



Student Handbook

2011-2012

11400 W. Center Street

Wauwatosa, WI 53222

Main Office: 414-773-3000 - Fax: 414-773-30-20

Attendance: 414-773-3002

Athletic/Activities Office: 414-773-3019

Guidance Office: 414-773-3030

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denotes school board policy reference number

Introduction

Welcome To Wauwatosa West High School!

As a Wauwatosa West High School student you are part of a school with a strong tradition of excellence, a place where you will find both academic success and an opportunity to develop your skills, talents and interests. Whether you are an athlete, an artist, an actor, computer lover, writer or engineer, you will find something for you at West. During your years here you will make new friends, discover new talents, serve the greater community and experience the joy that comes with hard work and accomplishment.

At West you can expect to be treated as the young adult that you are. The mission of our school is to educate, challenge and support. Academic expectations are high and will be accompanied by the challenge to do your very best and the support necessary to do so. West High School is a multicultural environment, one that holds personal and collective responsibility for our community at its core.

The faculty and staff at Wauwatosa West High School are here to challenge and support you in your journey. We are committed to help each student grow and flourish during your years at West. Please do not hesitate to contact us if you have any questions, have suggestions for improvement or need assistance in any matter. Whether you are a new student to West or a returning student, we hope that the school year brings new challenges and success for you.

Sincerely,

Frank Calarco
Principal
414-773-3010
calarcfr@wauwatosa.k12.wi.us

Matthew Byers
Associate Principal
414-773-3011
byersma@wauwatosa.k12.wi.us

Lena M. Patton
Associate Principal
414-773-3012
pattonle@wauwatosa.k12.wi.us

WAUWATOSA MISSION

United with the 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.

WAUWATOSA WEST MISSION

To educate, challenge, and support all students to maximize their learning and become responsible community members

WAUWATOSA WEST FIGHT SONG

*Onward, Trojans, we'll fight for you
And we'll praise Tosa West's conquering team.
We'll be faithful and ever true
to our colors, white and green. U-Rah!
Side by side we will hail her name
as she fights her way to fame.
Victory's our cry; we'll do it or die.
We love you West Tosa High!*

HONESTY, RESPECT, CONNECT AND ENGAGE!

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.

DAILY CLASS SCHEDULE

(For Monday, Tuesday, Thursday, and Friday)

7:15 – 7:45Zero Hour Class
8:00 - 8:51First Period Class
8:56 - 9:47Second Period Class
9:52 - 10:48Third Period Class
10:53 - 11:44Fourth Period Class
11:49 - 12:19Lunch A
12:24 - 1:15(Lunch A) Fifth Period Class
11:49 - 12:40(Lunch B) Fifth Period Class
12:45 - 1:15Lunch B
1:20 - 2:11Sixth Period Class
2:16 - 3:07Seventh Period Class

DAILY CLASS SCHEDULE

(For Wednesday)

7:15 - 7:45Zero Hour Class
8:00 - 8:38First Period Class
8:43 - 9:21Second Period Class
9:26 - 9:57Homeroom
10:02 - 10:40Third Period Class
10:45 - 11:23Fourth Period Class
11:28 - 11:58Lunch A
12:03 - 12:41(Lunch A) Fifth Period Class
11:28 - 12:06(Lunch B) Fifth Period Class
12:11 - 12:41Lunch B
12:45 - 1:23Sixth Period Class
1:28 - 2:07Seventh Period Class

SCHOOL CALENDAR

August 16 & 17

Registration (16th 8:00 - 2:00 / 17th 12:00 – 6:00)

Quarter 1

September 1

Freshman and New Student Orientation (8:00 – 12:00)

September 1

All students 1st day of school

September 5

No School – Labor Day

September 14

PTA meeting (6:30)

September 17

All School Dance – Hosted by PTA (8:00 – 10:00)

September 19

Open House (6:30)

October 5

West Fall Orchestra Concert (7:30)

October 6

West Art Gallery Opening (5:30)

October 10

8th Grade Open House (6:30)

October 12

West Fall Choral Concert (7:00)

October 14

Homecoming Parade (5:30) and Game (7:00); West 50th Anniversary Alumni Homecoming

October 15

Homecoming Dance (8:00 – 11:00); West 50th Anniversary Ceremony

October 20 & 25

Conferences (4:30-8:00)

October 28

No Classes – District In-service day

November 4

End of 1st quarter

Quarter 2

November 4, 5, & 6	Fall Musical (4 th 7:00 / 5 th 7:00 / 6 th 2:00)
November 11	Early Release
November 11 & 12	Fall Musical (11 th 7:00 / 12 th 7:00)
November 16	PTA meeting (6:30)
November 23-27	Schools Closed – Thanksgiving Recess
December 1	West Orchestra Concert (7:30)
December 3	Kinderkonzert (1:00)
December 7	West Choir Concert (7:30)
December 15	West Band Concert (7:30)
December 23 - January 1	Winter Recess
January 2	Classes Resume
January 3	Financial Aid Night @ East (7:00)
January 13	Semester 1 Green and White Awards (8:00-9:15 AM)
January 16	No Classes – Martin Luther King Day
January 17-20	Semester Exams
January 19	PTA meeting (6:30)
January 20	End of 1st Semester

Quarter 3

January 23	No Classes
January 26	Private and Parochial Registration (7:30)
February 10-12	West Winter Show (10 th 7:00/11 th 7:00/12 th 2:00)
February 13	West 8 th Grade Registration Parent Night (6:30)
February 15	Junior Parent Information Night (5:30)
February 21 & March 1	Conferences (4:30 – 8:30)
March 2	Early Release
March 3	District Solo Ensemble Festival
March 21	PTA Meeting (6:30)
March 26	End of 3 rd Quarter

Quarter 4

March 27	West Multicultural/Diversity Fair (6:00)
April 6-15	Spring Break
April 16	Classes Resume
April 18	West Transition Resource Fair (4:00-7:30)
April 25	Parent / Graduate Meeting (6:30)
April 26	Achiever's Breakfast (7:30 AM)
April 27, 28, 29	Spring Musical (27 th 7:00 / 28 th 7:00 / 29 th 2:00)
May 4 - 5	Spring Musical (4 th 7:00 / 5 th 7:00)
May 10	West Band Concert (7:30)
May 14	Honors Awards Night (6:30)
May 17	West Orchestra Concert (7:30)
May 19	Junior Prom (8:00-11:00)
May 22	Issue Investigation Fair (6:30)
May 23	West Choir Concert (7:00)
May 24	Semester 2 Green and White Awards (8:00-9:15 AM)
May 25	Inclement Weather Make-up Day if Needed; Otherwise No Classes
May 28	No Classes – Memorial Day
May 29 – June 1	Senior Exams
May 30	PTA meeting (6:30)
June 1	Illium Awards (7:00)
June 4-7	Semester Exams
June 7	Last Day of School
June 8	Graduation Rehearsal (9:30 – 11:30)
June 9	Commencement (1:00)

CASES NOT COVERED BY SPECIFIC RULES

It is understood that the rules contained in this handbook are not all inclusive. The administration and teachers may take such action as is necessary to ensure the orderly conduct of the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school or which affects the safety and welfare of students either individually or collectively regardless of the existence or non-existence of a rule covering the offense.

ACADEMICS

GRADUATION REQUIREMENTS (BOARD POLICY #5460)

1. Each student must earn a minimum of twenty-three (23) credits to earn a diploma and graduate from high school.
2. One credit is awarded for the successful completion of a course, which meets five days a week for one year.
3. Course requirements are:

<u>Course</u>		<u>Credits</u>
English/Speech:	(4 1/2 yrs.)	4.0 (English) 0.5 (Speech)
Science:	(2 yrs.)	2.0
Social Studies:	(3 yrs.)	3.0
Mathematics:	(2 yrs.)	2.0
Physical Education:	(1 1/2 yrs.)	1.5
Health:	(1 sem.)	0.5
Financial Literacy	(1 sem.)	0.5
Total Required Credits		14.0
Elective Credits		9.0
Total Required for Graduation		23.0 Credits

4. All students must be scheduled in approved educational activities during each period of the school day. Activities, which are approved, other than the high school course offerings, include study halls, school sponsored work programs, and other in school activities and college and vocational courses. All students must be enrolled each semester in at least six (6) courses. Any exception to this rule must be approved in advance by the building principal.
5. One semester of Physical Education is required in 9th, 10th, and 11th grades.
6. In order to participate in commencement exercises seniors must complete all course and credit requirements, fulfill all financial and disciplinary obligations, and comply with the specific requirements of the graduation ceremony.
7. Additional information regarding graduation requirements or class descriptions can be found in the course selection booklet.

Early Graduation:

Students who have fulfilled the course and credit requirements for a high school diploma by the end of the first semester of the senior year will be allowed to leave school at the end of the first semester of the senior year with parental permission for those students who are under 18. Students who elect to graduate early will be able to participate in the graduation ceremony with their senior class in June of that year. For planning purposes, a student/parent who is considering this option will be asked to notify the school of this intent during the senior course selection period in the junior year.

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)

The Wauwatosa Public School System has adopted the following grading system for use in grades 9-12:

A	4.00	Superior
A-	3.67	
B+	3.33	
B	3.00	Above average
B-	2.67	
C+	2.33	
C	2.00	Average
C-	1.67	
D+	1.33	
D	1.00	Below average
D-	0.67	
P	0.00	Lowest passing grade used for students who are not capable of achieving passing standards but who have put forth maximum effort.
F	0.00	Failing unsatisfactory work
I	0.00	Incomplete must be made up
M	0.00	Medical excuse
N	0.00	Audit

ACADEMIC INTEGRITY (BOARD POLICY #2200)

Wauwatosa School District students are expected to demonstrate honesty and integrity. This includes, but is not limited to: test taking, homework, class assignments and the original creation of essays, compositions, term papers and scientific research. All work submitted by students should be a true reflection of their effort and ability. If submitted work is not, then the student has manifested unacceptable academic behavior.

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
- * 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.

For the 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.

A 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.
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

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 panel will consist of a building principal or associate from another building at the same level, a teacher of the same subject area from another school and a central office administrator. 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 LETTER

Students who earn 2 points will be rewarded with an academic letter. After you have earned a letter, a pin will be awarded for every point you earn.

Points - earned by cumulative GPA in any semester

1 point will be earned for a 4.0

0.5 point will be earned for a 3.5 or higher

* If you have a 3.33 for six semesters you will receive a letter

The points will be earned in the duration of a student's high school career.

REPORTING (BOARD POLICY #5420)

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.

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.

Class Drop/Add

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.

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.

EXAMS

Final exams are given in all classes at the end of each semester. The exam grade constitutes 10% to 20% of the semester grade and is recorded on the report card. Each exam lasts two hours. Students are not required to be in school during the time when they are not scheduled for an exam. The cafeteria is closed and no food service is provided on exam days. Second semester senior exams will be given one week prior to the regular exam schedule. Students are not allowed to take their exams until all obligations are satisfied including fees, detentions, library books / fines, etc.

EXAM EXEMPTIONS

Wauwatosa West High School has an exam exemption program. The criteria for exam exemptions are:

1. Exam exemptions are available for students in grades 9 – 12.
2. Classes that require a project instead of a traditional exam cannot be exempted.
3. The number of exemptions for which a student is eligible 1 exam exemption per semester.
4. Exemptions are NOT available for the first semester exam in AP classes. In yearlong classes, a student will not be allowed to exempt both semester exams.
5. A student must earn a B or better average for each quarter of a semester in the class to be exempt in order to qualify. A grade of B- or lower excludes a student from an exemption.
6. An unexcused absence from ANY class disqualifies a student from exemptions in ALL classes. Truancy from ANY classes disqualifies a student from exemptions in ALL classes.
7. A student is allowed a maximum of 5 excused absences per semester from the class to be exempt. This number has been set high enough to allow for illness, appointments, vacations, funerals, or other family emergencies.
8. All school related absences will not count against exemptions.
9. A student is allowed a maximum of 3 unexcused tardies for the class to be exempt.
10. ANY out of school or in school suspensions during the semester will disqualify a student from exemptions in ALL classes.

PRIVILEGES

At Wauwatosa West we employ a system of incentives to foster high achievement and reward positive decision making.

Privileges for freshmen & sophomores include:

- Exam exemption
- Full Trojan Room study hall privileges after quarter 1

Privileges for juniors include:

- Exam exemption
- 2nd Semester – Open Campus during lunch for students with either a 4th hour study hall and 5(A) lunch, 5th hour study hall, or 5(B) lunch and 6th hour study hall. (see below)

Privileges for seniors include:

- Exam exemption
- Late start (1st hour study hall only) and early release (7th hour study hall only) – (see below)
- Open campus during lunch for students with either a 4th hour study hall and 5(A) lunch, 5th hour study hall, or 5(B) lunch and 6th hour study hall. (see below)

Guidelines for earning open campus/late release/early start privileges are as follows: (checked / updated each quarter grading period)

- G.P.A. is a 2.500 or better
- All average grades or better (C or better)
- All absences are excused
- No suspensions
- All obligations (financial & discipline) are fulfilled

STUDENT SERVICES DEPARTMENT

Students are assigned to a counselor when they enroll at Wauwatosa West and normally work with the same counselor through graduation. You are assigned a counselor based on the first letter of your last name.

Grade	Jane Gabrielson <i>Ext. 3028</i>	Brian Hoffman <i>Ext. 3027</i>	Nick Becker <i>Ext. 3026</i>
9	A – G	H – O	P – Z
10	A – G	H – O	P – Z
11	A – G	H - Q	R - Z
12	A – Go	Gp - N	O - Z

The Student Services Department consists of three 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 West 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.

PUPIL RECORDS POLICY

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

Teacher assignments and budget allocations have been made on the basis of student course selections; therefore, students are expected to abide by their original course selections. Changes will only be made for compelling reasons and will not be made without parent, teacher, and counselor consultation. Final authorization for program changes rests with the principal. **Students who drop a class after the sixth week of either semester will receive a grade of "F" in that class for the semester.**

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 1 and for the spring term need to be in by October 1.

LIBRARY MEDIA CENTER

Students may use the Library Media Center for research, computer work, and recreational reading. Unless you are with a class, students must have a library PASS from a classroom teacher to come to the library. Students need their I.D. cards to check out items in the library. When entering Library, students are required to sign in library log book. 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.

GUIDELINES FOR STUDENT USE OF THE COMPUTER

(BOARD POLICY #7540.01A)

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.

User IDs and Passwords:

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. Students must display their school identification card to access computers in the labs, the Library/Media Center and/or the study halls.

Files:

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. All messages or files composed, sent or received on District computers are District property. School authorities may examine user files stored on District equipment, including any messages, at any time and without prior notification

Additionally, users are not to:

1. Use the computer equipment for any reason other than educational purposes.
2. Operate outside the confines of program applications. This means in the operating systems of the computer or network.
3. Use software brought from outside the school unless the System Operator gives permission.
4. Add or remove software or files from any drive of the computer system except those in their home directory.
5. Store files on the network or any computer with exceptions only approved by the System Operator.
6. Use anyone's USER ID or PASSWORD except his/her own.
7. 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.
8. Physically damage or vandalize the data of another user.
9. Trespass or vandalize the data of another user.
10. Use the network for any illegal activity, including violation of copyright or other contracts.
11. Make any changes to the setup or configuration of any District hardware or software without approval of the System Operator.

GUIDELINES FOR INTERNET USE

Wauwatosa West 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 as outlined in #7 above.
- * 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.

STUDY HALLS

All study halls will be located in The Trojan Room. Students are allowed to talk quietly and work in small groups. They have access to the soda machines and the vending machines. Students who require a quieter environment can go to the library to study. All students must have a library pass from a classroom teacher in order to leave their assigned study hall. **Library passes which explain what assignment the student is to work on must be presented at the beginning of the study period; no exceptions will be made.**

TEXTBOOKS

Textbooks will be distributed by the classroom teacher on the first day of school. The library maintains an electronic inventory of textbooks and the school furnishes books to all students with the understanding that this major investment will be properly safeguarded. Damage, defacement or loss of textbooks or their barcodes will result in fines or possible full cost of book replacement. **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.** 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 concern about written materials, text, etc. you have the right to ask the district to review 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 EXCUSE FROM PHYSICAL EDUCATION

All students must participate in physical education classes, unless they have a medical excuse. 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.

FIELD TRIP/ACTIVITIES TRANSPORTATION

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. Trip information/permission slips will be given to the student several days before departure, indicating student cost, if any. These must be signed by parent/guardian and the student and returned to the teacher before trip departure.

Co-Curriculars

ATHLETICS

More than half of our students participate in at least one sport. We hope that you will see the value of participation in our athletic programs and will make these an enjoyable and rewarding part of your years at Wauwatosa West High School.

Your support of our athletic teams and other conference activities will be appreciated at both home and away events. Conference travel guides are available at the activities office and on our website.

Athletics-Interscholastic

The interscholastic athletic program provides opportunities for young men and women to develop skills and participate competitively in a wide range of sports. The program is divided into four seasons.

ACTIVITIES: INTERSCHOLASTIC ATHLETIC

To contact a coach who is not a West staff member, please call the Athletic Office at 773-3019.

<u>Sports</u>	<u>Coach</u>	<u>Starting Date</u>
Baseball, boys	Chad Mateske	May 15
Basketball, boys	Chad Stelse	November 14
Basketball, girls	Ron Gavinski	November 16
Cheerleading	Bettye Locklear	Tryouts April
Cross Country, boys	Mike Vann	August 15
Cross Country, girls	Jack LoPresti	August 16
Football	Matt Good	August 3
Golf, boys (Co-op with East, housed at East)	John Ravenola	March 26
Golf, girls (Co-op with East, housed at East)	Leah Gustafson	August 8
Hockey (Co-op with East, housed at West)	Erich Klett	November 7
Pom Pon Squad	Anne Shaw	Tryout in April/May
Soccer, boys	Ryan Bailey	August 8
Soccer, girls	Jon Gulrajani	March 19
Softball, girls	Edward Raue	March 19
Swim/Dive, boys (Co-op with East, housed at West)	Heidi Goetsch	November 14
Swim/Dive, girls	Dale Schrank	August 9
Tennis, boys	Kosta Zervas	March 26
Tennis, girls	Kosta Zervas	August 9
Track, boys	Scott Jordan	March 5
Track, girls	Jack LoPresti	March 5
Volleyball, boys	Kyle Sikora	August 22
Volleyball, girls	Kelly Dwyer	August 15
Wrestling (Co-op with East, housed at West)	Kent Morin	November 14

The Pom Pon and Cheerleading squads participate in the fall and winter sports seasons as well as competitions during the school year and summer.

Athletic Trainer: Monica Pickering

ATHLETIC CODE (BOARD POLICY #2431)

The purpose of the Athletic Code is to provide parents and athletes with a written document outlining the responsibilities and expectations for those participating in the athletic program, along with the consequences for non-compliance with those responsibilities and expectations. All students who choose to participate in athletic programs, including cheerleading, Pom poms and drill team, are governed by the provisions and penalties outlined within the Athletic Code. The eligibility, training rules and regulations of the Athletic Code were designed to help the individual athletes as well as the total athletic program. Copies of Athletic Code, revised in February of 2000, are available in the main office at Wauwatosa West High School or on the Wauwatosa School web site under school board policies. See *board policy* for detail information.

SPORTSMANSHIP (ATHLETES AND SPECTATORS)

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 WEST HIGH SCHOOL.

WIN WITH CLASS AND LOSE WITH PRIDE

Noise Makers: The guidelines of the Woodland 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 West sponsored group, team or organization without expressed prior approval of the administration.

CO-CURRICULAR ACTIVITIES

Service Organizations

KEY CLUB - Key Club is affiliated with the Mayfair Kiwanis Club and is designed for students who are interested in serving both their school and community through various service activities throughout the year. Some of these include volunteering for local and national causes, helping children and raising money for school based scholarships. Meetings are held bi-weekly. District and International Conventions are held in the spring and summer. Contact Barb Lauenstein or Doug Braun for more information.

OLYMPIAN - Do you have an interest in graphic design? Are you a good writer? Would you like to create artistic, photographic layouts? Would you like to be a copywriter? West's yearbook, the Olympian, provides students with training in all of these areas. Printed annually, the Olympian tells the Tosa West story for the year in copy and pictures. Contact Daniel Prothero for more information.

PEER MENTORS - Peer mentors strive to improve the school community by providing unity and spirit thus creating a positive environment through student involvement. Contact the advisor for more information.

PEERS WITH IMPACT - Peers with IMPACT is a powerful peer-to-peer prevention education program. The program trains high school students to present factual, age-appropriate information about alcohol, tobacco and other drug abuse to elementary and middle school students. In this group you will develop leadership skills and gain confidence in making the positive choice to be drug and alcohol free. Participants must maintain a 2.0 GPA and make a pledge to be drug, alcohol and tobacco free. Contact The Advisor for more information.

PEER TUTORING - Peer tutoring is available to any student who would like academic help. Tutoring can be an effective way to bolster self-confidence in difficult subjects, study for tests, complete assignments, learn helpful study habits and improve grades. Tutoring is available before and after school and during all study hall hours. Contact Mary Zignego for more information

S.A.D.D. - Responding to the changing pressures facing the young people it serves, S.A.D.D. has been renamed Students Against Destructive Decisions. While combating drinking and driving remains S.A.D.D.'s primary focus, students nationwide have begun to embrace a broader role in helping their peers counter negative peer pressure. Our mission is to provide students with the best prevention and intervention tools possible to deal with the issues of underage drinking, drunk driving, drug abuse, and other decisions. Contact The Advisor for more information.

STUDENT COUNCIL - The Student Council promotes the general welfare of the student body and works with the administration, faculty and staff in an advisory capacity. Student Council provides for student activities, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, and seeks to interest students in school affairs. In addition, Student Council helps solve problems that may arise and involves students in school activities while promoting school spirit and school pride. Events sponsored by the Student Council include Homecoming, Deck the Halls, blood drives, fundraising, and other similar activities. Contact Andrew Zietlow for more information.

WEST SIDE STORIES - Working on West Side Stories, our school newspaper, gives students the opportunity to increase their skills in many areas. Students are given hands-on experience in communicating with people, meeting deadlines, working as part of a team, writing correctly and concisely, and using the latest technology. Student journalists also enjoy participation in workshops, conferences, competitions, and social activities related to their newspaper staff membership. Students who make outstanding contributions may also be eligible for nomination to Quill and Scroll, a national organization for student journalists. Contact Chris Lazarski for more information.

Academic Clubs

ACADEMIC DECATHLON - Junior and senior students from all academic levels are encouraged to apply for participation in representing the school in state competition. Participants compete with other schools in many different scholastic areas, including science, math, literature, economics, public speaking, interview, etc. Contact Tom Woodworth for more information.

FBLA - Future Business Leaders of America meets before school twice a month on Wednesdays. The activities include competitions in business and technology related areas, community service projects, and field trips. Through these activities, members develop business leadership skills and an understanding of the American business enterprise. Scholarships are available to senior members. See Daniel Prothero or Brad Schuster for more information.

FRENCH CLUB - Are you interested in French Culture and scrumptious French cuisine? Members of the French Club meet regularly to participate in Homecoming, Mardi Gras, National French Week, fundraising for French related field trips and the school's own French café. All students are encouraged to join if they are interested in the wonderful world of French Culture. Contact Alexandra Smith for more information.

FRENCH HONORARY SOCIETY - Members of the French Honorary Society are recognized for their excellent achievements in French. Membership is open to sophomores, juniors, and seniors enrolled in an advanced level French course. Students must maintain an A- average in French and an overall B- average. Contact Alexandra Smith for more information.

GERMAN CLUB - All students who would like to expand their cultural interest in German should contact advisor for more information. Contact Karen Awve for more information.

GERMAN NATIONAL HONOR SOCIETY - Open to all eligible German students who are members of the above mentioned German Club. You must have 2 years of high school German and meet a required academic grade point average. Contact Karen Awve for more information

HOSA - Health Occupations Students of America - Are you thinking about a career in health care? HOSA will give you the opportunity to gain knowledge, enhance skills, and develop leadership for related health care careers. Club activities will promote school and community health and well being, such as "Great American Smoke-Out" and "Walk America." You will also be able to attend conferences and compete in HOSA events at the local, state, and national level. See Laura Siedschlag for more information.

MU ALPHA THETA - Mu Alpha Theta is the National High School and Junior College Mathematics Club. Any student interested in mathematics may attend the meetings of the Wauwatosa West Chapter of Mu Alpha Theta. To be a member, a student must have completed the Algebra and Geometry courses and have a grade point average for these courses of 3.25 if accelerated or 3.5 for others. The students are required to attend at least five meetings per year to earn a certificate of participation. For more information see Cathy Razner.

MATHEMATICS TEAMS - Students interested in becoming candidates for West's highly successful math team should contact Tom Woodworth.

NATIONAL HONOR SOCIETY The National Honor Society was founded in 1921 to recognize and encourage academic achievement while developing other characteristics essential to citizens in a democracy. The ideals of scholarship, character, service and leadership remain the criteria for selection to membership in each local high school NHS chapter. West is among thousands of high schools throughout the United States who have been chartered and must follow the constitution of the national organization.

Through NHS chapter service activities members maintain and extend the qualities that earned them selection by the NHS Faculty Council. The Council is comprised of the non-voting NHS advisor and five voting faculty members appointed by the Principal. The Principal and Associate Principal are not members of the Faculty Council.

Students do not apply for membership in the National Honor Society; membership is not a right. Membership is granted only to these students selected by the NHS Faculty Council following recommended selection procedures, prescribed by the national organization. Those procedures include:

Membership is open to qualified juniors and seniors who have a cumulative grade point average of 3.5.

The NHS advisor notifies students who are eligible scholastically.

For selection to West's NHS chapter they must complete and return the Student Activity Information form.

The NHS Faculty Council invites all faculty members to make comments and provide information on qualified candidates.

The Faculty Council, along with any other verifiable information about each candidate, reviews the Student Activity Information Form. A point system is used to evaluate candidates. Candidates receiving a majority vote of the Faculty Council are invited into membership.

The five appointed members of the Faculty Council make the selections for NHS membership.

Contact the advisor for more information.

QUILL AND SCROLL - Quill and Scroll is national organization whose main purpose is to promote excellence in student journalism. It is open to high school juniors and seniors who meet the requirements. For Quill and Scroll membership, their publication's advisor must nominate students for outstanding contributions to the school newspaper or yearbook. Students must also be ranked in the upper third of their class. College scholarships are presented to selected senior Quill & Scroll members. Contact the advisor for more information.

SPANISH NATIONAL HONOR SOCIETY - Students must have had at least three semesters of high school Spanish and be enrolled in a Spanish class. A specific grade point average and a teacher recommendation are required for membership. Contact Hope Maurer for more information.

Other Activities

BLACK STUDENT UNION - The Black Student Union is a group open to all students who are interested in learning more about African American cultures and traditions. The group strives to promote a greater understanding of African American cultures among the general student body. Contact the Advisor for more information.

CHESS CLUB – Tosa West’s Chess Club is open to all students with an interest in competing amicably in an informal setting with their peers. Novices to advanced players are welcome as the main goal of the club is to create an interest in this brain-teasing game that has fascinated kings, scientists and “thinkers” throughout history. Studies show that students that practice chess regularly achieve higher overall test scores in school. So rev up your brain capacity and make the chess club part of your regular mental exercise activity! Contact club supervisor Mr. Esparza for more information.

C.R.A.S.H. (CREATING REAL AMERICAN SOCIAL HARMONY) – The C.R.A.S.H. group works to achieve harmony at West HS by discussing and acting on issues that teenagers face on a daily basis that affect social, mental and physical well-being. Students in this group are working toward positive changes in our school through their messages and actions. Contact the advisor for more information.

GAY / STRAIGHT ALLIANCE – The gay/straight alliance is a group of gay and open-minded straight students working and having fun together for common goals. We work to promote tolerance and understanding in reference to the issues of homophobia, sexism, and all types of prejudice. We also provide an environment where students can socialize and discuss issues that are important to them. Contact the advisor for more information.

PRAIRIE CLUB - This club is for people who have an interest in the environment and working with native Wisconsin plants in an effort to restore lost prairies and savannas. Students can perform many duties from opening soil for planting, maintaining a plant database, weeding newly planted areas, maintaining a web page, assist with prairie burns, installing paths and trails, and raise funds that may help pay for an outdoor classroom in the prairie.

Performing Arts Activities

FORENSICS - The forensics program offers students the opportunity to participate and compete in a variety of speech and drama activities, such as group discussion, storytelling, poetry, prose, public address, extemporaneous speaking, playacting, and oratory. The forensics team competes against other high school teams at invitational contests, tournaments, and in statewide competition. Contact the advisor for more information.

STAGE CREW - Backstage work, such as lighting and scenery, is an important factor in play production. The persons in charge of the stage will be more than willing to share their knowledge with all budding backstage artists. Contact the advisor for more information.

TROJAN PLAYERS - The Trojan Players is an educational honor and service organization of students established to promote the dramatic arts. All students are eligible to complete the necessary requirements for membership in the areas of drama and stage production. Contact Mrs. Julie Manders for more information.

TOSA UNITED - Tosa United is a community organization working to prevent alcohol and other drug use by our underage population and its abuse in general in the community-at-large. Memberships are available for individuals, students, families, organizations and businesses. Focus is on adult education. Contact Student Services, 773-1080

ATTENDANCE (BOARD POLICY #5200)

In accordance with state law, all children between 6 and 18 years of age must attend school full time until the end of the term, quarter, or semester in which they become 18 years of age unless they have a legal excuse (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.

Regular school attendance increases a student’s chances for academic success and promotes the development of self-discipline, responsibility, and punctuality. Cooperation between home and school is essential if students are to develop sound attendance habits and attitudes that will carry over to adult life.

When a student is absent from school, for any reason, a parent or guardian should call and inform the attendance office of the reason for the absence. The telephone number is 773-3002. The attendance line is available 24 hours a day. If the absence is to be longer than one day, please inform the attendance office of the length of the absence or call each morning. **Parents are not permitted to excuse students to leave the building for lunch.**

If for some reason this call cannot be made early in the day, it should be made prior to the end of the school day. **The absence will automatically be labeled as unexcused/ truant if this call is not received within 48 hours after returning to school. (Phone calls are the only method to excuse students.) The school will make the final determination as to whether an absence is excused or not.**

Absence Definitions:

Student absences are considered excused or unexcused/ truant. (Board policy #5200)

I. 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. Serious illness of a member of the immediate family, causing the student to be needed at home.
3. Sudden family emergencies, crises, or trauma.
4. Religious observances.
5. Appointments with medical specialists.
6. Attendance at the funeral of a relative or a friend.
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. Suspension or expulsion from school.

Under extraordinary circumstances, other absences may be allowed per parent request and with the prior approval of the building principal.

Students with an excused absence are entitled to make up the work missed. Make up privileges are in effect for a reasonable period of time, as determined by the individual teacher. His or her parent or guardian may not excuse a child for more than 10 days in a school year. Parents/guardians are not permitted to excuse a student to remain in the building to work on school-related activities instead of attending his/her assigned classes.

II. Unexcused Absence/Truancy

Truancy is defined by state statute as any absence of one or more days, or portions thereof, from school during which the teacher or principal has not been notified of the legal cause of 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 Wisconsin State Statute 118.15, 118.16.

Board policy (#5200) defines truancy as "any unexcused absence from school." Students have no make up privileges on work missed during an unexcused absence; only major unit tests/exams can be made up. **Unexcused absences may have an effect on a student's class participation grade.**

Changes in state attendance laws adopted by the Wisconsin Legislature in 1997 (State Statute 118.16) mandated that schools identify "habitual truants." A **habitual truant** is a student who is absent without acceptable excuse for part or all of 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, the 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.

III. School Withdrawal/Transfer

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. Any student who is withdrawing from school or transferring to another school is requested to follow this procedure:

- A request must be made by your parent or guardian.
- Obtain a withdrawal form from the Guidance Office.
- Report form signed by all your teachers, including your physical education teacher, the librarian, and guidance counselor. All textbooks must be returned to the library-media center.
- Return the completed form to the Guidance Office.

If you are transferring to another school it will not be necessary to secure a transcript of credits earned at Wauwatosa West since the request will be made by the school to which you are transferring.

SPECIAL ABSENCE SITUATIONS

1. Preplanned Absences

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.

2. 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 only return to school after receiving clearance from a physician.

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.

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

Parents should schedule doctor and dental appointments so that they do not interfere with the student's school day whenever possible.

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. See privileges for more details. Forms may be obtained from the supervising teacher or the Attendance Office. The Attendance Office issues early release passes.

5. Participation in Athletics - school attendance eligibility

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.

IV. Tardiness

The Attendance Office will excuse a student and issue a tardy pass to first hour only if a parent or guardian calls prior to the student arriving late for school. Any tardiness to classes during the remainder of the school day will be handled by the classroom teacher and cannot be excused by parents. Tardiness has an adverse affect on both student learning and the establishment of good habits. Consequences will be used to help students understand the value of timeliness if difficulties arise. **If a student is more than 20 minutes late to class, that tardiness will be recorded as an unexcused absence.**

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 POLICY

Wauwatosa West has a closed campus policy. During the regular school day a student may not leave the school building without first reporting to the attendance office to verify parent/guardian approval and to sign out. Permission to leave may be granted for appointments, family business, and emergency situations. Students receiving permission to leave the school grounds will be issued a "PERMIT TO LEAVE SCHOOL" pass. **An administrator must approve all exceptions, in advance.** Consequences for closed campus violations include detentions, suspension from school or legal consequences for repeated violations. Exceptions to the closed campus policy are available to eligible seniors. Please refer to the "Privileges" section in the student handbook.

Student Conduct

DISCIPLINE/CODE OF CONDUCT (BOARD POLICY #5500/5600)

The purpose of our school's discipline policy is to provide the best possible educational environment for our students. The student's prime responsibility is to secure an education. A proper climate must be maintained within the school to make that learning possible. Students have the right to take advantage of instructional and related activities in an atmosphere where students can learn and teachers can teach.

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. Wauwatosa West students are expected to follow all school policies and rules during the school day, at school sponsored events, athletic contests, dances, field trips, extended trips, while on school property and while being transported to and from school by transportation provided by the school.

The following progressive disciplinary measures may be taken to address student misconduct: Staff/student meeting, parent meeting, detention, Saturday detention, in-school detention/suspension, out-of-school suspension, administrative review/hearing, and/or expulsion.

Classroom Code of Conduct

The Wauwatosa School District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe school environment, conducive to teaching and learning. Every member of the school community is expected to cooperate in this central mission. All staff members must use their training, experience, and authority to create schools and classes where effective learning occurs. **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
- Arrive on time to class
- 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 or 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
- (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 Process

A. Student Removal from Class and Due Process

1. The teacher will have the student escorted to the office by a student supervisor and will provide a brief reason for the removal on the student removal slip that will accompany the student supervisor.
2. 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.
3. 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.
4. If the building administrator or designee is not available immediately upon the student’s arrival, the student shall wait in a designated area until the administrator or designee has been notified of the removal from class.

B. Parental Notification and Written Documentation

1. The teacher will notify the parent/guardian as soon as possible by telephone that the student has been removed from the classroom.
2. Within 24 hours of the student’s removal, a teacher will complete a more detailed written explanation 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.
3. The school will mail documentation to the parent within 3 school days of the removal.
4. 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

A. 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 setting:

- * 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 student 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.

B. When making placement decisions, the building administrator or designee shall consider the following factors:

- * The reason the student was removed from 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.

Students with Disabilities

The code of conduct is applicable to all students. However, a student with a disability may be removed from class and placed in an alternative setting only to the extent allowed by state and federal laws and regulations and established school board policy. The school district does not discriminate in the administration of disciplinary actions on the basis of sex, race, religion, ancestry, sexual orientation, national origin, pregnancy, marital or parental status, or physical, mental, emotional or learning disability.

Detention/ 2 hr. Detention/ In-School Suspensions

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, 2 hr. detention, exclusion from school sponsored activities, and possible out-of-school suspension. Each student is to cooperate with the teacher. Any student who does not abide by the regulations of the detention period may be suspended from school.

Out-of-School Suspensions (OSS) (Board Policy #5610)

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. Violation of a city ordinance, a state statute, or a federal law on school premises or at a school sponsored event. Those students suspected of violating Wisconsin State Statutes may be referred to the Wauwatosa Police Department for further verification and possible prosecution.

To suspend a student under the statute, the school official must follow due process procedures.

1. Whenever possible inform the student of his/her alleged misconduct and the basis for the accusation.
2. Whenever possible give the student an 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. The length of the assigned suspension will be determined at the discretion of the school administrator, based on the thorough analysis of the facts presented by all parties concerned.
6. Students will be readmitted after suspension following a conference with an administrator.
7. Provide the student an opportunity for an appeal conference with the district superintendent 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 superintendent 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.

Suspension appeals are to be directed to:

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

There is no statutory right to appeal a suspension to the State Superintendent. A suspension cannot last longer than five (5) school days unless an expulsion notice has been sent, in which case the suspension may last up to fifteen (15) school days. After a five-day suspension, a student may be required to return to school with his/her parents for a conference with a school administrator. **Students suspended from school may not be on school grounds 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 major projects due missed while suspended.

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 6020) *In the case of a student with a disability, the suspension may extend to ten days if a notice of expulsion has been sent.

Expulsion (Board Policy #5610)

Wisconsin Statute 120.13 stresses the power of the Board of Education in dealing with chronic or serious misbehavior. It states:

The school board may expel a pupil from school whenever it:

- * Finds a pupil guilty of repeated refusal or neglect to obey the rules.
- * Finds that a pupil knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives.
- * Finds that the pupil engaged in conduct while at school or while under supervision of a school authority which endangered the property, health, or safety of others, or finds that a pupil while not at school or while not under the supervision of a school authority engaged in conduct which endangered the property, health or safety of others at school or under the supervision of a school authority, and is satisfied that the interest of the school demands the pupil's expulsion.
- * Finds that the pupil endangers the property, health or safety of any employee or school board member in which the pupil is enrolled, regardless of whether the pupil's conduct takes place at school or under the supervision of a school authority.
- * Finds that a pupil who is at least sixteen years old repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority; and finds that such conduct does not constitute grounds for expulsion under any of the other reasons outlined in section 120.13 (1)(c) 1 of the state statutes; and is satisfied that the interest of the school demands the student's expulsion.

State law and case law serve as the guidelines for expulsion of students identified as having an exceptional education need. 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.

ALCOHOL AND OTHER DRUG ABUSE (AODA) (BOARD POLICY #5530)

The use of alcohol and other drugs, and the problems associated with them, is an ongoing concern in our society. The Wauwatosa School District recognizes that the use of alcohol and other drugs is destructive to individual students, causing problems in their daily lives and hindering their ability to make responsible decisions. 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. According to board policy #6026 breathalyzers will be used to assist administration in determining whether students are under the influence of 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. 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.

Students are expected to demonstrate acceptable behavior during lunch period. Each student will be expected to observe these guidelines:

1. Students may bring their own lunches.
2. Food must be consumed in the cafeteria. Students are not to eat their lunches on the school grounds or anywhere in the building, except the cafeteria and designated area in learning center (tiled area). Food purchased in the student snack bar is to be consumed in the student snack bar.
3. Students are responsible for disposing of their own refuse. If refuse is left on a table, **any** student at that table may be requested to clear it. **No one is to be asked twice.**
4. *Students are not to be in second floor hallways during the lunch periods except when going to or from a class or with a pass.*
5. **No food is to be ordered by students to be delivered to the school, i.e., pizza, subs, etc.**

CELL PHONES AND PORTABLE MUSIC DEVICES (BOARD POLICY# 5136)

The use of cell phones is prohibited during school hours, except under DIRECT supervision of a staff member. Otherwise, cell phones are not to be SEEN, USED or HEARD between the hours of 8:00am – 3:07pm (2:07pm on Wednesday).

The use of any music devices including but not limited to IPODs or MP3 players or any electronic gaming system is **strictly prohibited.**

Violations will result in confiscation of the equipment and students will be subject to the following consequences:

1. **1st offense = confiscation – returned at the end of the school day – parent contact**
2. **2nd offense = confiscation – given to Associate Principal – returned at the end of the school day – parent contact**
3. **3rd offense = confiscation – given to Associate Principal – returned to parent**
4. **4th offense = confiscation – given to Associate Principal – returned to parent – alternative arrangements made to have on school premises during the school day.**

DANCES/ACTIVITIES

All school dances and activities during the year are held for the benefit and enjoyment of the students at Wauwatosa West. We encourage all students to take part in as many activities as possible. So that the students may derive maximum benefits from these activities, it is necessary that school policies and regulations are adhered to at all times.

1. Dances are held for Wauwatosa West students **only. No guests will be admitted**, except for at the Homecoming Dance and Prom (guest forms must be completed and guests may not be over the age of 19). **Students must present a valid ticket and picture ID to be admitted to attend a dance.** Tickets will not regularly be sold at the door. Admission prices will vary depending upon the event.

2. Any student attending a school activity and found to be in possession of, not free of or appearing to be under the influence of alcoholic beverages or drugs will be asked to take a breathalyzer and 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 extracurricular activities for a period of time depending upon the severity of the situation.
3. No sexually inappropriate dancing (grinding) will be allowed at dances. Students will be warned once. If the inappropriate dancing continues, the student will call their parents, be removed from the dance and will not be allowed to attend the next scheduled dance.
4. Any student who leaves the building during the dance will not be readmitted for any reason.
5. Regular evening dances shall begin at 8:00 p.m. and end at 11:00 p.m. No one will be admitted to a dance after 9:30 p.m. or 1/2 hour after the close of any athletic contest, except by prearrangement with an administrator.

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

DRESS AND GROOMING (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 School District recognizes the importance of the individual; it strives to balance the student's need for self-expression with the link between appearance, attitude and behavior. 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:

- Winter coats and jackets 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, sweatshirt or fleece in their locker. Exception – Tosa West letterman jackets may be worn.
- Head gear including but not limited to hats, visors, caps, tams, scarves, hoods, combs, picks, bandanas and do-rags may not be worn in the building during regular school hours.
- Appropriate foot wear must be worn in the building at all times.
- 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 standing.
- Ribbed tank tops, that are intended to be worn as undershirts, are not permitted as outerwear.
- Pants which have large holes in certain areas are not allowed. 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. Pajamas pants are prohibited.
- ***Clothing that is too tight including but not limited to leggings and yoga pants is not permitted unless it is worn with loose fitting clothing over the top of it, which adheres to the defined length in the student handbook. Example: Leggings must be covered by a shirt or skirt that covers the student's buttock.***
- Clothing that is excessively short including but not limited to, shorts, shirts and skirts will not be permitted. *Clothing must be as long as the first knuckle on the longest finger on your hand when your arms are hanging by your side.*
- Gang-related (as determined by administration) 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 con

HARASSMENT/HAZING (BOARD POLICY #5516/#5517)

In order to maintain an environment that encourages optimum human growth and development for its students and employees, the district shall maintain and nurture learning and working environment free of any form of sexual, racial or any other type of harassment or intimidation toward personnel and/or students.

Harassment refers to acts of physical, verbal or psychological harassment, which create an intimidating, hostile or offensive work or learning atmosphere. Any person who believes she/he has been harassed may file a complaint in accordance with established procedures.

Students are advised that hazing, which means initiating, terrorizing, persistently teasing, or pulling pranks on fellow students is strictly prohibited. Disciplinary action will result.

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)

The Wauwatosa School District maintains an environment free of any sexual harassment or sexual intimidation toward and between pupils. The School District will not tolerate sexual harassment in any form and will promptly investigate and administer appropriate action to eliminate it, up to and including full discipline of offenders. Sexual harassment includes, but is not limited to, any deliberate, repeated or unwanted verbal or physical sexual contact, sexually explicit derogatory statement, or sexually discriminating remark which is offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation or interferes with the recipient's academic performance. Sexual harassment includes any form of any unwanted sexual attention, ranging from leering, pinching, patting, verbal comments, display of graphic or written sexual material and subtle or express pressure for sexual activity. In addition to the anxiety caused by sexual demands on the recipient, sexual harassment may include the implicit message from the alleged offender that noncompliance will lead to reprisals. Reprisals may include, but are not limited to, the possibilities of escalated harassment, sarcasm, intimidation, or unwarranted comments to or through peers.

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 if 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)

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

The school, for the convenience of the student, provides a corridor locker and physical education locker. **The school is not responsible for lost or stolen property.** To prevent locker theft follow these suggestions: do not give your combination to anyone, even your best friends; do not store valuables or cash in your locker; do not preset the first two numbers of your combination; always spin your lock after closing; and always keep your locker locked. Locker repair or combination change forms are available at the Attendance office.

You are responsible for the contents of the locker you are assigned if a locker check occurs. Locker decorations must not violate contemporary community values, standards, Board policy or municipal codes. Any damage to lockers, accidental or otherwise, is to be reported to the office immediately. Fines may be issued at the end of the school year for damage created by markers, stickers, pens, etc. - both inside and outside the locker.

SEARCHES (BOARD POLICY #5771)

School lockers are the property of the Wauwatosa School District provided for the convenience of students. School authorities may periodically inspect lockers without notice, without student consent and without a search warrant. School authorities may conduct an individual locker search based on reasonable suspicion that the locker contains illegal or unauthorized materials or materials used in an illegal manner. 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. If a locker search, which is conducted pursuant to this policy, yields illegal or contraband items, legal authorities will be contacted.

STUDENT SEARCHES

A school administrator may search a student if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. The search measures adopted must be reasonably related to the objectives of the search and not excessively intrusive in light of the student's age, sex and the nature of the infraction.

LOITERING

Students must have a valid reason for being in the building after their daily classes are over. The end of the school day is interpreted to mean 3:30 p.m., unless students are participating in a supervised activity with a teacher, coach, or advisor. Students who have been suspended during the course of the school day are to leave the building immediately and may not be on school grounds for the duration of the suspension. Students who chronically violate this policy are subject to police referral and a loitering citation.

PARKING/DRIVING REGULATIONS

Driving to school is a privilege and students who drive assume certain responsibilities to ensure the safety of others.

All students are required to have a parking permit to park in the Wauwatosa West High School parking lot. Students who park illegally or do not have a parking permit will be ticketed by the Wauwatosa Police Department. Students who will be parking in the Wauwatosa West High School Parking lot will need to have a parking permit and parking sticker on their registered vehicle's rear window, lower left corner by Monday, September 19th.

Sign-up

1. Senior parking permit sign-up will be from September 1st – 9th.
2. Junior parking permit sign-up will be from September 1st – 9th.
3. Sophomore parking permit sign-up will be from September 12th – 23rd.
4. Freshman parking permit sign-up will be from September 13th – 23rd.

* If you miss your designated sign-up dates, open enrollment will start on September 26th and parking permits will be available until all permits have been purchased. Students may sign-up in the Activities Office before school, after school, or during lunch.

Cost

1. Full year parking permits cost \$20.00
 2. Semester parking permits cost \$10.00
- * Replacement parking stickers cost \$5.00

1. All student vehicles must be parked in the parking area. **No student may park in the first two rows of the area or in reserved, restricted, visitor or faculty areas on the west side of the building .**
2. Speeding, reckless operation, excessive acceleration, "horseplay," or making excessive noise on or near school property will not be tolerated. **Students are to park their vehicles between marked lines, never at an angle.** Students who violate these driving laws are subject to ticketing by the Wauwatosa Police Department. Please remember that we share our campus with Eisenhower Elementary School.
3. The speed limit on school grounds at all times is **five (5) MPH.**
4. Students must park their vehicle and immediately leave their vehicle and the parking area. When leaving school, the student must leave the parking area immediately. No student may loiter in his/her vehicle. Vehicles are not to be used as "second lockers." Student vehicles should be kept locked at all times. Also, students will not be allowed to go their cars during the school day to obtain materials that were left there.

Failure to observe the above procedures may result in the student not being allowed to park on school property, suspension, and/or referral to the Wauwatosa Police Department.

HALLWAY GUIDELINES / PASSES

In order to ensure a proper academic climate at Wauwatosa West, 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 will result in disciplinary action.

SECURITY

The main school entrance is located in the southwest corner of our building adjacent to the parking lot. Students, staff and visitors to the building are to enter only through this door at all times with the exception of the start of the school day when the Center Street doors are open. All other doors are locked and alarmed during the school day. **Students should never open a locked door to admit any person, whether a student or adult.** Failure to comply with this rule may result in referral for disciplinary action.

All visitors to our building (parents, speakers, planetarium visitors, etc.) must register at the security supervisor's window just inside the southwest entrance and obtain a visitor badge as identification. They will be directed to the main school office by the supervisor for further assistance.

SMOKING/TOBACCO/SMOKE FREE ENVIRONMENT (BOARD POLICY #5512)

The possession and use of tobacco products on school district premises is contrary to the educational goals, image, and interest of the district and the maintenance of a healthy and safe school and work environment. Substantial medical research has established that the use of tobacco is a hazard to the health and welfare of the users and, secondarily, to the health and welfare of those exposed to smoke.

For these reasons, all persons (students, employees, independent contractors, members of the general public, and any other individuals) are prohibited from using any tobacco products in or on school district premises or property, including rented building space leased at the county institutions. Possession of lit smoking materials shall be considered "use" within this policy for all ages. **Under Wisconsin state law, students under the age of 18 are prohibited from possessing cigarettes or any other tobacco product.** Smoking or possession of smoking materials may result in an out-of-school suspension and a referral to the Wauwatosa Police Department for a smoking citation.

VALUABLES

Students are encouraged not to bring large amounts of money or expensive items to school – this would include I-pods, cell phones, cameras, etc.. **Each student is responsible for his/her personal property.**

WEAPONS IN SCHOOL (BOARD POLICY #5772)

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, brass knuckles, razors, switch blade/butterfly knives, chains, clubs, stars, etc.

- 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, scissors, etc.

Squirt guns and "super soakers" are also not permitted in the building and will be confiscated.

Chemical Irritants

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 pupil found to be in violation of this policy is subject to suspension or other disciplinary actions.

General

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

HEALTH SERVICES

Wauwatosa West does not have a nurse on the premises. A school district registered nurse is available to provide services to students with identified special health care needs. Staff members may contact her on an as needed basis.

Students who are ill during the school day must obtain a pass before reporting to the Attendance office. An administrator or administrative assistant will determine if parents/guardians need to be notified. Students **will not** be sent home without parental/guardian notification and instruction for transportation.

Should any student appear to be critically ill and parents/guardians cannot be reached, Emergency Medical Services will be accessed and the student will be transported to the appropriate medical center. A West staff member will accompany the student and remain at the hospital until parents/guardians, or relatives arrive.

It is extremely important that every student has up-to-date home phone numbers, parent work numbers, and at least one emergency number on file in the Attendance Office. All numbers will be utilized to contact parents/guardians when needed.

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 to a pupil in compliance with the written instructions of the pupil's parent or guardian if the pupil's parent or guardian consents in writing.
- Administer a prescription drug to a pupil in compliance with the written instructions of a practitioner as indicated on the medication's container if the pupil's parent or guardian consents in writing.

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. This plan will provide benefits for medical expenses incurred because of an accident. An explanation of the cost and benefits is explained on the premium envelope. In making application for this coverage, please read the information explaining the coverage carefully.

ISSUE RESOLUTION (BOARD POLICY #9130)

Situations arise throughout the school year that causes 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 #3100, 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.

COMPLAINT PROCEDURE

If any student, parent, citizen or staff member believes that the school district or any part of the school organization has inadequately applied the principles of the student records policy, Title VI of the Civil Rights Act, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act or the Americans with Disabilities Act or in some way discriminates, a complaint may be filed with:

**Therese Kwiatkowski
Director of Student Services
12121 W North Avenue
Wauwatosa WI 53226
(414) 773-1080**

The school district encourages informal resolution of complaints. A formal complaint procedure is also available. The findings of an investigation into the complaint will be sent to the complaining party within 10 school/business days. If dissatisfied, the complainant may appeal in writing to the Superintendent of Schools.

If the complainant wishes to appeal the decision of the Superintendent of Schools, she/he may submit a signed statement of appeal to the Board of Education within ten school/business days after receipt of the Superintendent's response to the grievance. The Board shall hear the appeal at its next regular meeting or at a special meeting called for the purpose of hearing the appeal. The Board shall report its decision in writing to the complainant within forty school/business days after receipt of the appeal. Copies of the decision shall be mailed or delivered to the complainant and the Superintendent of Schools.

If the complainant wishes to appeal the decision of the Board of Education, the complainant may appeal the decision in writing within thirty school/business days of the Board's decision to the State Superintendent of Public Instruction, P.O. Box 7841, Madison, Wisconsin 53707-7841.

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; discipline, suspension, and expulsion; acceptance, or administration of gifts, bequests, scholarships, or other aids; or selections of instructional library/media materials selection; testing, evaluation and counseling methods and practices; facilities; athletic programs and activities; and food service programs. Discrimination based on sex, race, age, religion, political beliefs, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability is expressly prohibited.

FIRE DRILLS/ALARMS

Fire drills, held at regular intervals, are required by law and are an important safety precaution. It is essential that when a warning signal is given, all students obey orders promptly following prescribed procedures. The teacher in each classroom will give instructions as follows:

1. Students are to evacuate by prescribed routes in an orderly fashion, remaining quiet for possible instructions.
2. Teachers should close any windows, turn off the lights, take their grade books, and shut the door upon leaving.
3. Teachers should accompany their students outside and stand clear of the building with their class.
4. The school bell will be the signal for reentry into the building.
5. All occupants of the building will evacuate the building unless otherwise notified.

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 is not to occur in school between 8:00 a.m. and 3:00 p.m. except with the permission of an administrator.

TORNADO WARNING PROCEDURE

When a tornado weather warning is received, the following procedure will go into effect:

1. Students and staff will be informed as to the procedures to follow by the use of the PA system.
2. Students and staff will be asked to proceed to their designated safety areas.
3. **It is imperative that there is no talking throughout the entire period of time this procedure is in effect.** It may be necessary to communicate with students and staff about weather conditions.
4. Students and staff will remain in their safety areas until the "all clear" is announced.

SCHOOL CLOSING

Information about the closing of the schools will be broadcast on area stations. The stations used are WTMJ-TV4 / WTMJ-620 / WKTI, FOX TV6 NEWS / WEZW, WISN-TV12 / WISN-1130 / WLTQ, WOKY / WMIL, WKLH, WEMP / WMYX, WZTR, CBS 58 / WDJT-TV, WAMG (103.7), and WPNT (106.9).

If the opening of school is delayed for a period of time, the same procedure will be followed and the school starting time will be announced.

If a sudden storm or other emergency forces the schools to close before the regular dismissal time, a similar TV/radio announcement will be made. Parents should inform their students of where they should go until parents arrive at home.

IDENTIFICATION CARDS/INTERNET ACCESS

Each student at Wauwatosa West will be issued a picture ID card. Because it is necessary to present this card at the Library Media Center when withdrawing material, accessing computers, obtaining Internet access and at most school functions for identification, **the student is required to carry the card at all times.** If the card is lost, a fee of \$5.00 and a new picture is required to obtain a new one. Students must show their ID card if requested to do so by a staff member.

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 West 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.

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, except if they have possession of illegal substances on school premises or at school activities.

The T.O.S.A. Program in the Wauwatosa School District offers confidential counseling, education and support groups for members of the student body who wish to participate. In order to reach each student, we provide a variety of T.O.S.A. groups. If a student requests more information about the group involvement they should contact their guidance counselor.

If you have concerns about this program and do not want services offered to your child, you must put that statement in writing and send it to the building administrator.

WORK PERMITS

Work permits may be obtained in the Main Office and/or Guidance Office. When making application please bring the following:

1. Written statement from employer indicating intent to employ, job duties, hours of work and time of day the minor will be working
2. Written permission of parent/guardian
3. Birth certificate or baptismal certificate (proof of age)
4. Original copy of Social security card
5. Application fee of \$10.00

State law permits the revocation of a work permit upon the written request of the school principal or a minor's parent or guardian.

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.

CONTACT –

Band Boosters

This organization supports the Tosa West 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 West athletic events. Parents of band students, being automatic members of Band Boosters, are encouraged to attend all meetings.

Co-Presidents –Pam Lahmann & Philip LaSpisa

Choir Boosters

This organization supports the Tosa West Choirs and the musical education of our students by offering scholarships to provide programs and conferences for our students to gain additional choral experiences. They sponsor a variety of fund-raising activities for competitions and bi-annual trips.

President – Jody Zanton

Wauwatosa West Orchestra Parents

The Orchestra Parents exist to promote the education of students in orchestral music and to support the many activities of the orchestra. Through fundraising 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 West Orchestra."

President – Joan Snyder

PTA

Everyone is welcomed to join the PTA - parents, teachers, administrators, grandparents, neighbors! PTA membership is \$10.00/single or \$15.00/family. 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 Troad" is distributed to PTA members. . 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.

President - Andrea Gaines

Trojan Athletic Booster Club

The Trojan Athletic Booster Club supports all athletic programs at Tosa West. 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.

President – Jerry Lahmann

Wauwatosa West Theater Parents Association

The Tosa West theater parents association supports the theater program at Tosa West. Theater parents fundraise and provide additional support to the theater program.

Co- President – Lisa Condon & Laura Mott

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.

School Board

President	Lois Weber (weberlo@wauwatosa.k12.wi.us)
Vice-President	Michael Meier (meiermi@wauwatosa.k12.wi.us)
Clerk	Mary Jo Randall (randalma@wauwatosa.k12.wi.us)
Treasurer	Philip Kroner (kronerph@wauwatosa.k12.wi.us)
Member	Anne Fee (feean@wauwatosa.k12.wi.us)
Member	Tom Jarosz (jaroszto@wauwatosa.k12.wi.us)
Member	Sharon Muehlfeld (muehlsh@wauwatosa.k12.wi.us)

Administrative Personnel

Superintendent	Phillip Ertl, PhD. (ertlph@wauwatosa.k12.wi.us)	414-773-1010
Human Resources	Daniel Chanen (chanenda@wauwatosa.k12.wi.us)	414-773-1042
Student Services	Therese Kwiatkowski (kwiatkth@wauwatosa.k12.wi.us)	414-773-1080
Student Learning	Beth Erenberger (erenbe@wauwatosa.k12.wi.us)	414-773-1030
Management Services	John Mack (mackjo@wauwatosa.k12.wi.us)	414-773-1050
Recreation Department	Rick Beattie (beattiri@wauwatosa.k12.wi.us)	414-773-2900

