

PARENT/TEACHER CONFERENCES

October 20 and 25 4:30 – 8:00 p.m.
February 21 and March 1 4:30 – 8:00 p.m.

IMPORTANT DATES:

National Honor Society Initiation, November 16	6:00 p.m.
Jr./Parent Information Night, February 6	6:30 p.m.
Achiever Breakfast, March 29	7:00 a.m.
Senior Scholarship Assembly, May 17	6:30 p.m.

SPECIAL DANCES

October 8	Homecoming Dance	7:30 p.m.
February 25	Turnabout	7:30 p.m.
TBD	Senior Ball	TBD
May 12	Junior Prom and Post Prom	7:30 p.m.

FINE ARTS PROGRAM

October 13	Orchestra Fall Concert @ St. Matthews Church	6:00 p.m.
November 11,12, 18, 19	Play	7:30 p.m.
November 13	Play	2:00 p.m.
December 7	Choir Concert	7:30 p.m.
December 14	Longfellow/East Orch. Con.	7:30 p.m.
December 21	Band Concert	7:30 p.m.
February 4	Forensics Invitational	TBD
February 7,8	Cabaret Concert	7:30 p.m.
March 3	WSMA Solo and Ensemble	TBD
March 20	District Choral Festival	7:00 p.m.
April 13,14, 20, 21	Musical	7:30 p.m.
April 15	Musical	2:00 p.m.
April 18	NIU Jazz Concert	7:00 p.m.
May 5	East Jazz Fest	7:00 p.m.
May 9	Spring Band Concert	7:30 p.m.
May 15	AP Art Movie/Art Show	5:30 p.m.
May 23	Orchestra Concert	7:30 p.m.
May 29	Choir Concert	7:30 p.m.

SCHOOL CALENDAR

September 1	Students Begin School
September 5	No Classes – Labor Day
October 28	No Classes – Staff Development
November 11	Early Release
November 23, 24, 25	Schools Closed – Thanksgiving Recess
December 23	Winter recess
January 2	Classes Resume
January 16	No Classes – Martin Luther King Day
January 23	No Classes – In-service Day
March 2	Early Release Day
April 6	Spring Break Begins
April 16	Classes Resume
May 28	No Classes – Memorial Day
June 7	Last Day of School
June 9	Commencement – 1:00 p.m.

ACADEMICS**GRADUATION REQUIREMENTS (BOARD POLICY #5460)**

Listed are the current minimum State of Wisconsin and current Wauwatosa requirements for graduation. While these are the minimum, the Wauwatosa School Board may adjust the local requirements.

	Wisconsin	Wauwatosa
English/Speech	4.0 Year Credits	4.0 Year Credits (English) .5 Year Credits (Speech)

Health	0.5 Year Credit	0.5 Year Credit
Mathematics	2.0 Year Credits	2.0 Year Credits
Science	2.0 Year Credits	2.0 Year Credits
Social Studies	3.0 Year Credits	3.0 Year Credits
Physical Education	1.5 Year Credits	1.5 Year Credits
Electives	9.5 Year Credits	9.5 Year Credits

Including .5 in a course designated to meet the district's financial literacy requirement (Economics, Independent Living, Business & Personal Finance)

22.5 Year Credits 23.0 Year Credits

Exemptions to this requirement may be granted only for educational experience taken at another school.

The minimum program for students is six classes per semester.

All specified subject area credit requirements, except English and physical education, may be selected over the four year high school term. Selections should be based on student, parent, and counselor planning that reflect the student's unique interests and needs.

Students are required to have four years of English credits, and a .5 credit course in Speech, for a total of 4.5 credits.

One semester of Physical Education is required in 9th, 10th, and 11th grades.

All students must be in approved educational activities each of the seven school day periods.

A senior student, in order to participate in graduation ceremonies, must meet all graduation requirements and school obligations.

CLASS STATUS

Rank-in-class is computed using grades from all subjects. Class rank for all subjects completed in high school is calculated at the end of each semester. Please feel free to talk to your guidance counselor regarding your specific class rank.

GRADING (BOARD POLICY #5421)

Most colleges and some technical schools require either the College Board Examinations (SAT) or the American College Test (ACT) as an entrance requirement. These examinations are given on specified dates throughout the year at test centers designated by the College Entrance Examination Board and the American College Testing Service. Information about these exams and applications are available in the Guidance Office. These may be taken during the senior year; however, you are encouraged to take them in the spring of your junior year.

Students interested in applying for Early Decision to a college should seek advice from their counselor about when to take these exams.

The scale to be used for all classes is as follows:

A	93-100	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	59-0
P	Lowest passing grade used for students who are not capable of achieving passing standards but who have put forth maximum effort, not included in grade point		
I	Incomplete - must be made up, not included in grade point		
M	Medical Excuse, not included in grade point		
N	Audit, not included in grade point		

CLASS ADD/DROP

After classes begin, a student may drop and add a class within the first two weeks. A student may drop a class and add a study hall within the first six weeks without penalty. However, a student must remain in a minimum of six classes per day. Classes dropped after the sixth week will be recorded on the student's permanent record as a failure. The principal may grant exceptions. A student should consult his/her counselor to make any class changes.

SEMESTER FAILURE RECOVERY (YEARLONG COURSE)

ADMINISTRATIVE GUIDELINES

When a student fails the first semester of a yearlong course they are permitted to continue in the course for the second semester. If a student demonstrates sufficient progress in the year long course by the end of second semester they can be awarded a "P" (Pass) grade for the first semester and receive credit. Students wishing to have the opportunity to earn a first semester "P" must work with their classroom teacher and the school counselor on their eligibility for this opportunity and the agreed upon expectations.

GRADE REPLACEMENT ADMINISTRATIVE GUIDELINES

In order to encourage students to obtain mastery of the grade level benchmarks, grade replacement administrative guidelines allow students to retake any course in which they have received a C or below for a higher grade. Once the student has successfully completed the retake; the higher of the two grades will appear on the transcript and be included in the GPA calculation. A student who retakes a class will not be eligible for Valedictorian or Salutatorian.

ACADEMIC INTEGRITY (BOARD POLICY #2200)

Students are expected to reflect academic integrity by doing their own work, correctly citing others when their material is used, and refraining from providing access to materials or information so that others may dishonestly claim credit. All types of work are included in this policy, including test taking, homework, class assignments, and the original creation of essays, compositions, term papers, and research.

The following behaviors are examples (non-inclusive) of violations of the academic integrity policy:

- * Cheating on a test (giving or receiving unauthorized assistance)
- * Plagiarism (using the ideas of another as one's own without acknowledgement of the source)
- * Forgery
- * Submitting work that is not original, including copying, "borrowing" from another source and submitting it as one's own work
- * Downloading information from other sources and presenting it as one's own
- * Providing access to materials or information so that credit may be dishonestly claimed by others
- * Creating and distributing copies of one's own work so that credit may be dishonestly claimed by others
- * Submitting identical works in more than one course without the prior approval of the instructor. Students may further develop previous work with prior approval of the instructor.
- * Damaging/destroying another student's work with the purpose of improving one's own grade

The following guidelines have been established to respond to violations of the academic integrity policy.

First incident of academic dishonesty, the following steps will be taken:

1. The student will receive a grade of 0 on the test, paper, etc.
2. The student will not be given the opportunity to re-do the same assignment

for credit.

3. The teacher will contact the parent via the student to notify the parent of the violation for the parent to sign and return to the teacher.
4. The teacher will contact the parent by phone to discuss the incident.
5. A referral slip on the incident will be kept on file in the office.

Second incident of academic dishonesty in the same class will result in the following action:

1. All steps instituted for a first incident.
2. Administrative disciplinary action.
3. An F grade in and removal from the class for the remainder of the scheduled class time (semester or school year).
4. Administrative review of the student's eligibility for membership in any honors society, the positions of valedictorian or salutatorian, and eligibility for an honors diploma

Additional incidents of academic dishonesty but in different classes will result in the following action:

1. All steps instituted for a first incident
2. Administrative disciplinary action
3. Administrative review of the student's eligibility for membership in any honors society, the positions of valedictorian or salutatorian, and eligibility for an honors diploma

Parents/students have the right to appeal the decision of a teacher if they believe that the policy on academic integrity has been inappropriately applied in a given situation. Appeals will be addressed as follows:

1. If a parent/student disagrees with the decision of the teacher, they may appeal the action to the building principal in writing. The appeal must be made within 5 days of the date of their notification of the teacher's decision. The principal will render a decision on the merits of the appeal within 5 school days of receipt of the written appeal.
2. If a parent/student disagrees with the decision of the building principal, they may appeal the decision to an appeal panel through the director of student services. The decision of this body is final. The review panel will hear the case within 5 days of receipt of the appeal.
3. In the case of a second semester senior where the result of an appeal may affect the student's graduation from high school, the appeal will go directly to the review panel and will be heard within 24 hours of receipt of the appeal.

Any questions about implementation of this policy should be directed to the building principal or associate.

ACADEMIC AWARDS

The purpose of these awards is to give greater recognition to those students who maintain high academic standards during their high school career. These awards provide an incentive with a tangible reward while supporting Wauwatosa East's emphasis on striving for excellence.

Points are awarded for semester GPA as follows:

- 4 points for a 4.0 per semester
- 3 points for a 3.8 or better
- 2 points for a 3.67 or better
- 1 point for a 3.33 or better

Accumulation of any combination of these points will result in the following awards:

- 5 points and minimum of sophomore standing = Letter
- 14 points and minimum of junior standing = Academic Bar
- 21 points and minimum of senior standing = Medallion

REPORTING (BOARD POLICY #5420)

Powerschool

The Wauwatosa School District is utilizing a web based grading program called Powerschool. Powerschool will keep students/parents up-to-date on a student's assignment-by-assignment progress, as well as, grades recorded to-date.

Grade Reports will be distributed during the Fall and Spring Parent/Teacher conferences. They are intended to keep students and parents informed as to the student's progress. Student grades, grade point averages and attendance for every course the student is enrolled in are reported at this time.

Semester Grade Report Cards are issued at eighteen-week intervals throughout the school year. The semester grade is the grade recorded on the permanent record card.

FINAL EXAMS

A definite date and time is provided for the final semester examination. Semester examinations are mandatory for those academic classes to which they may apply. Students who fail to take semester examinations without a reasonable excuse that is accepted by the administration, will be given a failing grade for that examination. Exams count up to 20% of the semester grade.

EXAM EXEMPTIONS:

1. Freshmen will be eligible for one exemption per semester. All other students will be eligible for two exemptions per semester.
2. The student cannot have more than 5 excused absences for the semester to exempt the class. Absences related to illness, appointments, vacations, funerals, religious observations or family emergencies will count towards the excused absence total.
3. All school related absences will not count against exemptions.
4. The student must have at least an A- average for the semester.
5. Any out of school suspension will result in a loss of all exemptions for the semester.
6. Students who accumulated 5 or more unexcused tardies (TDU) to a class will not be able to exempt that class.
7. Truancy or unexcused absences from any class eliminates a student's eligibility for an exemption in all classes.
8. First semester exemptions in AP classes will be at the discretion of the instructor. Students taking AP classes will be informed by their instructor at the beginning of the school year as to whether or not they will be required to take first semester final exam.
9. A student may use only the allotted exemptions. Any student attempting to take more than the allotted exemptions will receive a zero on the exam.
10. Classes that require a project instead of a traditional exam can not be exempted.

HOMEWORK POLICY ON FIELD TRIPS

Regardless of the length of the field trip, the student is expected to follow the general guidelines found in the "Planned Absences" and "Make Up Work" sections of this handbook. An administrator will be needed to decide the merit of a situation should a teacher or student request more than five days to complete tests or assignments.

MAKE-UP WORK

When a student has been absent from class, for any reason (illness, field trip, faculty excuse, etc.), it is that student's responsibility to see each teacher about make up work. Do this prior to absences whenever possible. Any incomplete grade must be made up within two weeks after the end of that grading period, or it will be recorded as an "F". Exceptions are granted only if there are extenuating circumstances. Requests for homework will be processed after a student has

been absent at least three days. Requests are to be made in the morning to the attendance secretary.

PRIVILEGES

Lunch Off Campus

Leaving the school campus during lunch is available only to seniors who meet specific criteria. The student must have a minimum of a 2.33 GPA for the most recent grading period, no D or F grades on the most recent report card, no out of school suspensions, no unexcused absences and no outstanding detentions for the previous grading period. Parent permission is also required.

This privilege will be revoked if the student abuses it by:

- Changes in academic performance, attendance, or behavior is grounds for revocation.
- Poor behavior at school activities held off school grounds is also grounds for revocation of the privilege.
- Tardiness to class for those students returning from lunch is grounds for revocation.

Students may also qualify for early release and late arrivals.

A "special" student ID card, the "privileged student ID" will serve as your proof of earning this privilege.

STUDENT SERVICES DEPARTMENT

The Student Services Department consists of four full-time school counselors, one half-time school social worker, and one .3-allocated school psychologist. Each student is assigned a school counselor who will assist with enrollment and withdrawal procedures, high school course planning, and assistance developing individual educational, career, and personal goals. Counselors hold individual and group conferences with students at several points during their school career.

The Student Services Department performs a variety of services with the common objective of helping a student make the maximum use of talents and opportunities. Student Services team members are available to East students by making an appointment before or after school or during the school day with a pass. Appointment times can be arranged by either students or parents by contacting a Student Services team member.

Both parents and students are urged to contact the Student Services Department if there are any questions or concerns about a student's academic, career, personal, or social/emotional needs. Contacts between Student Services and students or families remain confidential unless there is verbal/written permission or there is reason to believe the student's health is in imminent danger. The counselors, school social worker, and school psychologist will work collaboratively with families to find resolution with any concerns that arise.

ASSIGNMENTS

Please use the following guidelines to determine your appropriate school counselor:

<u>Grade</u>	<u>Switel</u>	<u>Harrington</u>	<u>Carter</u>	<u>Foley</u>
9	A – G	H-Ma	Mc-Ro	Ru-Z
10	A – F	G-Le	Lo-Ri	Ro-Z
11	A – D	E-K	L-R	S – Z
12	A –Ga	Ge-La	Le-R	S – Z

STUDENT RECORDS POLICY/DIRECTORY DATA

The origination and maintenance of appropriate student records are essential to the effective operation of the District and meeting the educational interests of students. The rights and responsibilities of students, parents, and the District with respect to student records are governed by State and Federal law. This administrative guideline is intended to satisfy the educational goals and responsibilities of the District consistent with the requirements of Federal and State laws applicable to student records.

CHANGE OF NAME/ADDRESS

Students who move during the course of the school year are to report this information to the Guidance Office, giving the new address and phone number, and the effective date of the change. Temporary changes should also be reported. **Each student must also provide the school with parent/guardian home and work numbers and at least one emergency number.**

SCHEDULE CHANGES

In order to establish class sections and accurately determine teacher needs for the ensuing year, it is necessary to secure registration about midway through the previous school year. The counselors arrange a conference with students to discuss the selection of elective subjects. Subjects selected at that time should have been given serious consideration and selected in terms of the student's total four year program. Requests for changes in a student's program after this initial selection may not be honored. Any error in course selection should have been corrected by the end of the school year.

YOUTH OPTIONS (BOARD POLICY #2271)

The Board will allow high school juniors and seniors who satisfy the eligibility requirements under the Youth Options Program statute and the administrative rules of the Department of Public Instruction to enroll in an approved course at an institution of higher education while attending in the District. Students will be eligible to receive college and high school credit for completing course(s) at institutions of higher education provided they complete the course(s) and receive a passing grade. Forms requesting classes for the fall term need to be to your guidance counselor by March 15 and for the spring term need to be in by October 15.

LIBRARY MEDIA CENTER

Students may use the Library Media Center for research, computer work, and recreational reading. Freshmen and sophomores need a pass from a classroom teacher or study hall supervisor. Juniors and seniors do not need a pass to use the library during study halls. Students need their I.D. cards to check out items in the library. Books may be checked out for three weeks and may be renewed. Magazines and vertical file materials may be checked out for one week. No food or drinks are allowed in the Library Media Center.

COMPUTER (BOARD POLICY #7540.01A)

Access/Use

The Wauwatosa School District promotes the use and development of electronic networked information resources as a means to support learning and to enhance instruction. Use of District computers, computer networks, and internet access is intended for educational and professional purposes only. Access and use of these resources is governed by the following administrative procedures and forms: Guidelines for Computer Use; Guide for Internet Use; Computer Use/Internet Application; Computer User Agreement. Users shall have no expectation of privacy when using District computers. Use of computers, the computer network, and the Internet will be monitored. Misuse of the equipment/services will result in appropriate disciplinary and/or legal action.

Consequences For Violation Of Network Rules

The District reserves the right to, and will, monitor use of the network, including Internet and e-mail messages. The network is solely for the purpose of expanding educational opportunities.

School administrator(s), with the assistance of the staff members, may deny, revoke or suspend computer use as deemed necessary. Any user identified as a security risk or having a history of problems with computer systems may be denied access to District computers. These consequences may occur along with other disciplinary action, up to and including expulsion from school, depending on the severity of the offense. In addition, in cases where state or federal laws may have been broken, students may be referred to the

police department. Cases where state or federal laws may have been broken, students may be referred to the police department.

In addition to these guidelines, school administrator(s), with the assistance of staff members, may draft special rules for computer use in other situations. These rules will be revised as necessary.

Internet Use Guidelines

Wauwatosa East High permits the use of the Internet as a tool for educational purposes only. The Internet, like any other school resource, may only be used for the purpose it was intended. Users are expected to follow a few basic rules of courtesy and common sense when accessing this tool so that the Internet can be a valuable source of information for all.

A signed User Agreement/Parent Permission Form must be on file.

The District reserves the right to, and will; monitor Internet use, including e-mail messages. All files or messages sent, received or viewed on District computers are the property of the District and users have no expectation of privacy in any files or messages.

Examples of unacceptable use are:

- * Revealing any personal information about the user or other students;
- * Using the network for any illegal activity, including violation of copyright or other contracts;
- * Using the network for financial or commercial gain;
- * Degrading or disrupting equipment, software or system performance;
- * Vandalizing the data of another user;
- * Using the network system, including the Internet, to create, view, send, receive, store, display or print text or graphics which may reasonably be construed as obscene, disruptive or harmful materials. Offensive, disruptive or harmful messages and files include, but are not limited to, any messages or files which contain pornographic images, sexual implications, racial slurs, gender specific comments, other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability, any comment which in any way defames another person, or any comment intended to frighten, intimidate, threat abuse, annoy, or harass another person.
- * Gaining unauthorized access to resources or entities;
- * Invading the privacy of individuals; using an account owned by another user;
- * Posting personal communications without the original author's consent; and
- * Posting anonymous messages and information (i.e. others' phone numbers or addresses).

Exploring the Internet is for the purpose of expanding educational opportunities. School administrator(s), with the assistance of staff members, may deny, revoke or suspend any Internet access as deemed necessary. Any user identified as a security risk or having a history of problems with computer systems may be denied access to the Internet. These consequences may occur along with other disciplinary action, up to and including expulsion from school, depending on the severity of the offense. In addition, in cases where state or federal laws may have been broken, students may be referred to the police department for additional action.

Network Usage

All students are encouraged to use the computer network at Wauwatosa East High School. Computers are located throughout the building in the library, business department, and classrooms. The network is run by three large computers called File Servers which hold the programs used and has room to store files created. Student storage space is limited.

At registration, each student receives a password to gain entry to the network. It is important to keep all passwords confidential. If others are told, students are taking the chance that someone may enter and disturb files. It is each student's responsibility to remember the password and keep it confidential.

If a password is forgotten, it can be obtained in the Library Media Center.

The contract which follows contains the rules for student use of the computer network. These rules will be enforced as school policy. READ THESE CAREFULLY.

On-line services are available via the internet. This is a tremendous aid for student research and information availability. Regulations for use of the internet will be made available to students and parents.

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Use Guidelines

Computer Equipment: All computer hardware and software are the property of the District and may only be used for educational purposes which are not disruptive, offensive to others, or harmful to the District. Users will be held responsible for any misuse or damage to District computer equipment. Users are assigned user IDs and passwords at the beginning of the year.

These user IDs and passwords are the property of the school and may be changed or revoked only by school administrator(s) or designee(s). User IDs and passwords may not be shared with others and users may only use the ID and password assigned to them by the District. All files stored on District equipment are the property of the District. Users are allowed limited use of disk space on the file server; to be determined by the Technology Support Specialist. User files may be deleted from the file servers at the end of the school year without prior notice. Users are encouraged to save all files on removable media such as diskettes. All messages or files composed, sent or received on District computers are District property. User files stored on District equipment, including any messages, may be examined by school authorities at any time and without prior notification. Users shall have no expectation of privacy in the use of District computers.

Users are allowed to access the Internet only if they have submitted a signed permission form and follow the District Guidelines for Internet Use.

Additionally, users are not to: use the computer equipment for any reason other than educational purposes. Operate outside the confines of program applications. This means in the operating systems of the computer or network. Use software brought from outside the school unless permission is given by the System Operator. Add or remove software or files from any drive of the computer system except those in their home directory. Store files on the network or any computer with exceptions only approved by the System Operator. Use anyone's USER ID or PASSWORD except their own. Use the network system, including the Internet, to create, view, send, receive, store, display or print text or graphics which may reasonably be construed as obscene, disruptive or harmful materials. Offensive, disruptive or harmful messages and files include, but are not limited to, any messages or files which contain pornographic images, sexual implications, racial slurs, gender specific comments; other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability; any comment which in any way defames another person; or any comment intended to frighten, intimidate, threaten, abuse, annoy, or harass another person. Physically damage or vandalize the data of another user. Trespass or vandalize the data of another user. Use the network for any illegal activity, including violation of copyright or other contracts.

Make any changes to the setup or configuration of any District hardware or software without approval of the System Operator. Users will be held accountable for things done under their user ID. Therefore, it is crucial that users keep their computer passwords confidential. User files, including messages, may be examined by school authorities at any given time and without prior notification. **Legal action** may be taken in the case of breach of file security, software copyright violation, or violation of other applicable state and federal laws.

STUDY HALL POLICY

Expectations: All freshmen and sophomores will be assigned to a supervised study hall during their study hall period. Unexcused absence from study hall is considered a truancy and will be treated as such. Juniors and seniors, who have a scheduled study hall, must report to the Raider Room. The Raider Room is seen as a privilege for juniors and seniors, and the access to the Raider Room can be taken away for behavior or academic performance.

Study Hall Definitions: The Library can be used by all students. Students may use the library during their study hall with permission and a pass from the study hall supervisor. The Raider Room is available for juniors and seniors during their study periods. Cooperative Study Period (CSP) is available for all students during their study period. Teachers in various subject areas are available during the day to provide assistance. Students need not be enrolled in a specific teacher's class to utilize a teacher for CSP. Students should see the specific teacher for a pass.

TEXTBOOKS

The school furnishes books to all students with the understanding that this major investment will be properly safeguarded. Damage, defacement, or loss of their barcodes will result in fines. Students are responsible for turning in their checked out textbooks during a change of semester, if required by a schedule change, or at the end of the school year. **If students fail to check in their textbooks or leave them in their lockers at the end of the school year and they do not get checked in properly, they run the risk of being assessed a book replacement fee.**

Any student who loses a textbook must pay for its replacement value before a new one will be issued. The Wauwatosa School District is not responsible for any books left in lockers or otherwise returned outside prescribed building procedures. All students who withdraw from school during the school year are responsible for turning in all of their books before they will be considered officially withdrawn. If you have any concerns about instructional materials or textbooks you have the right to ask the district to discuss the appropriateness of that material.

SPECIAL EDUCATION SERVICES/STUDENTS WITH DISABILITIES

The Wauwatosa School District is committed to providing students with disabilities a free, appropriate public education. Special education and related services for students with disabilities are provided in each school in accordance with state and federal law. Students with disabilities means, according to state law, "a child who, by reason of any of the following, needs special education and related services: cognitive disabilities, hearing impairments, speech or language impairments, visual impairments, emotional disturbance, orthopedic impairments, autism, traumatic brain injury, other health impairments, learning disabilities." A parent/guardian or staff member may refer for evaluation a student for whom they have reason to suspect may have a disability that requires special education and related services. Referral information and forms are available from the guidance office.

MEDICAL EXCUSES FROM PHYSICAL EDUCATION

A medical excuse from physical education classes may be issued for a student upon certification from the student's physician that the student is medically unable to participate in the physical education program. A medical excuse is valid for one semester and must be renewed if it is to continue for more than one semester.

PLEASE NOTE: A medical excuse for physical education classes DOES NOT reduce the total credits required for graduation from high school. If a student receives an exemption from the physical education requirement, the student must earn equivalent credits in other subject areas.

FIELD TRIPS

Field trips are approved through the office. Students who are permitted to participate in school planned trips off the campus must submit a completed Field Trip Permission Blank signed by their parents. Teachers will plan the distribution and the collection of permission blanks well in advance of the trip so that lack of any completed permission blanks will not create a problem at the last minute. Students with excessive absences, academic deficiencies, or behavior referrals may be denied the privilege of participation in a field trip. Any field trip costs must be paid to the field trip adviser prior to the trip and may or may not be refundable. All school rules are in effect throughout the entire trip.

CO-CURRICULARS

ATHLETICS

As an integrated part of the total school effort and experience, where academics and athletics are closely tied, the program is designed to help our students become better individuals and better school, community, state and national citizens.

Objectives: To enhance the athlete's self-confidence, creativity, self-respect, self-control, self-reliance, physical development and social interaction. To aid the athlete in achieving recognition, a sense of belonging, respect for authority, and a feeling of accomplishment.

ATHLETIC CODE OF CONDUCT (SCHOOL BOARD POLICY #2431)

Participation in the athletic program in Wauwatosa is a privilege rather than a required part of our total educational program. Because of the voluntary nature of this program, all athletes desiring to take part in interscholastic athletics and expecting to partake of the advantages participation offers, must follow all the rules. Those not willing to comply with all the regulations of this optional phase of our curriculum should not expect to participate.

Athletic policies regarding tobacco, alcohol and other drugs and other athlete/coach conduct are included in the district Interscholastic Athletic Program Pamphlet. This pamphlet is distributed to every athlete at the student and parent athletic code evening before the start of his/her season. Please consult this pamphlet for policies governing all aspects of student participation in athletics.

Athletic Involvement: Parent and athlete must fill out and sign the Senior High Athletic Participation Form provided by the district before the athlete can participate. This contract is available in the athletic office. WIAA Rules of Eligibility state that "a student may not participate in interscholastic athletics until an "Examination-Permit" card is on file in the Athletic Director's office attesting to parental permission and to physical fitness as determined by a licensed physician. A physical exam taken after April 1st of any given year is good for two school years. However, the athlete must turn in an "alternate year" card signed by a parent/guardian for participation in the second year.

- Parents must fill out and sign the "Personal Information" section.

- Parents must fill out and sign the Parent or Guardian Permission section.
- Parents must sign the Athletic Insurance Coverage section. Please note that the school district does not provide individual or group insurance nor does the WIAA, however, accident insurance through Student Assurance Services, Inc. is available. Forms are available in the high school office.
- Parents and athletes must sign the Athletic Code Contract section at the start of the season.

For complete information regarding Athletics, please see the Wauwatosa East Athletic Handbook or contact the Athletic Director, Mrs. Vitrano.

Interscholastic Sports: Wauwatosa East teams compete as members of the **Greater Metro conference**. The teams that make up this Conference are: Brookfield Central, Brookfield East, Divine Savior Holy Angels, Hamilton, Marquette, Menomonee Falls, Wauwatosa East West Allis Central, West Allis Hale.

The Greater Metro Conference prohibits the wearing of hats and/or any types of headgear inside our facilities or at other schools. Our students do not yell at inappropriate times, e.g. free throw shooting, officials calls, etc. Students who do not conduct themselves as ladies and gentlemen will be removed from the activity and not allowed to return.

Practices: Most sports practices take place immediately after school. However, for those sports where there is a conflict in facility use, teams do have to practice in shifts. Contact the appropriate coach for information.

Coaches' Supervision: Coaches are not responsible for athletes once the athletes leave the locker room or practice field following a practice or athletic contest.

Team Selection: Because of the nature of some activities, it is necessary to limit the number of participants. To accomplish this, tryouts are held and the following guidelines used.

- Criteria for selection are as objective as possible and identifiable.
- Students are informed about the criteria and tryout procedure.
- All contestants are evaluated on the same standards of skills, knowledge, techniques, and performance.
- All the evaluations are recorded and the same form used for all.
- More than one qualified person does the evaluating whenever possible. Additional tryout time may be granted to a student who has been ill or is temporarily handicapped and unable to participate in the regular tryouts. When a separate freshman team is not offered in a given sport, the ninth grade athlete may participate at the junior varsity or varsity level. The only athlete who must participate at just one level is the senior who can only play at the varsity level.

Athletic Trainer: Gail Bonofiglio.

Ms. Bonofiglio's hours are listed outside the training room

Weight Training: Jake Wolter.

Summer weight training is Monday, Wednesday, and Friday from 9:00 a.m. until 11:00 a.m. The program begins the second week in June and ends two weeks before school starts.

ACTIVITIES: INTERSCHOLASTIC ATHLETIC

To contact a coach who is not an East staff member, please call the Athletic Office at 773-2032.

<u>Sport</u>	<u>Coach</u>	<u>Starting Date</u>
Baseball, boys	Matt Dahlstrom	May 15
Basketball, boys	Tim Arndorfer	November 14
Basketball, girls	Rob Hamill	November 16
Cheerleading	Stephanie Smith	

Cross Country, boys	Tom Rehberger	August 15
Cross Country, girls	TBD	August 16
Football	Jake Wolter	August 3
Golf, boys	John Ravenola	March 26
(Boys golf co-op with West, housed at East)		
Golf, girls	Sarah Sallman	August 8
(Girls golf co-op with West, housed at East)		
Hockey	Erich Klett	November 7
(co-op with West, housed at West)		
Pom Pon Squad	Holly Kopp	Tryout in April/May
Soccer, boys	Eric Dale	August 8
Soccer, girls	Lauren Cervero	March 19
Softball, girls	Megan Arndorfer	March 19
Swim, boys	TBD	November 14
(Boys swim co-op with West, housed at West)		
Swim, girls	Russ Weigel	August 9
Tennis, boys	Glen Slonac	March 26
Tennis, girls	Glen Slonac	August 9
Track, boys	Jake Wolter	March 5
Track, girls	Nancy Braidigan	March 5
Volleyball, boys	John Simon	August 22
Volleyball, girls	Katie Beining	August 15
Wrestling	Kent Morin	November 14
(Co-op with West, housed at West)		

SPORTSMANSHIP

All students should set an example of good sportsmanship at all times. Remember that our visiting teams and spectators have been invited as our guest. When visiting other schools, students should act as they would expect guests to act in their homes. Booing, name calling, inappropriate words or actions, etc., are always out of place and will be dealt with appropriately.

WE ARE A "CLASS ACT" AT WAUWATOSA EAST HIGH SCHOOL. WIN WITH CLASS AND LOSE WITH PRIDE

Noise Makers: The general guidelines of the Greater Metro conference indicate that, "whistles, horns, megaphones, noise-makers and signs of any kind, and any other disruptive devices are banned from all conference events."

Individual, Team, or Group Representation: No group or individual may compete on behalf of the school or represent themselves as being an official Wauwatosa East sponsored group, team or organization without expressed prior approval of the administration.

CO-CURRICULAR ACTIVITIES

Amnesty International – Advisor: Mrs. Cmeyla

East High School's chapter of Amnesty International is an active group that works to further the principles of human rights through activism, participatory citizenship, service and education. While our ultimate goal is to create a more just, peaceful society and world, we work to create change both globally and locally. We hold meetings twice monthly, where we sign "urgent action" letters and petitions addressed to leaders whose countries are in violation of human rights. We sponsor speakers who educate our group and the larger school community on various topics of interest and host other activities and events that promote tolerance and respect. We also organize Jamnesty, an annual benefit concert for local charities and community justice organizations. Everyone is more than welcome to be a part of our group!

BattlebotsIQ – Advisor: Mr. Tschanz

BattlebotsIQ is an integrated, multi-dimensional robotics program that encourages students to improve skills in math, science, engineering,

manufacturing, and business practices. It is an enriched robotics program that enables students to build robots and enter robotics competitions.

FBLA – Advisors: Ms. Gustafson

FBLA meets Thursdays before school 7:30 a.m. starting in September. FBLA (Future Business Leaders of America) is a national business organization with over a quarter of a million members nationwide. It is designed to help develop business and leadership skills. There are about thirty business-related competitive events in FBLA. Members can earn recognition at the regional, state, and national levels. Membership is open to all students at East who are interested in learning more about business and developing leadership skills. Dues are \$10.00 a year.

Forensics – Advisor: Mr. Balcerak

Students hone their speaking and performance skills at tournaments at which they are assessed and scored against others in their category. Categories include demonstration speaking, four minute speaking, oratory, extemporaneous speaking, moments in history, public address, radio speaking, special occasion speaking, prose interpretation, poetry interpretation, solo acting, play acting, group interpretation, storytelling, and farrago. Awards are given for individual and team performance.

German Club – Advisor: Mrs. Tuinstra

The German Club (or Deutsch Verein) is for German students who wish to participate in out of class activities to simulate interest in the life, culture and language of the German people. Activities include dinners at German restaurants, visits to German plays and movies, and tours of German sites. We participate in German Day at UW-Milwaukee and UW-Madison as well as Winterfest.

GSA –Advisor: Mrs. Foley

The Gay Straight Alliance (GSA) is a club that brings together students interested in LGBTQ information. Activities and discussions are centered around making a safe place for students who may be experiencing difficulties in their own sexual orientation or those close to them. Meetings are held after school and students are welcome to attend and participate as often as they can.

Health Occupations Students Of America – Advisor: Mrs. Loving

HOSA is a national student organization. The mission of HOSA is to promote career opportunities in health care and to enhance the delivery of quality health care to all people. Membership is open to all students to plan & participate in school and community events. Students can earn medals & awards at State and National Competitions. Dues are \$10 per year. HOSA meets monthly to plan events. Check out the official HOSA website at www.hosa.org.

Key Club – Advisor – TBD

Wauwatosa East Key Club is an international community service organization affiliated with Kiwanis International. The Wauwatosa East Key Club is sponsored by two Kiwanis Clubs: the Kiwanis Club of Wauwatosa and the Kiwanis Club of Metropolitan Milwaukee Nights. The main purpose of Key Club is to get kids involved in community service. Key Club shows young people that they can truly make a difference, and they can have a lot of fun doing it. Key Club members volunteer at run/walks, serve meals at soup kitchens, help out at safe houses for battered women, man phones at the Channel 10/36 Auction, sponsor a child in Pakistan and raise money for such causes as UNICEF, March of Dimes, and the Susan G. Komen Breast Cancer Foundation. Anyone is welcome to join Key Club. The club meets bimonthly on Wednesday mornings at 7:15 A.M., in room 280. Dues are \$11.50 a year.

Latin Club – Advisor: Mr. Sheaffer

Latin Club activities are planned to stimulate interest in the life, culture and language of the ancient world. It is open to all interested Latin students. Meetings are held monthly at which special events are planned.

Peer Helpers – Advisors: Mrs. Carter and Mrs. Foley

Peer Helpers formally meet twice each month to plan activities which promote awareness and fun found in a chemically free lifestyle. Activities which promote awareness include the yearly red ribbon campaigns, a Winter Festival booth and assembly presentations. Peer Helpers also help to perform skits at the elementary schools, talk with middle school seminar groups and assist the Wauwatosa Police Department DARE Program by serving as healthy role models for young children. Peer Helpers receive training in listening skills, identification of substance abusing behaviors, and developing skills to refer peers to appropriate adult resource people. Selection of Peer Helpers occurs in the spring of each year. Everyone is welcome to apply.

Raider Room Workers

Students can earn part time wages by working behind the counter or clean-up detail in the Raider Room. Any interested workers should meet with Mr. Wolter at the beginning of the school year.

Science Club – TBD

Meets after school at 3:00 PM. Dues are \$1.00. Membership in the Science Club is open to all students and always holds something of interest for everyone. It sponsors speakers and demonstrations.

Student Announcers – Advisor: Mr. Hughes

Any students interested in developing speaking skills can join. Students who would like to sign-up for announcing must meet with Mr. Hughes at the beginning of the school year.

Tosa East Players/Stage Crew – Advisor: Mr. Thane

Meets weekly on Thursdays at 3:30 p.m. The Tosa East Players is the High School Drama Organization. The club is open to any student. In addition to two major productions, the club helps sponsor the annual student play festival, field trips, artists-in-residence and an annual awards banquet called "The Fitzies." All students are welcome to audition for parts in the productions or to work in the technical operation within our professionally equipped theatre.

We The People – Advisor: Ms. Meier

Students interested in "We the People" must enroll in American Public Policy: Special Emphasis. Students compete by forming oral presentations on aspects of the Bill of Rights. If successful at the State competition, they will compete in Washington D.C.

HONORS GROUPS

French Honorary Society – Advisor: TBD

The French Honorary Society recognizes those students who excel in the study of French. Membership is open to sophomores, juniors and seniors enrolled in an advanced level French course. Students must possess an "A-" average in French and an overall "B-" average. Activities may include a crepe booth at Winter Festival and collecting Christmas presents for Indochinese children.

German Honorary Society – Advisor: Mrs. Tuinstra

The German Honorary Society recognizes those students of German who excel in the study of German. Membership is open to sophomores, juniors and seniors enrolled in an advanced level German course. Students must possess a 3.6 average in German and an overall 3.0 average. New members and members already inducted need to do six hours of German related service, maintain superior performance in German courses, and attend an induction ceremony in Spring.

Mu Alpha Theta – Advisor: TBD

Meets the second Wednesday of the month at 3:30 p.m. Mu Alpha Theta is a national honorary mathematics club created for high school and junior college students. Its purposes are to engender a keener interest in, promote better scholarship in, and encourage enjoyment of mathematics among the student members. Each candidate for membership must have completed algebra,

geometry, and have completed or enrolled in advanced algebra. Further, the student must possess a cumulative grade point average of 3.5 or better in mathematical work, and a grade point average of 3.2 or better in general school studies. Mu Alpha Theta sponsors six short math contests throughout the year. There is a monthly meeting where a math related program is presented. The dues to join this organization are \$5.00. They are used to cover the cost of the students' national certification, mailing, refreshments, prizes and participation awards. This is a one time only fee, good for as long as a person chooses to remain an active member. Active membership is retained by attending at least one-half of the contests and/or meetings.

National Art Honor Society – Advisor: TBD

To become a charter member of National Art Honor Society, you must have demonstrated outstanding ability in art, evidenced by a B or better average in previous and current art classes. NAHS strives to aid members in working towards their highest potential in art, and to bring art to the attention of the school and community. Art making and community service projects are central to our purpose.

National Honor Society – Advisor: TBD

National Honor Society is open to those juniors and seniors who excel academically. In addition to a 3.5 GPA requirement, students must exhibit good character, possess leadership qualities, and perform service. Selection is based on all four areas. Interested students must complete a form that becomes available at the beginning of first semester junior year. All juniors and seniors with the G.P.A. indicated above receive a letter of invitation. A minimum of five semesters of high school work is required for consideration. In addition, students must have done a considerable amount of service representing both co-curricular and community activities within eighteen months prior to NHS application. Students who did not qualify as juniors are encouraged to reapply as seniors.

Quill and Scroll – Advisor: Ms. Meier

Junior and senior honor students who contribute significantly to the newspaper or yearbook are eligible for initiation in Quill and Scroll, the international honor society for high school journalists.

Spanish Honorary Society – Advisor: Ms. O'Connell

This is an honorary club open to juniors and seniors enrolled in Spanish classes who have a 3.0 GPA overall and a 3.5 in their Spanish courses. Throughout the school year, the group is involved in a wide variety of community service projects that benefit Milwaukee's Hispanic community. The members also raise funds to provide scholarships to those graduates who have been involved in activities related to the Spanish language while students at Tosa East and intend to continue studying Spanish in college.

STUDENT GOVERNMENT/REPRESENTATION

Class Officers

To provide leadership for all class activities, and promote school spirit. Assist associate principal in coordinating class meetings. Elected by members of all classes except freshmen at the end of each year for the next school year.

Senior Advisor: Ms. Cervero

Junior Advisor: Mr. Karas

Sophomore Advisor: Mr. Karas, Mrs. Carter
Carter

Freshman Advisor: Mrs.

Student Council – Advisor: Mrs. Carter

Meets weekly on Tuesdays at 3:05 p.m. Student Council is a representative body with essentially two overarching functions: first, as an organization to follow through on student concerns with the appropriate persons; and to deliver certain types of services for the student body. Any student can be a member of Student Council. Representatives (who are able to vote on certain matters) from each class are elected yearly, as are officers. Consistent attendance at regular meetings and committee meetings is expected. Any student may serve on any Student Council committee, and all are encouraged to do so.

Wauwatosa Youth Commission

Their purpose is to provide an ongoing evaluation of the needs and concerns of youth in the community. Membership is comprised of students and adults from the Wauwatosa community. There are two student representatives for each grade level on the commission.

STUDENT PUBLICATIONS

Cardinal News – Advisors: Ms. Meier and Ms. Sampson

Meets once a month on a Monday after school. The school newspaper is written, edited and published by students who are interested in journalism, photography, art or computer graphics. The newspaper is produced with InDesign, PhotoShop, and Illustrator. Participation is open to all students, freshmen through seniors.

Cardinal Pennant – Advisor: Katie Larson

Yearbook work offers student editors the chance to work and plan for the stress of monthly deadlines. Concentrated work times are weekends and after school. Editors and staff members should have writing skills, computer experience, creativity and DEDICATION to a yearlong project, although some jobs involve one or two deadlines. Announcements for those interested in staff or editor positions occur in the fall and spring of each year.

Parnassus In Print and Parnassus in Audio – Advisor: TBD

The publication was started in the 1930s. It remains a student literary magazine to showcase student writing and artwork. Parnassus in Audio originated in 2002 and highlights some of the original music being written, performed and recorded by the student body.

ATTENDANCE

ATTENDANCE (BOARD POLICY #5200)

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative procedure issued under this policy. (Wisconsin State Statute 118.15, 118.16).

Wisconsin State Statutes

Statute 118.15 - Compulsory School Attendance: Any person having under their control a child who is between the ages of six and eighteen years of age shall cause their child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter or semester of the school year in which the child becomes eighteen years of age.

Statute 118.16 - School Attendance Enforcement: "Truancy" means any absence of part or all of one or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause their such absence by the parent or guardian of the absent pupil. Truancy also means intermittent attendance carried on for the purpose of defeating the intent of Statute 118.15.

Students are required to attend all scheduled classes and study halls unless they have obtained a pass approved by the principal or the principal's agent. Students with acceptable absences are entitled to make up the work missed and are responsible for doing so. Students without an acceptable excuse will be considered as truant and will face disciplinary measures.

Absence Definitions

Student absences are considered excused or unexcused/ truant.

Excused Absences

The following are considered to be excused or legal absences as determined by State law and Board policies:

1. Personal illness mental or physical. **Medical verification will be required when a chronic pattern of absence becomes evident.**
2. Permission of parent or guardian.
3. Sudden family emergencies, crises, or trauma.
4. Religious observances.
5. Suspension or Expulsion.
6. Program or Curriculum Modification.
7. Required legal appearances.
8. Parent-approved absences for no more than 10 days in a school year-must be excused by parent or guardian.
9. Authorized enrollment in an alternative school.
10. Under extraordinary circumstances, other absences may be allowed per parent request and with the prior approval of the building principal.

Unexcused Absence/Truancy

A student will be considered truant if s/he is absent part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats., will also be considered truant.

Changes in state attendance laws adopted by the Wisconsin Legislature in 1997 (State Statute 118.16) mandated that schools identify "habitual truants."

A student will be considered a habitual truant if s/he is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

MUNICIPAL TRUANCY ORDINANCE

As of April 1995 the Wauwatosa Common Council passed a truancy ordinance, which required habitual truants to appear in Municipal Court with their parents/legal guardians.

Under the truancy ordinance, which adopts provisions in the state law, Municipal Judge will be able to

- Suspend a student's driver's license
- Require a student to get counseling and/or do community service
- Confine the student to his or her home except for such authorized activities as school or church
- Refer the student to an educational program

In addition the Common Council passed another ordinance allowing a \$500.00 municipal fine for anyone (parent, friend, etc.) contributing to the truancy of a minor.

Also, the school has the power through state statute to revoke a student's work permit, if the student is determined to be a habitual truant.

WITHDRAW/TRANSFER

Procedure for withdrawal or transfer is as follows:

- A notification from the parent or guardian presented to Guidance.
- Obtain a withdrawal form from Guidance. Have the form signed by the parents or guardian.
- Have the form signed by all teachers after returning all books and materials and payment of any outstanding fees or fines.
- Take completed forms to the Guidance office for final clearance.
- Students who transfer or who withdraw with obligations to the school must satisfactorily resolve all obligations before the school will forward transcripts or school record.
- Policies regarding pro-rated fee refunds will be followed.
- State law requires attendance in school until the student becomes 18 years of age. If a student is considering the possibility of leaving school, the counselor in the Guidance Office should be notified as soon as possible.
- Any student, who withdraws from school under the law, has the right to be readmitted to school upon request so long as the student remains of school age. A parent/guardian conference with an administrator will be necessary prior to a decision regarding re-admittance.

SPECIAL ABSENCE SITUATIONS

1. Absence Due To Contagious or Infectious Diseases

When a student has been absent from school because of a contagious or infectious disease, as defined by the Wauwatosa Health Department, he/she may return to school after receiving clearance from a physician.

2. Absences-Planned

Listed below are regulations concerning planned absences for three or more days and extended vacation periods involving school time.

- Parents must telephone the attendance officer before the proposed vacation and have the student complete a pre-planned absence form. This form is obtained from the attendance office.
- The student must then present the form to the teachers and an associate principal for their signatures.
- Teacher initials will indicate that the teacher and student have conferred about material that should be studied by the student during the absence, and work that the student should complete and submit before departure, and an understanding that the student must complete make-up work and tests missed within five days of returning to school.
- The initialed request for the planned absence will be kept on file in the attendance office. It should be clearly understood by the student and parents that they are responsible for all missed lessons.

3. Leaving During the School Day

A student who needs to leave the school building for any reason during the school day must obtain a "Permit to Leave" pass from the Attendance Office. Parents who want a student to be excused during the school day must call the school prior to the time the student is to be excused. Any student who leaves the building without prior permission from the administration or the Attendance Office will be considered unexcused and disciplinary action will be taken.

4. Early Release

In accordance with state statutes, all students must be scheduled in approved educational activities during each period of the school day, including study halls. Early release may be granted only to seniors enrolled in school sponsored work programs or approved college and vocational courses. Early release may also be granted to seniors who qualify under the privilege system. Forms may be obtained from the

supervising teacher or the Attendance Office. The Attendance Office issues early release passes.

Note: A "Permit to Leave" form must be obtained even if the student has to leave school during a lunch or study period.

5. Participation in Athletics

Athletes must be in attendance for the full school day in order to participate in athletic practice or interscholastic contests scheduled for that date. Any non-attendance (period absence and/or full day absence) will result in the athlete being withheld from athletic practice or contest for that day. If the absence is not discovered until a later date, the student will be withheld from the next practice or contest (if the absence occurred on the day of a scheduled interscholastic contest) after the time of discovery. The only exceptions to this policy are prior-approved excused absences, e.g., attendance at a funeral, appointment with doctor/dentist, appointment for driver's test, school sponsored field trip, etc.

TARDINESS

Excused Tardy - If a tardiness is excusable, a telephone call must be received from the parent prior to the student's arrival in order for the tardiness to be considered excused. The student must report to the attendance office for an admit slip.

Tardiness to Classes - Tardiness to class is handled by the individual teacher. Students are expected to be prompt and in their seats when the bell rings. If a student is late to class, the student should not come to the office for a late pass. The student must address the tardiness with the teacher. If students have been detained in the office or by a teacher, the student must ask for a pass from the person who detained them before going to the next class.

Tardiness to School - Be on time! Tardiness to school is not acceptable. Students must be in assigned classroom seats when the bell rings. Missing the school bus, oversleeping, car trouble, etc., are not excusable tardiness as in accordance with attendance laws. Repeated tardiness will lead to disciplinary action including the possibility of suspension.

Student Absences – Procedure To Be Followed

When a student is to be absent from school, the parent must telephone the school on the day of the absence. The telephone number is 773-2002. Voice mail is available 24 hours a day. If there is a need to speak to someone directly, please call between 7:00 a.m. and 4:00 p.m. If the absence is to be longer than one day, inform the attendance office of the length of the absence or call each morning. The attendance office is not authorized to accept written notes.

AGE OF MAJORITY

Students reaching the age of eighteen years may register at the attendance office. (Wis. St. 900.01) An Accountability Request Form must be filled out by the student and signed by the parent. A conference between the administrator and the student is also required.

ALL students regardless of age are subject to school rules. Students who have reached their eighteenth birthday are permitted to originate their own excuse for absence only if they: Are not living with their parents or legal guardian OR the parent or guardian submits a written statement to the school stating that the student is responsible for himself/herself. Only acceptable reasons for absences will be approved.

CLOSED CAMPUS

Tosa East enforces a closed campus. This means that students are **not to leave** the school building during the school day with the following exception: Twelfth grade students involved in an approved school work program, MATC classes, or qualified senior privilege students may leave during the school day as part of their approved program. A pass to leave school must be obtained from the office.

Students involved in afternoon programs should not return to school without an administrator's permission. Consequences for off campus violations could include the following:

- a. Detentions
- b. Assignment to grade 9/10 study hall (for juniors and seniors)

STUDENT CONDUCT

DISCIPLINE/CODE OF CONDUCT (BOARD POLICY #5600)

All student conduct should be based on respect and consideration for the rights of others. Students have a responsibility to know and follow the rules and regulations of the school and School District. Section 120.13 (1) of the Wisconsin Statutes authorizes school boards to make rules for the government of the schools, including rules about the conduct of students. In addition, the statute also provides that, with the school board's consent, the superintendent or any principal or teacher designated by him or her may develop and implement such rules.

The following progressive disciplinary measures may be taken to address student misconduct: staff/student meeting, parent meeting, detention, suspension, administrative hearing, and/or expulsion.

CODE OF CONDUCT – CLASSROOM (BOARD POLICY #5500)

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provision of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

The District has a responsibility to its students, as a group and as individuals, to provide the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and interference from students who, for whatever reason, are unruly, disruptive, dangerous, or interfere with the teacher's ability to teach effectively.

Students have a responsibility to:

- Demonstrate respect for people, property, and the learning environment
- Come to school, and to every class, ready to learn
- Show kindness and courtesy to others by treating them with dignity
- Demonstrate effort by listening carefully and following instructions
- Make positive contributions to the school learning environment.
- Follow all school rules

Parents should be aware of their children's activities, performance and behavior in school and are asked to cooperate and consult with the school to prevent or address problems.

A teacher employed by the District may temporarily remove a pupil from the teacher's class if the pupil violates the terms of this Classroom Code of Student Conduct. In addition, long term removal of a student will be possible if the building administrator upholds a teacher's recommendation that a student be removed from the class for a longer period of time. Removal from class under this Code does not prohibit the District from pursuing or implementing other disciplinary measures, including but not limited to detention, suspension or expulsion, for the conduct for which the student was removed.

DEFINITIONS

For the purpose of this Code:

1. "**Classroom**" is defined as any class, meeting or activity, which students attend, or in which they participate while under the control of direction of school authorities.
2. "**Teacher**" is defined as a person holding a license or permit issued by the

state superintendent whose employment by a school district requires that he or she hold that license or permit.

3. **"Teacher of the class"** means the regularly assigned teacher of the class, or any teacher assigned to teach, monitor, assist in or oversee the class. This definition includes, without limitation, any assigned substitute teachers, proctor, monitor, or group leader.

REASONS FOR REMOVAL FROM CLASS

A student may be removed from class for conduct or behavior which

- (a) Violates the District's policies regarding suspension or expulsion
- (b) Violates the behavioral rules and expectations set forth in the student handbook of each school
The expectations for student behavior as outlined in the school's student handbook will be explained and discussed with the students at the beginning of each school year. Administrators will review the handbook requirements with students. Students will initial that they have received their handbook.
- (c) Is disruptive, dangerous, or unruly;
Behavior that is considered disruptive, dangerous, or unruly includes, but is not limited to:
 - * Distracting noises
 - * Use of vulgar, abusive or inflammatory language
 - * Inappropriate touching
 - * Chronically talking out of turn
 - * Defiance of and/or disrespect toward the teacher
 - * Fighting or violence towards others
- (d) Otherwise interferes with the ability of the teacher to teach effectively.
Behavior that otherwise interferes with the ability of the teacher to teach effectively may include, but is not limited to:
 - * Acts that disrupt a classroom activity
 - * Habitual tardiness
 - * Refusal to comply with a direct request
 - * Habitual refusal to engage in class activities

In addition, there may be grounds for removal for behavior, which does not necessarily violate the provisions of (a) through (d) above, but is inconsistent with basic classroom decorum. Such behavior may, in the determination of the teacher, warrant removal because of its interference with the ability of others to learn effectively.

STUDENT REMOVAL PROCEDURES

A. Student Removal from Class and Due Process

- ❖ The teacher will send the student to the building principal or designee and immediately inform him/her of the reason for the student's removal from class.
- ❖ The office will be called and informed that a student is on the way to the office or designated area, or, if necessary, the student will be escorted.
- ❖ The building administrator or designee shall inform the student of the reason(s) for the removal from class and of any evidence against the student. In all cases, the student shall be given the opportunity to present his/her version of the situation.
- ❖ If the building administrator or designee is not available immediately the student shall wait in a designated area.

B. Parental Notification and Written Documentation

- The teacher will notify the parent/guardian as soon as possible by telephone that the student has been removed from the classroom. The teacher shall keep written notes regarding unsuccessful attempts to contact the parent/guardian.

- Within twenty-four hours of the student's removal, a teacher will complete a Code of Conduct Removal Form and forward it to the building administrator or designee. The teacher-written explanation, which includes reference to the portion of the code of conduct that was violated, shall serve as appropriate documentation of the incident and shall be kept on file.
- The school will mail documentation to the parent within three school days of the removal.
- If the student removed from a class is also subject to disciplinary action (i.e. suspension or expulsion) or removal to an alternative educational setting for the particular classroom conduct, the student's parent/guardian shall also be notified of the additional disciplinary action in accordance with legal and policy requirements.

ALTERNATE PLACEMENT GUIDELINES

The building administrator or designee shall place a student who has been removed from a class by a teacher in one of the following alternative educational settings:

- Another class in the school or another appropriate place in the school.
- Another instructional setting.
- The class from which the student was removed, if, after weighing the interests of the removed student, the other students in the class and the teacher, the principal or designee determines that readmission to the class is the best, or only alternative.
- An alternative education program approved by the Board.

When making placement decisions, the building administrator or designee shall consider the following factors: The reason the student was removed from the class; the type of placement options available for students in that particular school and any limitations on such placements; the estimated length of time of placement; the student's individual needs and interests; the frequency of rules violations; the relationship of the placement to any disciplinary action; severity of offense; likelihood of students continuing to demonstrate inappropriate behaviors.

This code recognizes that most student removals from a classroom setting will be for a short duration. Removals for repeated rules violations may lead to lengthier placement option consideration.

All placement decisions shall be made in accordance with state and federal law and established school board policies. The principal or designee will consult with other appropriate school personnel as the principal or designee deems necessary when making or evaluating placement decisions. A student's parent/guardian and the student will also be consulted regarding student placement decisions when determined by the principal or designee to be in the best interests of the persons involved or when required by law.

DETENTION

- Students may be assigned a detention by any member of the faculty. Reasons include: undesirable patterns of attendance, tardiness, or conduct as well as other disciplinary problems.
- Students are expected to serve detention in a timely fashion. Failure to serve detentions can result in in-school suspension, exclusion from school sponsored activities, and possible out-of-school suspension.
- Each student is to cooperate with the teacher. Any student who does not may be suspended from school.

OUT OF SCHOOL SUSPENSION (OSS)

Section 120.13(1) of the Wisconsin Statutes (1975) authorizes rules for the government of the schools, including rules about the conduct of students. Suspensions may be given for the following offenses: insolence or insubordination; destructive acts/vandalism; disturbances involving violence; repeated tardiness; failure to report for detentions; fighting; theft; loitering; profanity or obscene language; repeated violation of school rules; possession/use of a weapon; possession/use of drugs or alcohol .

To suspend a student under the statute, the school must follow due process procedures which:

1. Whenever possible inform the student of his/her alleged misconduct and the basis for the accusation.
2. Give the student the opportunity to present his/her version of the facts.
3. Make a determination that the evidence supports that the student is guilty of the violation charged and that a suspension is reasonably justified.
4. Give prompt notice to the parent/guardian of the suspension and the reasons for it.
5. Provide the student an opportunity for an appeal conference with the district superintendent or designee within five school days.

The district superintendent may designate someone else to conduct this conference, but it must not be someone from the suspended student's school. The purpose of the conference is to give the administrator or his/her designee an opportunity to review the facts surrounding the suspension to determine if it was fair, just and appropriate. If it is determined that the suspension was unfair, unjust or inappropriate, references to the suspension must be removed from the student's records. There is no statutory right to appeal a suspension to the State Superintendent.

A suspension cannot last longer than five school days unless an expulsion notice has been sent, in which case the suspension may last up to fifteen school days. After a suspension, a student may be expected to return to school with his/her parents for a conference with a school administrator. **Students suspended from school shall not be on school grounds or attend or participate in any home or away school-sponsored activities.** Suspended students may not be denied the opportunity to take quarterly, semester, major grading period exams, or submit major projects while suspended. Students receiving an in-school suspension or an out-of-school suspension are required to make up all class work, assigned projects, etc.

Suspension appeals are to be directed to:

Therese Kwiatkowski
Director of Student Services
12121 W. North Ave.
Wauwatosa, WI 53226
(414) 773-1080

ADMINISTRATIVE HEARING

Some student behavior is so detrimental that action must be taken which involves other school district personnel or the Board of Education. The building principal may refer a student to the superintendent of schools, who may direct that either a formal administrative hearing be conducted or that the matter be referred directly to the school board. Examples of student behaviors which are to be referred to the superintendent are:

1. Repeated refusal or neglect to obey school rules.
2. Violation of the district's drug and alcohol policy.

3. 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 at school or under the supervision of a school authority; or endangered the property, health or safety of any employee or school board member of the school district in which the pupil is enrolled.

An administrative hearing is conducted in a manner consistent with school board policies and appropriate due process procedures. Consequences which may be invoked include probation, restriction, in-school suspension, required counseling or treatment, a combination thereof, or referral to the board for possible expulsion. (Reference: Board Policies 5610, 5611) *In the case of a student with a disability, the suspension may extend ten days if a notice of expulsion has been sent.

EXPULSION (BOARD POLICY #5610)

Section 120.13 of the Wisconsin Statutes gives school boards the authority to expel a student "when the interest of the school demands the pupil's expulsion." Reasons for expulsion include the areas identified under "Administrative Hearings."

DRUG PREVENTION (SCHOOL BOARD POLICY #5530)

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. As provided by state law, school personnel who engage in alcohol or drug abuse program activities shall keep confidential information received from a pupil about that pupil or another pupil's problems resulting from the use of drugs and/or alcohol, unless:

- (a) The pupil using or experiencing problems resulting from the use of alcohol or other drugs consents in writing to disclosure of the information;
- (b) The school psychologist, counselor, social worker, nurse, teacher or administrator has reason to believe that there is serious and imminent danger to the health, safety or life of any person and that disclosure of the information to another person will alleviate the serious and imminent danger. (The Wauwatosa School District defines imminent danger to include all use, consumption, and/or possession of drugs and/or alcohol at school or school-sponsored activities.) No more information than is required to alleviate the serious and imminent danger may be disclosed; or
- (c) The information is required to be reported under s.48.981.

Students using, consuming, selling, dispensing, possessing, or having ingested or inhaled, alcohol or other drugs or in possession of related drug paraphernalia at any time (24 hours per day, 365 days per year) on school premises or at a school-related activity, will be immediately suspended from school and parents notified. The Board authorizes the use of breath-test instruments to determine whether or not a student has consumed alcohol. The matter shall be referred by the Principal to the Superintendent of Schools via the Director of Student Services for review. Students will also be referred to appropriate legal authorities for further action. Repeated use of or selling or dispensing of alcohol or other drugs on school premises or at school-related activities shall result in referral for expulsion.

Use of Breath Testing Devices at School or School-Related Functions: The Board authorizes the use of breath-test instruments to determine whether or not a student has consumed alcohol.

ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and are held for various purposes. Programs will recognize student achievements and awards, showcase musical presentations, or feature motivational speakers addressing

topics of interest to high school students. Parents are always welcome to attend. It is a privilege for the student body to attend an assembly program, whether it is a presentation, a pep assembly, or a school or club sponsored program. These programs are scheduled with great difficulty, at the expense of class time, and often at a considerable cost. At all times students should be quiet and attentive. Unacceptable conduct may include whistling, uncalled-for clapping, and talking or whispering during a program.

Prior to a general assembly, students are to report to class. Students will be escorted to the assembly by their teacher and will observe the following procedures:

1. Enter the assembly quietly and sit in your assigned area.
2. Become silent and attentive immediately upon the appearance of the person to introduce the program.
3. Avoid making comments during the performance. This behavior and other distracting activities are poor manners. Every performer, guest speaker, vocalist, or cheerleader, deserves your undivided attention.

Students whose conduct is not in keeping with these regulations of common courtesy and respect may lose the privilege of attending assembly programs.

All assembly programs are mandatory. Students not attending assemblies will be considered truant.

BACKPACKS/BOOKBAGS

Students are allowed to carry backpacks with them to all classes. *It is the responsibility of the students to ensure that their backpacks are monitored and secured. Students are encouraged to lock up all valuables whenever possible, including backpacks, especially in locker rooms.*

CAFETERIA

- The school food service department provides daily offerings which include a complete school lunch as well as a variety of ala carte food items. Students may pay for lunch using cash or a family food account. Students who are eligible may receive free or reduced-price meals. Applications for meal benefits may be obtained in the school office.
- The goal of the district school food service program is to provide students with a nutritionally sound meal at the lowest possible price. The food program is expected to be self-supporting; credit cannot be extended from the school cafeteria.

WIRELESS COMMUNICATION DEVICES (School Board Policy #5518)

In order to avoid disruption of the educational environment and protect students' right of privacy, student use of wireless communication devices (WCDs) is generally prohibited on school grounds, at school sponsored events and on school buses or other vehicles provided by the District. A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones (including camera phones), pagers/beepers, personal digital assistants (PDAs), Blackberries/Smartphones, WiFi-enabled or broadband access devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

DANCES

East High School dances are sponsored by organizations from the school to provide social opportunities. The following rules are necessary to make our dances successful:

- A. Dances are open to East students only with some exceptions. All students must present their school I.D. card at the door, upon request. Appropriate dress for a dance will be determined by the sponsoring organization and approved, in advance, by the administration. Please dress according to the dress code of the evening. Students not following proper dress codes will not be admitted.
- B. Any student attending a school activity and found to be in possession of or under the influence of alcoholic beverages or drugs will be detained while the police and the student's parents are contacted. If the parents cannot be contacted, the student will be turned over to the police. Any student found violating this rule is also subject to the school district policy on drugs and alcohol which includes suspension. Violations may also result in exclusion from extra- curricular social activities for a period of time depending upon the severity of the situation.
- C. Any student who leaves the building during the dance will not be readmitted for any reason.
- D. Regular evening dances shall not extend beyond 11:00 p.m., weekday or weekends included, except for homecoming and prom which run to 11:30 p.m. No one may enter the dance after 9:30 p.m. or 1/2 hour after the close of any athletic contest, except by pre-arrangement with an administrator.
- E. Failure to comply willingly with these regulations shall, at the option of the administration, result in temporary or permanent exclusion from all school functions or referral to central office.

A reminder that all school activities, both at and away from school, are governed by school rules and school authorities.

DRESS AND GROOMING GUIDELINES (SCHOOL BOARD POLICY #5511)

The Wauwatosa School District assumes an educational role aimed to assist students in developing positive values, reasonable tastes and discriminating judgment regarding their manner of dress and grooming. Administrators, staff and other school personnel work each day to provide a physically and emotionally safe environment for all members of the school community. The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. Students need to understand that appearance is an important factor in establishing relationships with others and in maintaining and projecting a positive self-image. A reasonable set of guidelines concerning dress, hairstyle and hygiene is vital not only to students, but also to those with whom they share their school day. Attire that may be popular or trendy in the current diverse social culture may not necessarily be appropriate as school wear. School is a student's primary job. If an item of clothing cannot be worn in a work setting, it should not be worn to school.

Parents/guardians of the students have a primary responsibility to reinforce school expectations for proper dress. This is vital as their student experiences life in the high school and prepares for future work and/or academic environments. The School District appreciates the support of parents in helping to teach their student(s) the difference in dressing for school from other environments such as festivals/concerts or social gatherings.

The Wauwatosa School District has implemented the following dress code for reasons of health, safety, cleanliness and propriety and it has been written as a guide for students and their parents/guardians:

- Coats, jackets and other outerwear garments may not be worn during the school day and should be kept in lockers. Students who feel that the room temperatures in school are below their comfort level should keep an appropriate sweater or sweatshirt in their locker.

- Head adornments including but not limited to hats, visors, caps, scarves, hoods, combs, picks, bandanas and do-rags may not be worn in the building before, during or after school without permission.
- Shoes must be worn in the building at all times. Slippers will not be permitted.
- Shirts or blouses that are sheer, overly revealing in front, back or sides, or low-cut including, but not limited to, tube tops, halter tops, tops with spaghetti straps may not be worn. Midriff, back and cleavage may not show and the top should meet the top of the student's pants, skirt or shorts when sitting.
- Young men are not permitted to wear ribbed tank tops, or so called "wife-beater" shirts.
- Pants which are torn, frayed or have large holes in them are not allowed. Both pant legs must be worn down at all times. Pants that are extra large/oversized and hang below the waist must be worn with a belt that fits at the hips. Boxer shorts and undergarments should not be exposed.
- Clothing that is too tight, or excessively short including but not limited to, shorts, shirts, and skirts will not be permitted.
- Gang-related words, symbols, pictures, colors, signals, signs or bandanas will not be permitted.
- Jewelry that poses safety problems or could damage school property will not be permitted.
- Any article of clothing, which is determined by the administration to interfere with the educational process, is prohibited. This includes, but not limited to, expressions that are obscene, profane, pornographic, represent illegal behavior, demean race, religion, sex, ethnicity or advocate pain, death, suicide or drug/alcohol/tobacco use.

All staff members will enforce and address the above guidelines. All efforts will be made to rectify the violation at school, but parents/guardians will be contacted if this is not possible. Students who refuse to comply with the dress code guidelines are subject to school disciplinary actions, including but not limited to loss of privileges, detention and suspension from school for repeated violations. Administration reserves the right to revise the dress code policy if deemed necessary to address any unforeseen fashion concerns.

PARENTS: We require that students dress in a way that does not distract or disrupt the educational environment of the school and also in a way that will not compromise the individual safety of the student. Parents should provide guidance for their child in their attire and in their grooming. Any student who does not comply with the dress and grooming regulations will be asked to go home and change and a parent conference will be arranged.

DISTURBANCES AND DISORDERLY CONDUCT

1. In order to develop and maintain communication and participation on an effective and mutually cooperative basis, we cannot allow persons with disruptive intent to endanger the safety of pupils or school personnel, to damage property, interfere with the education process, or to attempt to close the schools. It is imperative that all necessary steps be taken to protect the pupils, district personnel and property.
2. Disorder and disruption of the school process will not be tolerated and persons attempting such actions will be held accountable. The enforcement of all laws and the prosecution of those who violate the laws will be ensured. Responsibility for the maintenance of a positive educational program cannot be abdicated to the special interests of any particular group or organization.

3. Without prior written permission or office approval from the principal, or his designee, the following are prohibited: distribution of literature; sale of any goods or written material; assemblies or meetings; "demonstrations" of whatever sort; activities which may disrupt the educational process; posting of written materials or pictures.

DRIVER EDUCATION

Wauwatosa East High School does not offer Driver Education classes. Students may take Driver Education through the Wauwatosa Recreation Department (773-2900) or through a private program.

HAZING (SCHOOL BOARD POLICY #5516)

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and a violation of State law. It prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event. Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

HARRASSMENT (SCHOOL BOARD POLICY #5517)

Harassment means behavior toward a student or group of students based, in whole or in part, on their sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or any other characteristic protected under State, Federal, or local law, which substantially interferes with the student's school or academic performance or creates an intimidating, hostile, or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. Also, under Wisconsin State Statutes 941.33, whoever engages in or initiates hazing which results in or is likely to result in bodily harm to another in any school will be referred to the Wauwatosa Police Department and may be fined not more than \$200 or imprisoned not more than 60 days or both.

SEXUAL HARASSMENT (board Policy 5517)

Sexual harassment deserves special mention. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when: submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education; submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment includes, but is not limited to, unwelcome verbal harassment or abuse; unwelcome pressure for sexual activity; unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property; unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status; unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status; unwelcome behavior or words directed at an individual because of gender.

Any pupil who believes that they have been subjected to or witnessed sexual harassment or any parents/guardians who believe their child has been subjected

to or witnessed sexual harassment should report the incident(s) to the school principal. All contacts will be treated fairly and promptly. To the fullest extent possible, the District will keep all complaints and the terms of their resolution confidential. The District will not release information unless required by law or necessary for the purpose of taking corrective action. The District forbids retaliation against anyone who has reported any incidents of harassment. If a pupil or parent/guardian is not comfortable with contacting the principal, the concern may be presented to a counselor, school district social worker or to a teacher with the understanding that incidents must be reported to a school administrator for prompt review and action, in accordance with established procedures. A copy of such procedures can be obtained from the District office.

BULLYING (BOARD POLICY #5517.1)

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business.

Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of bullying behavior need not be based on any of the legally protected characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the District Administrator should be filed with the Board President.

LOCKERS

Each student is provided with a locker in which to keep books and outside clothing. Assigned locker number and combination information will be received on registration day. Do not give assigned locker combinations to any friends. If any item is lost from a locker, the student assigned to that locker is responsible and will be expected to pay for any school property. This school is not responsible for items lost or stolen from any locker. Never leave money or

valuable personal property in any locker. Lockers are to be kept in good condition. Following inspections, fines may be assessed if additional cleaning is necessary. Vandalism, stickers and graffiti are not permitted. No student will be given access to a locker that is not assigned to that student.

SEARCH AND SEIZURE (BOARD POLICY #5771)

The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. This search may include the personal belongings of the student contained in the locker when there are reasonable grounds to believe that the search will provide evidence that the student has violated or is violating school rules or the law. This may include the use of canine searches in cooperation with police authorities. If a locker search, which is conducted pursuant to this policy, yields illegal or contraband items, legal authorities will be contacted.

STUDENT SEARCHES

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

LOITERING

There is to be no loitering by students in the school buildings or on school grounds before or after school or at any time during the school day. Students are to leave the area within fifteen minutes after they have finished their school day unless they have a scheduled appointment with a teacher. Restrooms are to be used for short periods of time only. There is to be no congregating of students in restrooms at any time. In addition to school rules regarding tobacco use, smoking in the school building is a violation of a Wauwatosa municipal ordinance and will result in issuance of a citation by the police. Students or other persons violating Chapter 7.56.040 of the Code of the City of Wauwatosa, may be referred to the police and subject to a fine. Chapter 7.56.040 reads as follows:

- A. No person shall loiter on school property either inside or outside of school property.
- B. "Loitering" for purposes of this section means to linger idly or aimlessly, without a lawful purpose for being present.
- C. No person within a school building shall:
 1. Engage in loud, boisterous, threatening, abusive, or indecent language
 2. Smoke
 3. Obstruct entrances, hallways or aisles
 4. Interfere with the business of employees, students, or citizens lawfully using the school facilities

Violation of section C(2) will result in a referral to the police.

PARKING

Students are DISCOURAGED from driving cars to East High School. Limited parking is available for seniors only, and it is assigned on a lottery basis. Listen for an announcement of lottery information in the early fall of the year or see an associate principal for further information. PLEASE NOTE: Parents who are dropping students off at East High should use 74th Street rather than Milwaukee Avenue. Bicycles, motor bikes, mopeds, and motorcycles: The school provides

an enclosure for bicycles, motor bikes, and mopeds. We encourage you to employ a very secure locking system to prevent theft. DO NOT lock your bike, etc. to poles, trees or the building. They will be cut off and moved to the enclosure by our custodial staff. Motorcycles are considered autos for parking purposes.

HALLWAY GUIDELINES / PASSES

In order to ensure a proper academic climate at Wauwatosa East, students are not permitted in the halls during class periods unless they are accompanied by a staff member or have a written hall pass. Failure to comply may/will result in disciplinary action.

SECURITY

The entrances to school will be locked throughout the normal school hours. Visitors or students will need to use the video system to get into the building and report to the office.

SMOKING/TOBACCO (BOARD POLICY #5512)

The Board prohibits students from using or possessing tobacco in any form including, but not limited to, cigarettes, cigars, snuff, and chewing tobacco on District premises, in District vehicles, within any indoor facility owned or while leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events. For students, suspension from school is the consequence for tobacco use violations. Smoking is also prohibited in educational facilities based upon Wisconsin Statute Section 101.123(2)(a)(2). This will be enforced throughout Wauwatosa Public Schools. Violations of this regulation will result in the following progressive steps:

- 1. First Offense** – possible suspension from school for one day, parents notified, referral to the Wauwatosa Police Department for possible citation and fine in violation of Chapter 7.02.010(32) of the City of Wauwatosa code.
- 2. Second Offense** - suspension from school for two days, parents notified, referral to Wauwatosa Police Department as mentioned above.

Students who violate this rule will be referred to the police for a citation, and/or may be suspended from school.

Students who interfere with a staff member's board directed responsibility to observe and identify students who are smoking on the campus will be disciplined. This interference can be either a verbal or non-verbal warning to the students who are smoking that a teacher is entering or observing the area.

Students disciplined for or suspected of a tobacco, drug or alcohol related offense are to be referred to the TOSA Program counselor for confidential help.

VALUABLES

Students are cautioned not to bring large amounts of money or other valuables to school. This includes I-pods, cell phones and cameras. Please take special care of watches and eyeglasses and avoid leaving them in any unsecured location. Students, not the school, are responsible for their personal property. Safeguard any money brought to school.

WEAPONS IN SCHOOL (BOARD POLICY 5772)

In order to protect the safety and welfare of all, students must not bring articles which are hazards to the safety of others. Possession or use of a weapon (defined below) on school premises, before, during, or after school or at any school-sponsored activity is prohibited. A pupil found to be in possession of a weapon on school premises before, during, or after school or at any school-sponsored activity is subject to suspension and/or expulsion from school and/or legal action.

Weapons are defined in two categories:

1. Articles commonly 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, switch blade/butterfly knives, chains, clubs, stars, or other knives or sharp articles, etc.
2. Articles designed for other purposes but which through intent are used to inflict bodily harm and/or intimidate. Examples include but are not limited to belts, combs, pencils, files, compasses, aerosol sprays, pepper sprays, scissors, etc. Wauwatosa Board Policy 5572.

Pupils found to be in possession of firearms (as defined by the Gun Free Schools Act of 1994) in any school facility, on any school grounds, on school buses or other vehicles or at any school-sponsored function or event at any time before, during or after school will be expelled from school for a period of not less than one year. The superintendent maintains authority to modify the one year expulsion requirement of this policy on a case by case basis. Students facing discipline under this policy retain the right to due process proceedings and requirements of Part B of the IDEA and Section 504 of the Rehabilitation Act if they apply. In addition, students found to be in possession of firearms under this policy will be referred to the criminal justice or juvenile delinquency system. The school district does not discriminate in the administration of disciplinary actions, including suspension and expulsion, on the basis of sex, race, religion, ancestry, sexual orientation, national origin, pregnancy, marital or parental status, or physical, mental, emotional or learning disability.

CHEMICAL IRRITANTS (BOARD POLICY #5530.01)

Possession, distribution or use of chemical protection devices, natural or artificial sprays or other irritants on school premises, before, during, or after school or at any school sponsored activity is prohibited. A student found to be in violation of this policy is subject to suspension or other disciplinary actions.

HEALTH INFORMATION

Every attempt is made to contact parents when a student is ill. It is important that current contact telephone numbers are on file in the office for parent(s) and other individuals who are designated by parents as emergency contacts. Students who wish to go to the office should first report to their classroom teacher for a pass.

PLEASE NOTE: Parents are expected to notify the school of a temporary change of emergency contacts due to vacations or other temporary parental absences that leave another adult in charge of the student.

Child Abuse Reporting

Wauwatosa School District employees shall uphold the provisions of Chapter 355, Laws of 1977. State of Wisconsin, requiring that when reasonable cause exists to suspect that a child seen in the course of their professional duties has been neglected or abused, the belief is to be reported to the appropriate county agency, the county sheriff, or the city police.

Legal Reference: Wisconsin Statutes s.48.981 (2), (3), (4), (6), (10) and (11) as recreated by Chapter 355, Laws of 1977

MEDICATIONS (BOARD POLICY #5330)

State law governs the administration of medication to students while in school. Specifically, any school employee or volunteer authorized in writing by the administrator of the school district or by a school principal/designee may: Administer any drug, which may lawfully be sold over the counter without a prescription (non-prescription), **in accordance with the manufacturers instructions.** In addition these medications are administered in compliance with the written instructions of the student's parent or guardian if the student's parent or guardian consents in writing by filing an Authorization for Administration of Medication form. Written consent and instructions must be on file at school **before** any **non-prescription** medication can be administered. Administer a **prescription** drug to a student in compliance with the written instructions of a

health care practitioner **and** consent of the parent/guardian, as indicated on the Authorization for Administration of Medication (consent) form. At the beginning of each school year the parent/guardian must sign a consent form and provide a signed health care practitioners statement and instructions before any medication is given at school. These forms authorize school personnel to administer the medication during school hours. A new, signed, consent form is required each time a medication order is changed during the school year. **The prescribing health care provider must also agree to accept direct communication from the person administering the medication.**

In addition to the administration of medications listed above, students with asthma may possess and use a metered dose inhaler or dry powder inhaler while in school, at a school-sponsored activity, or under the supervision of a school authority under the conditions described in administrative procedures.

Students may carry and self-administer prescription medication as long as it is not a controlled substance (medications used for pain and attention deficit issues are usually controlled). For the student to self-administer any prescription medication: Written approval, signed by the parent or guardian and physician, must be on file in the school office. Medications must never be shared with friends.

INSURANCE

We wish to emphasize that the school district does not provide health or accident insurance for injuries incurred by students at school. Since all children are particularly susceptible to injuries, we encourage a review of present health and accident insurance programs to determine if coverage is adequate. If insurance is not adequate because of a deductible or co-insurance clause, or if there is no insurance, we encourage review of the student insurance program which will be made available in school during the first month of school.

ISSUE RESOLUTION (BOARD POLICY #9130)

Situations arise throughout the school year that cause concern for parents, staff members and students. Prompt resolution of these issues to the satisfaction of all parties involved benefits the educational program of the district. In addition to School Board Policy 9130, Issue Resolution, which details the process, the following "STEPS" will give direction as to the appropriate contact person.

Step 1: Appropriate Staff Member

The first step is to discuss your concern with the staff member involved - the teacher, aide, coach, etc. More than 95 percent of all concerns are resolved at this level.

Step 2: Principal

If Step 1 does not resolve the concern, discuss it with the principal. Principals can explain policies and procedures that may not have been covered by the staff member in addressing your concern.

Step 3: Central Office Director

If you feel your concern was not adequately resolved at the building level, contact the appropriate Director at Central Office - Business Services, Human Resources, Student Learning, or Student Services.

Step 4: Superintendent

If the Central Office Director was not able to determine a resolution, discuss with the Superintendent.

Step 5: School Board

The School Board hears concerns that have not been resolved at a previous level. The Board can be contacted in writing, by phone, or e-mail. If the issue is presented to the Board at a public meeting, board members may need to gather further information before entering into a discussion.

Concerns or complaints may be presented in two (2) formats, oral (informal) or written (formal):

- A. Oral- The person submitting the issue should either schedule an appointment with the appropriate official or telephone the person. The concern should be expressed as clearly as possible, indicating as much information as is known. An informal setting is encouraged. Both the citizen and the school official should make every effort to be objective and maintain a relaxed environment. The primary purpose is to apprise, acquaint and inform. Generally, the school official is to respond to the concern either immediately, if possible, or within three (3) working days.
- B. Written- Once the concern or complaint is in writing and delivered to the school official, that person will respond in writing within ten (10) working days. Any concern or complaint that is presented in writing should include a description of:
 - 1. the specific nature of the matter and a brief statement of the facts giving rise to it;
 - 2. the respect in which the individual(s) has been, or will be affected;
 - 3. the action which the individual(s) wishes taken and the reasons why it is felt that such action should be taken.

EQUAL EDUCATIONAL OPPORTUNITIES POLICY

The Wauwatosa School District, in accordance with state and federal laws, specifically prohibits discrimination in the following areas: admission; standards and rules of behavior; disciplinary action; acceptance and administration of gifts, bequests and scholarships; instructional and library/media materials selection; testing, evaluation and counseling methods and practices; facilities; athletic programs and activities; and food service programs.

FIRE DRILL PROCEDURES

Fire drills are held at regular intervals throughout the school year to learn and practice evacuation procedures in case of a fire. Every drill should be approached with the attitude that there is an actual fire. Every person in the building must leave at the sound of the alarm. Directions posted in each room should be followed carefully so that everyone is assured of a safe exit. Once outside, it is necessary to stay in class groups to hear directions from your teacher. The student should:

- ❖ Walk quickly and quietly, **do not run**.
- ❖ Not wait in line to use a specified exit if another is free.
- ❖ Move away from the exit after leaving the building to make room for those following.
- ❖ Re-enter the building only when the recall alarm sounds.

FUNDRAISING

All fundraising projects must be approved by the associate principal at the start of each semester. Projects which involve selling merchandise to residents of our community are not allowed without special permission. Tickets or articles of any kind, other than those associated with school sponsored activities, are not to be sold on school property by students or outside organizations. Sales of fundraising items are not to occur in school between 8:00 a.m. and 3:00 p.m. except with the permission of an administrator.

SEVERE WEATHER/EMERGENCY PROCEDURES

Civil defense and tornado alert drills are conducted to acquaint students with indoor survival procedures in case of an emergency. During these drills, exit your room and stay with your class. Proceed to the area designated by your teacher and be ready to follow the directions of that teacher. If evacuation of the building is necessary, it should be carried out in the same manner as fire drills.

Students should: Walk quickly and quietly, do not run.
 Remain alert for additional or changed instructions.
 Proceed to the far end of an assembly area so that entrances will not be blocked.
 Return immediately to classrooms when so instructed.

SCHOOL CLOSINGS - WEATHER EMERGENCIES

The Superintendent of Wauwatosa Schools will determine if schools are to be closed because of severe weather conditions. Parents should monitor local radio and television stations to determine if schools have been closed. The district recommends listening to WTMJ radio (620 AM). Parents are to use their own discretion in determining whether or not to send their children to school during inclement weather when schools are open. The decision should be based upon the particular conditions in the student's neighborhood and the unique circumstances of the student's family. If schools are dismissed early because of weather, it is assumed that children will have access to their house or that arrangements have been made for them to report to another person's home. Early dismissals are an extremely rare occurrence and will be announced over the radio if such a decision were reached.

HOMEROOMS

Homerooms are scheduled as needed. Students are assigned to a specific homeroom. Attendance during homeroom is mandatory. Students remain in the same homeroom throughout all four years at East.

IDENTIFICATION CARDS

All students will be issued an I.D. card while in attendance at Wauwatosa East High School. This card should be carried at all times during the school day and at school sponsored functions. It is used in many areas of the school. The library requires the I.D. card for identification. The card is the official Student Activity Card for those students who have paid for the Student Activity Card.

The I.D. card is identification to be used whenever requested to prove enrollment at Tosa East. Any student who must have his or her card replaced will have to pay a fee of \$5.00 for another card. Please report to the main office for a replacement I.D. card. If there are any questions pertaining to the replacement or use of the student I.D. card, contact the associate principal's office.

LIMITED OPEN FORUM

Students may organize before school or after school meetings to discuss subject matter which is not directly related to the school curriculum. Permission for such meetings must be obtained from the school principal or his/her designee. Usage of the school's facilities is subject to availability and shall not be allowed to interfere with instructional or regularly scheduled extra-curricular activities.

STUDENT FEES

In accordance with School Board policy, various fees are collected at the beginning of the school year from all students attending Wauwatosa East with the exception of charges for student activities and materials used for special classes and instrument rentals. Student fees are \$80 fees per student. In addition, athletic participants are responsible for a separate school fee. Each athlete will pay \$50 per sport in which he/she participates. The \$50 athletic participation fee must be paid before an athlete can be cleared to participate in any sport. Certain courses also have a materials fee, please refer to the course catalog for information on which courses.

T.O.S.A. UNITED

The Wauwatosa School District's student assistance program T.O.S.A. (Together Offering Student Assistance) is a confidential prevention, educational, and brief intervention program designed to address the needs of the students who express concern about their own use of alcohol, tobacco, and other drugs, or who are concerned about the use of these substances by those close to them. Students participating in the T.O.S.A. Program have the right to expect confidentiality.

WORK PERMITS

With the acceptance of a job, a work permit is needed. Work permits may be obtained from the main office from 8:30 a.m. until 4:00 p.m. The following are needed: A letter from the employer with their name, address and telephone number, the letter must state that the student will be employed; parent permission letter; birth or baptismal certificate; original Social Security card and \$10.00. Students must demonstrate good regular attendance in order to be issued work permits.

PARENT ORGANIZATIONS

AFS/International Club

AFS offers opportunities for families to host foreign students and has programs for American students to travel abroad. Hosting is available for a semester, a school year, or for three weeks in the summer. All family types are welcome. Interested families may apply between January and June. We recommend applying as early as possible so AFS has time to make a good match. Americans Abroad programs include summer homestay, summer language study, various special summer programs, school year homestay, and calendar year homestay (to Australia, etc.). We take applications from September through April. We recommend early application for two reasons. Students will be able to participate in fun and valuable orientations. Also, country requests are honored on a first-come, first-served basis. Throughout the year AFS holds many events, including potluck dinners where our foreign students and Americans Abroad students speak. Foreign students and Americans Abroad students are available to speak to community groups.

Band Boosters

This organization supports the Tosa East band and musical education of our students by offering scholarships to summer music camps, hiring professional clinicians, and sponsoring competitions and bi-annual trips through a variety of fund-raising activities. Some activities include managing concession booths at Tosa East athletic events. Parents of band students, being automatic members of Band Boosters, are encouraged to attend all meetings.

Orchestra Parents Of Wauwatosa East High School, Inc.

The Orchestra Parents exist to promote the education of students in orchestral music and to support the many activities of this nationally acclaimed and award winning orchestra. Through fund raising activities and community service efforts, this organization supplements the orchestra program by sponsoring guest clinicians, WSMA solo/ensemble competition fees, trips, scholarships, awards, and post-concert receptions. All parents of orchestra students are automatically members of Orchestra Parents. In addition, we offer the entire Wauwatosa community the opportunity to join the "Friends of the Wauwatosa East Orchestra."

PTA

Anyone can belong to PTA - parents, teachers, administrators, grandparents, neighbors! PTA promotes the health and welfare of all children. All parent groups are represented at PTA meetings. Come and hear what each is planning. Spirit wear (T-shirts, sweatshirts, jackets, etc.) with team logos are sold at cost to students and parents several times a year as another service. A student directory, "The Tribe" can be purchased at the time of registration or in the main office for \$3.00. PTA helps with registration, sponsors informational meetings, and helps out as needed. If you are unable to give your time, show your support by joining PTA.

Raider Athletic Booster Club

The Raider Athletic Booster Club supports all athletic programs at Tosa East. Parents/students/coaches fundraise all year to raise necessary money for much needed equipment not paid for out of the budget. We promote school spirit at all events. CONTACT – Kari Leon-438-9051

WAUWATOSA BOARD OF EDUCATION

The School Board of Education meets the first Thursday of each month at 7:00 p.m. During the school year, the location of the Thursday meetings will rotate among school sites. The second monthly meeting of the board will be held in the board room at East High School on the Monday eleven days after the Thursday meeting of each month, beginning at 7:00 p.m. The board will consider action items and hear reports at both monthly meetings. At each meeting, the Board will hear public comments preceding the action agenda, after each section of scheduled reports and at the end of the meeting.

Lois Weber, President	2320 N. 69 Street, 53213	476-6311
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Michael Meier, Vice President	11921 W. Hadley St., 53222	456-9500
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ADMINISTRATIVE PERSONNEL, 12121 WEST NORTH AVENUE

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John Mack, Management Services	773-1050
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R A I D E R R E S P E C T

RESPECT for:	CLASSROOM (Determined by individual teacher)	HALL/ COMMON AREA	CAFETERIA	LIBRARY/ COMPUTER LABS	SCHOOL EVENTS
Self		<p>Keep your body to yourself. (This means respecting personal space, dressing with modesty and positivity, and refraining from public affection.)</p>	<p>Keep your image clean.</p>	<p>Computer for education only. Focus on your educational purpose. Academic integrity (your work is your own)</p>	<p>Keep your words and actions a positive reflection of who you are. Clean and sober.</p>
Others		<p>Keep your volume (music and voice) to yourself. Keep the peace. Do not allow harassment between peers. Treat people with the respect you expect. Keep horseplay to a minimum. Follow any directives of staff. Keep the flow and keep to the right. Be a positive force for the community. Keep your cells off to maintain safety and focus. Have a pass. The warning bell means "move it," not "think about it."</p>	<p>Keep your language clean. Treat all staff and peers with dignity.</p>	<p>Show consideration for students needing space and quiet. Keep conversations quiet and related to the school work at hand.</p>	<p>Stay attentive and quiet for speakers. Cheer for our own team, not against the other one. Follow athletic code of conduct – don't put your team in jeopardy.</p>
Environment			<p>Keep the tables clean. Pay for your food. In the in, out the out.</p>	<p>Handle all books, supplies, computers, and furniture with care.</p>	<p>Sportsmanship. Represent the community well. Keep environments of our school safe and free from drugs and violence.</p>