



Chetek-Weyerhaeuser High School/Middle School

Student / Parent Handbook 2016-2017

**1001 Knapp Street
Chetek, WI 54728
Phone: 715-924-3137
Fax: 715-924-2921**

MISSION STATEMENT

Chetek-Weyerhaeuser graduates are responsible, caring, productive and healthy citizens with the knowledge and skills to achieve their dreams.

OUR BELIEFS AND VISION

BELIEF #1:

We believe that schools should teach students to become life-long learners.

BELIEF #2:

We believe that a good school is one that recognizes the individual worth and unique talents of every student.

BELIEF #3:

We believe that all students can learn.

BELIEF #4:

We believe that an effective classroom is any learning environment.

BELIEF #5:

We believe that a good teacher is one who is a positive role model.

BELIEF #6:

We believe that an effective staff is one that cooperates, communicates, and coordinates to better serve all students.

BELIEF #7:

We believe that a quality instruction program includes and fosters diversity, equity, equal access, relevancy, and overall development of each student.

BELIEF #8:

We believe that the family is a crucial component for our school.

BELIEF #9:

We believe that a supportive community will be informed and will take an active role in the educational process.

BELIEF #10:

We believe that technology is already integrated into many real life situations our students encounter, and it will become increasingly more present in their lives.



Chetek-Weyerhaeuser High School/Middle School

P.O. Box 6
1001 Knapp Street
Chetek, Wisconsin 54728

Phone: (715) 924-3137
Fax: (715) 924-2921 High School
Website: www.chetek.k12.wi.us

Principal - Larry Zeman
Assistant Principal/Athletic Director – Koll Fielstad

Parents and Students,

Chetek-Weyerhaeuser High School/Middle School is one of the highest performing schools in Northwest Wisconsin. Our students and staff take pride in our academic and athletic excellence and value all of the experiences students have access to. We focus our efforts on building a strong educational foundation that will prepare students for their future.

At Chetek-Weyerhaeuser High School/Middle School, we are driven by three core values and we appreciate the support that is provided at home to help instill these values into our everyday actions.

Respect
Relationships
Responsibility

Chetek-Weyerhaeuser High School/Middle School is focused on providing a high quality education to all students. Students have access to a wealth of opportunities including liberal arts curriculum, vocational curriculum, encore or exploratory curriculum, college preparatory curriculum, and advanced placement curriculum. Students are encouraged to challenge themselves by being involved in academic as well as co-curricular opportunities.

We look forward to a rewarding school year that exemplifies collaboration between the school, student and family in pursuit of educational excellence. We appreciate the opportunity to serve your educational needs.

Larry Zeman
Chetek-Weyerhaeuser High School/Middle School Principal

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CHETEK-WEYERHAEUSER HIGH SCHOOL/MIDDLE SCHOOL STAFF

Board of Education

Carri Traczyk	President
Dave Bonczyk	Vice President
Janene Haselhuhn	Treasurer
Barb Reisner	Member
Korie Lentz	Clerk
Steve Goulette	Member

Administration

Mark Johnson	Superintendent
Larry Zeman	Principal
Koll Fjelstad	Assistant Principal/Athletic Director/Fly Fishing Club Advisor
Tammy Lenbom	Business Manager
Bryan Johnson	Network Coordinator
Linda Zeman	School Psychologist/Special Services Director

Staff

Burnie Adams	Custodian
Barb Anderson	Food Service
Donna Bachowski	HS Dance Team Coach
Jedd Beach	Paraprofessional/MS Track Coach
Melanie Becker	6 th Grade
Mackenzie Bogdan	HS Science/Conservation Club Advisor/Ice Fishing Club Advisor/MS Football Coach
Joe Bognar	Custodian
Heather Bohl	Administrative Assistant/Assistant HS Volleyball Coach
Randy Bohl	Custodian
Randy Books	Assistant HS Softball Coach
Shelly Bowlyou	Special Education Administrative Assistant
Crystal Buchholtz	Advanced Learner Instructor/HS Science/Gaming Club Advisor
Matt Buchman	8 th Grade Science/Head Track Coach
Mark Canfield	HS/MS Art/Art Club Advisor
Mary Jo Carlson	Paraprofessional
Austin Chamberlain	Assistant HS Football Coach
Elizabeth Checkalski	Spanish/Spanish Club Advisor/Prom Advisor
Matt Christensen	Head Softball Coach
Brian Chuchwar	8 th Grade Mathematics
Sheryl Claflin	HS Dance Team Coach
Mikel Cobb	Technology Education
Jeff Collier	Paraprofessional
Jayson Dachel	Special Education
Barb Derousseau	MS Track Coach
Reese Elwood	Assistant HS Football Coach/Assistant HS Baseball Coach
Anne Etten	Family and Consumer Science/Foodie Club Advisor
Wyn Evans	Special Education
Tyler Florczak	Assistant HS Boys' Basketball Coach
Paula Gates	HS/MS Physical Education/HS/MS Health
Kristen Goldsmith	Business Education/Marketing/FBLA Advisor
Sara Gregorich	HS Science/Strategy Club Advisor
Lisa Hable	HS/MS Social Studies/Yearbook Advisor
Jessiah Haas	Assistant HS Girls' Basketball Coach

Sue Hakes Food Service
Rita Hong District Office Administrative Assistant
Diane Huiras Media Specialist/Assistant HS Volleyball Coach
Paul Hutzler Head Custodian
Lisa Ippolite Guidance Assistant/Community Education
Diane Johnson 7th Grade Mathematics/MS Photography Club Advisor
Janet Kaminski Head Volleyball Coach/Assistant HS Track Coach
Lee Killoren HS Science/Boys' Golf Coach/ Snow Club Co-Advisor/Ice Fishing Club Advisor
Dylan Kimber Assistant HS Wrestling Coach
Ben Knepper Assistant HS Football Coach
Bill Knickerbocker, Jr 6th Grade/Head Football Coach/Assistant HS Track Coach
Bill Knickerbocker, Sr Assistant HS Track Coach
Linda Krans Administrative Assistant
Lindsey Kuhn Special Education
Kathy Kutrieb Data/Title I Administrative Assistant/Media Assistant/MS Cross Country Coach
Mike Lorenz 7th Grade Science
Sara Lorenz MS Social Studies/6th Grade Health
John Loy HS/MS Social Studies/Student Council Advisor/MS Boys' Basketball Coach
Pam Luethi 7th Grade Language Arts
Jeff Martin Head Cross Country Coach/ MS Track Coach
Sarah Meyers HS Social Studies
Carol Moon Administrative Assistant
Bob Morehead Technology Education/SkillsUSA Advisor
Tom Mulderink Assistant HS Football Coach
Bill Munch HS Mathematics/Girls' Golf Coach/NHS, Snow Club, Shooting Stars Advisor
Sandy Newell 8th Grade Language Arts/MS Boys' & MS Girls' Basketball Coach
Janis O'Hara HS/MS School Counselor/SADD/SMART Advisor
Amanda Ogren HS Instrumental Music/DJ Club, Color Guard, Jazz Band Advisor
Bob Olson Head Wrestling Coach
Chad Olson MS Wrestling Coach
Dom Olson Network Technician/Head Girls' Basketball Coach/MS Football Coach
Hans Olson Head Boys' Basketball Coach
James Patchen MS Wrestling Coach
Jenica Paulson MS Girls' Basketball Coach
Ryan Robarge Physical Education/Fitness Club Advisor
David Ruda MS Instrumental Music
Mark Rykal Language Arts/Book Club Advisor/MS Football Coach/Senior Class Advisor
Jessica Rundhaug School Nurse
Christine Sather Language Arts/MS Volleyball Coach/Freshman Mentor Advisor
Jennifer Schofield 6th Grade
Andy Schommer MS Football Coach
Cara Shane Speech and Language Pathology Assistant
LeAnn Shilts HS Mathematics
Phil Sykes Head Hockey Coach
Kelly Timm MS Volleyball Coach
Josh Toufar Assistant HS Baseball Coach
Alex Trinkner HS English
Patrick Vavra Special Education/Assistant HS Football Coach/Assistant HS Baseball Coach
Wendy Weaver HS Mathematics/HS Cheerleading Coach
Janice Wendlandt Special Education
Rachel Westberg Accounts Payable/Public Relations/Drama Club Advisor
Barb Widiker Food Service
Kim Widiker Special Education/MS Volleyball Coach/MS Student Council Advisor
Julia Zappa HS/MS Vocal Music/Vocal Ensemble, Vocal Jazz Advisor/Forensics

ATTENDANCE

Bell Schedule

The school will be open from 7:00 a.m. to 4:00 p.m. each school day, and students are encouraged to contact teachers for special help. Students should not be in the building at other times unless participating in a school-sponsored activity with the sponsoring teacher present.

Chetek-Weyerhaeuser High School/Middle School 2016-17 BELL SCHEDULE							
MON/WED/FRI				TUES/THURS			
PERIOD 1	8:00	9:04		PERIOD 1	8:00	8:58	
PASSING	9:04	9:09		PASSING	8:58	9:03	
PERIOD 2	9:09	10:13		PERIOD 2	9:03	10:01	
PASSING	10:13	10:18		PASSING	10:01	10:06	
PERIOD 3	10:18	11:22		PERIOD 3	10:06	11:04	
FIRST LUNCH		SECOND LUNCH		FIRST LUNCH		SECOND LUNCH	
11:22-11:52	LUNCH	11:22-11:27	PASSING	11:04-11:34	LUNCH	11:04-11:09	PASSING
11:52-11:57	PASSING	11:27-12:30	PERIOD 4	11:34-11:39	PASSING	11:09-12:07	PERIOD 4
11:57-1:00	PERIOD 4	12:30-1:00	LUNCH	11:39-12:37	PERIOD 4	12:07-12:37	LUNCH
PASSING	1:00	1:05		PASSING	12:37	12:42	
PERIOD 5	1:05	2:10		HOMEROOM	12:42	1:07	
PASSING	2:10	2:15		PASSING	1:07	1:12	
PERIOD 6	2:15	3:20		PERIOD 5	1:12	2:13	
<i>Go Bulldogs!!</i>				PASSING	2:13	2:18	
				PERIOD 6	2:18	3:20	

Attendance Policy

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

Student Absences and Excuses:

1. Regular attendance is a responsibility that should be shared by parents, students, and the school.
2. Absences in the Chetek-Weyerhaeuser Area School District will be classified as excused or unexcused.
 - a. School-approved absences may include personal illness or injury of the student, unforeseen family or personal emergency, court appearances, medical/dental appointment, funeral, military service, and other absences approved in advance by the school attendance officer / principal. Family vacations and work in a family business will be considered on an individual basis prior to the student's absence. **In the event of a medical/dental appointment, a parent excused will be placed in the attendance until a slip from the medical/dental office has been presented to the office. At that time the absence will be changed from parent excused to doctor appointment.**
 - b. Unexcused absences shall include the following: truancy (fully explained on the following page) and other reasons such as shopping, car trouble, working, hair appointments, errands, oversleeping, and any activity that can normally be done outside the regular school day. A student will be unexcused if the student:
 1. Leaves the building without permission.
 2. Leaves class without permission.
 3. Fails to provide an excuse from their parent/guardian for an absence.
 4. Fails to provide a doctor's excuse when one is required.Unexcused absences will result in parent/guardian contact, missed time made up, and/or a truancy referral.
 - c. Under section 118.15(3)c of Wisconsin state statute, a parent(s) may excuse their student up to 10 times, **this includes all or any portion of a day**, in a given year with any or no reason. These parent-approved absences are in addition to the absences that the board has authorized the school attendance officer to excuse and should be arranged prior to the day of the absence to qualify as an excused absence under the provision or the absence will be unexcused and subject to the related procedures.
 - d. Per State Statute 118.15(3)(a) - Any child who is excused by the school board because the child is temporarily not in proper physical or mental condition to attend a school program but who can be expected to return to a school program upon termination or

abatement of the illness or condition. The school attendance officer may request the parent or guardian of the child to obtain a written statement from a licensed physician, dentist, chiropractor, optometrist, psychologist, physician assistant, or nurse practitioner, as defined in s. 255.06 (1) (d), or certified advanced practice nurse prescriber or Christian Science practitioner living and residing in this state, who is listed in the Christian Science Journal, as sufficient proof of the physical or mental condition of the child. An excuse under this paragraph shall be in writing and shall state the time period for which it is valid, not to exceed 30 days.

3. Procedure for Pre-Excused Absences:

- a. Parents/guardians must inform the school (in writing) that they intend to take their child for the purpose of a family trip.
- b. Student must obtain a pre-excused absence form from the high school office.
- c. Student must present the pre-excused absence form to all of his/her teachers. Teacher will indicate the schoolwork that must be done in order for the absence to be excused. The principal will have the final approval on whether the absence will be excused.

Parent/Student Responsibility:

1. Procedure when students are absent:
 - a. If a student will be absent from school, a parent/guardian should call the main office (924-3137) to excuse the absence.
 - b. A student whose parent/guardian did not call the school must bring a note from the parent/guardian excusing the absence when he/she returns to school. The office will issue a pass that the student must present to all of his/her teachers.
2. Students are required to attend all their scheduled classes unless they have obtained an approved pass by the school principal or designee.
3. Students who have an unexcused absence will be required to master all course learning targets through extra initiative and effort.
4. Tests, examinations, and coursework missed due to suspension or assignment to an in-school detention/supervised study may be made up for credit.

Note: Parents need to understand that even in the case of “excused absences” where work can be made up, loss of instructional time could result in jeopardizing academic standing.

Class Participation/Tardies/Grades

Classroom participation and high levels of attendance are necessary requirements to ensure student learning. With student learning being the most important outcome, points will not be assigned to classroom participation, attendance, or behavior. Student grades will consist only of measurements of student learning towards the stated learning targets.

Truancy

Under s.118.16(1) of the laws of Wisconsin, “truancy” means: any absence of one or more periods from school during which the principal or teacher has not been notified in writing of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of s.118.15.

When it has been determined that a student has been truant from school, a student-parent-principal conference may be required before the student may be readmitted to classes.

Students leaving the school building at any time during the regular school day must have a pass from the office. Students leaving without a pass will be considered truant.

Habitual Truancy Ordinance

The Barron County Board of Supervisors does hereby ordain as follows:

That Section 9.05 of the General Code of Barron County shall be created as follows:

9.05 Habitual Truancy:

1. It shall be unlawful for any child of school age to be habitually truant.
2. ***Definition.*** A habitual truant means a pupil who is absent from school without an excuse acceptable under 118.15 Wis. Stats. or the rules of attendance of the local school district in which the child attends school for any period of time as follows:
 - a. Part or all of five days during an 18 week period.
3. ***Procedures for Enforcement:***
 - a. Upon certification to the court by an authorized school attendance official that the local school district has complied with 118.16(5) Wis. Stats. and that the pupil is habitually truant as set forth above, the district attorney may issue a standard county citation for a violation of this ordinance.
 - b. The citation and supporting documents and certifications shall be filed with the Clerk of Juvenile Court in Barron County.

4. **Penalty.** The penalty for violating this ordinance shall be any one or more of the following:
- a. Suspension of the child's operating privileges or privilege to secure an operator's license as defined in Section 340.01(40) for a period not less than 30 days nor more than 90 days. The court shall immediately take possession of any suspended license and forward it to the Department of Transportation together with notice stating the reason and the duration of the suspension.
 - b. An order for the child to participate in counseling, community service, or a supervised work program.
 - c. An order for the child to remain at home except during hours in which the child is attending religious worship or a school program including travel time required to get to and from a school program or place of worship. The order may permit a child to leave his or her home if the child is accompanied by a parent or guardian.
 - d. An order for the child to attend an educational program under Chapter 48.34(12) Wis. Stats.

City of Chetek

The Common Council of the City of Chetek does hereby ordain as follows:

That Sec. 62-248 of the Municipal Code of the City of Chetek is hereby created to read as follows:

Sec. 62-248. Definitions - The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Dropout means a child who has ceased to attend school, does not attend a public or private school, technical college or home-based private educational program on a fulltime basis, has not graduated from high school and does not have an acceptable excuse under Wis. Stats. § 118.15(1)(b) to (d) or (3).

Habitual truant means a pupil who is absent from school without an acceptable excuse under Wis. Stats. §§ 118.15 and 118.16(4), for part of five or more days on which school is held during a school semester.

Truant means a pupil who is absent from school without an acceptable excuse under Wis. Stats. §§ 118.15 and 118.16(4) for part or all of any day on which school is held during a school semester. (Code 2005, § 11-6-15(a))

No person under 18 years of age shall be a truant. Upon conviction thereof the following dispositions are available to the Court:

- (1) An order for the person to attend school;
- (2) A forfeiture in the amount established from time to time by the Common Council and maintained in the penalty schedule available in the office of the City Clerk-Treasurer. All or

part of the forfeiture plus costs may be assessed against the person, the parents or guardian of the person, or both. (Code 2005, § 11-6-15(b))

Sec. 62-250. Habitual truancy prohibited; penalties.

- (1) Suspension of the child's operating privilege for not less than 30 days, nor more than one year. The Court shall immediately take possession of any suspended license and forward it to the Department of Transportation together with a notice stating the reason for and the duration of the suspension.
- (2) Forfeiture in the amount established from time to time by the Common Council and maintained in the penalty schedule available in the office of the City Clerk-Treasurer. All or part of the forfeiture plus costs may be assessed against the person, the parents or guardian of the person, or both. (Code 2005, § 11-6-15(c))

Sec. 62-251. School dropouts prohibited; penalties.

No child who is at least 16 years of age but less than 18 years of age shall be a dropout. Upon conviction thereof, the Court may suspend the child's operating privilege until the child reaches the age of 18. The Court shall immediately take possession of any suspended license and forward it to the Department of Transportation, together with a notice stating reason for and duration of the suspension. (Code 2005, § 11-6-15(d))

11-6-15 Habitual Truancy:

A. No person under 18 years of age shall be a truant. Upon conviction thereof the following dispositions are available to the Court:

1. **Definition.** The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Dropout means a child who has ceased to attend school, does not attend a public or private school, technical college or home-based private educational program on a fulltime basis, has not graduated from high school and does not have an acceptable excuse under Wis. Stats. § 118.15(1)(b) to (d) or (3).

Habitual truant means a pupil who is absent from school without an acceptable excuse under Wis. Stats. §§ 118.15 and 118.16(4), for part of five or more days on which school is held during a school semester.

Truant means a pupil who is absent from school without an acceptable excuse under Wis. Stats. §§ 118.15 and 118.16(4) for part or all of any day on which school is held during a school semester.

2. **Penalty.** The penalty for violating this ordinance shall be any one or more of the following: Sec. 62-249. Truancy prohibited; penalties.

No child shall be a habitual truant. Upon conviction thereof, the following dispositions are available to the Court:

- a. An order for the person to attend school.

- b. A forfeiture in the amount established from time to time by the Common Council and maintained in the penalty schedule available in the office of the City Clerk-Treasurer. All or part of the forfeiture plus costs may be assessed against the person, the parents or guardian of the person, or both.
(Code 2005, § 11-6-15(b))
 - c. **Mandatory Court Appearance:** Any person cited for a violation under this chapter shall be required to appear in Municipal Court.
- B. No child shall be a habitual truant.
- 1. **Definition** - Habitual truant means a pupil who is absent from school without an acceptable excuse under Sec. 118.15 and 118.16(4), Wis. Stats., for all or part of five (5) or more days on which school is held during an eighteen week period.
 - 2. **Penalty** - The penalty for violating this ordinance shall be any one or more of the following:
 - a. Suspension of the child's operating privilege for not less than thirty (30) days, nor more than one year. The court shall immediately take possession of any suspended license and forward it to the Department of Transportation together with a notice stating the reason for and the duration of the suspension.
 - b. Forfeiture of not more than \$500. All or part of the forfeiture plus costs may be assessed against the person, the parents or guardian of the person, or both.
 - c. **Mandatory Court Appearance:** Any person cited for a violation under this chapter shall be required to appear in Municipal Court.
- C. School dropouts prohibited.
- 1. **Penalty** - Sec. 62-251. No child who is at least 16 years of age but less than 18 years of age shall be a dropout. Upon conviction thereof, the Court may suspend the child's operating privilege until the child reaches the age of 18. The Court shall immediately take possession of any suspended license and forward it to the Department of Transportation, together with a notice stating reason for and duration of the suspension.
(Code 2005, § 11-6-15(d))

Absence for School Functions

Those who must be absent from classes for participation in school functions must check with the teachers in advance. Students are responsible for getting the necessary work completed.

Leaving School Grounds

Chetek-Weyerhaeuser High School/Middle School students in grades 6-12 will have a closed campus. This means after arrival in the morning, students will not be permitted to leave the school building without permission until dismissal in the afternoon. All students (6-11) will spend the lunch period in the school building. Unless approved by the building principal, food orders cannot be made to outside vendors for delivery to the school. Students who need to leave the building during the school day must be issued a pass to leave the building. Once the pass is issued, the student must also sign out and sign in upon his/her return. Students may leave the building only with permission from their parent and the school. A note or a phone call from the parent/guardian must be given to the office before receiving a pass to leave the building. Once the school day begins, all students must enter and exit through the main entrance. Students arriving on the bus are not permitted to leave the school grounds before school.

Senior Lunch Release

Seniors in good standing shall be granted senior lunch release. All seniors must have a permission slip on file in the office before they are allowed to leave during their lunch period. Individuals who have behavioral and/or attendance issues related to senior lunch release may lose the privilege of leaving the grounds during lunch and will be expected to remain in the cafeteria area.

Field Trips/Performances

Field trips will be planned for many groups of students in various disciplines throughout the year. This type of activity enhances the total educational program. Each staff member will require an approval slip signed by a parent or guardian in order for the student to participate.

Students must ride on the school-provided transportation and must accompany the group if they wish to participate in the activity. All in-school regulations are in effect on any field trip. Students may return with parents only if arrangements have been made with the principal in advance.

Age of Majority

All students at Chetek-Weyerhaeuser High School are subject to school rules. Students who have reached their 18th birthday are still under the domain of their parents and are not permitted to generate their own excuses for absences.

GENERAL INFORMATION

Student Services

Students are encouraged to stop in the student services area.

The student services office offers all students an opportunity to receive assistance in various areas—college and vocational career planning, pre-college vocational planning, personal situations, employment, or with any other area of concern to the student. Students are urged to consult, at their convenience, with the student services office and to inform their parents of the availability of this service to them.

Lunch Period

Lunch will be served during period 4. Students are to remain in the cafeteria area or other designated areas after they are finished eating. Students are not permitted to be out in the parking lot unless they have permission from the principal. If students need to leave the building for any reason, they are required to sign out in the high school office.

Breakfast

Breakfast will be served every morning starting at 7:30 am in the cafeteria. Students should plan enough time to complete breakfast in the cafeteria before arriving to class on time.

Vending Machines

The vending machines are placed in the building for the benefit of students. It is the student's responsibility to dispose of the containers in the proper receptacle and to clean up any spills. Excessive debris left in unacceptable places will result in the turning off of vending machines for an undetermined amount of time.

School Lunch Accounts

Payments to school lunch accounts can be made during breakfast and lunch time in the kitchen or any time during the school day in the main office. Please refer to the breakfast and lunch price forecast found on the district's website for an estimated amount to deposit. It is district policy that school lunch accounts cannot exceed -\$20.00. If an account is -\$20.00 or more, the student will receive a sack lunch consisting of a peanut butter and jelly sandwich for breakfast and lunch until the account is paid. A la carte items are offered during breakfast and lunch in addition to the meals listed on the menus. A la carte items may be purchased by the student if the account has a positive balance.

Account balances along with student purchase and payment information is available on Family Access. Students are able to track their updated account balance on the point of sale computer screen after each purchase made in the cafeteria. Food Service staff will remind students when their balance is getting low or has reached zero.

Lunch Behavior

Students are expected to return trays, plates, utensils, or trash to the proper place and display acceptable behavior in the cafeteria. Students not following these expectations may be suspended from participation in the lunch program. The initial suspension will be for one week with additional suspensions up to one trimester in length.

School Closing

When it becomes necessary to close school for any reason, it will be announced on the following stations:

WQOW-TV Eau Claire WEAU-TV Eau Claire
WJMC – Rice Lake 96.1 WAQE – Rice Lake 98.4

Fire Drills

Each room has a sign indicating the proper route to evacuate the building. Students must be quiet and orderly. Everyone must follow directions of school staff members if complications arise or normal exits are blocked.

Visitors

Students are not encouraged to bring visitors to school. To preserve the integrity of the educational environment, visitors will be approved for educational purposes only. All requests must be submitted to the principal at least one day in advance. All visitors must stop in and register at the main office.

Accidental Injuries

Injuries should be reported immediately to the instructor supervising the activity and then reported to the office. Accident reports will be submitted to the main office by the supervising staff member, a completed proof of claim document will be sent to the parent/guardian, and copies of both will be filed in the main office. It is the responsibility of the parent/guardian to submit the proof of claim document.

School Health Services

Chetek-Weyerhaeuser Area School District employs nursing services that serve the entire school district. The nurse will have scheduled hours at Chetek-Weyerhaeuser High School/Middle School.

A health history form must be completed and on file each year. Contact the school nurse directly if significant health concerns affect your student.

Wisconsin state law requires that all immunizations be up-to-date within 30 days of entering the school system. Immunization dates must be provided as requested and notify the school nurse when you receive additional immunizations. Signed waivers for personal, religious, or health reasons remain an option for parents.

Absenteeism due to illness should be telephoned daily to your child's building secretary. Be specific about illness (e.g. vomiting, diarrhea, strep, influenza) because it is helpful in the control of communicable disease. If any student is sick or injured and needs to leave school, an attempt will be made to notify the parents for permission.

Medication

The high school/middle school office does not stock any medications for student use. If daily medication or procedures are needed at school, please obtain the required policy/forms from the nurse or building secretaries. State regulations defining, handling, and administering medication will be followed.

Lockers

Each student will be assigned a locker. Students are to remain in the assigned locker all year unless a change has been approved by the principal. The school district owns each student locker and routine inspections and searches will be conducted by school personnel for illegal items, overdue or missing books, general cleanliness, etc. If the principal or his/her designee has reasonable grounds to suspect a locker search will reveal evidence that the law or school rules have been violated, a search of a specific locker may be conducted, and any evidence obtained may be used in legal action against that student. Students are allowed to have organization-approved signs on the outside of their locker as approved by advisors, coaches, or administration as long as they don't overlap another student's locker or protrude more than an inch outward. Students may put school appropriate décor on the inside of their lockers as long as no flat tape or glue is used. No stickers, tape, or writing that cannot be easily and completely removed should be put on the inside or outside of lockers. If their lockers do not function properly, it is the responsibility of the student to report that to the main office.

Hall Decorations and Advertising

Chetek-Weyerhaeuser High School/Middle School is not an advertising agent for outside groups. All signs and announcements must be authorized (initialed) and approved by the advisor or principal's office. All postings must be displayed on bulletin boards.

Backpacks

For safety reasons, backpacks are not allowed in classrooms.

Cell Phones

Students may use their cell phones before school, during passing time, during lunch, and after school. Classroom use of cell phones for educational reasons will be directed by classroom teachers. If cell phone use is not directed by the instructor, cell phones should be kept out of sight and turned off while in the classroom. Cell phone use is prohibited in locker rooms at any time. Failure to follow this policy will result in the cell phone being confiscated. Cell phones may be picked up by a parent/guardian during office hours that day. If the cell phone is not picked up, it will be returned to the student the following school day.

Electronic Surveillance

Cameras have been installed to ensure the safety of our students and their property. The images are continually recorded and may be used as evidence in administrative or legal proceedings if the situation warrants it.

Passing Time

There is a five-minute passing time between each period. Students are expected to pass from class to class during this time. Students should not be in the hallways during a class period unless they have a pass or are under the supervision of a teacher.

Vehicles

Driving a vehicle to school is a privilege granted to students by the state, school, and parents. In the interest of student safety, students are encouraged to use the school bus transportation.

In an attempt to provide maximum safety for all students, the following procedures and rules will be followed by students who want to drive a vehicle to school and park in the school parking lot.

1. All student vehicles must be properly parked in the designated area only in the east parking lot.
2. Students are not to be in or on any motor vehicle nor in the school parking lot during

school hours, including the noon hour (senior privilege exception), unless they have the permission of the principal and are legitimately entering or leaving the school building.

3. Students must drive safely and follow driving rules and regulations.
4. The use of recreational and/or non-licensed vehicles is prohibited on all Chetek-Weyerhaeuser Area School District grounds, parking lots, and driveways.
5. If the principal or his designee has reasonable grounds to suspect that illegal or illicit material or items may be in a student vehicle, that vehicle may be searched and any evidence obtained may be used in legal action against the student.
6. Penalties: Students found to be in violation of the preceding rules and regulations will face disciplinary action(s) which can include detention, suspension, and revocation of driving or parking privileges, school fine, police referral, and/or towage of the vehicle.

NOTE: The parking lot and surrounding area will be electronically monitored and recorded 24 hours a day. Recordings from the monitoring system may be used to prosecute those who violate school policy or public law.

School Dance Policy

1. No middle school students will be admitted to a high school dance under any circumstances.
2. No high school students will be admitted to a middle school dance under any circumstances.
3. No one will be allowed to leave the dance and then return.
4. Chetek-Weyerhaeuser Area School District dances are closed. That means they are for Chetek-Weyerhaeuser students only. If a student is planning to bring someone from outside this school, that student must obtain a guest dance form from the office and have the information completed and returned no later than the Wednesday before an event. No outsiders will be allowed entrance to an event without a completed form

Physical Education – Medical Excuses

All students are required to take physical education unless medically excused. If a student is to be medically excused, he or she must:

1. Obtain a written excuse from medical personnel and give to the office.
2. The medical excuse will be filed in the office, nurse's office, as well as presented to the instructor so appropriate physical activity may be designed.
3. Attend class, if held in school, for "short term" excuses and observe. Teachers may assign a project or paper to the student as a substitute for participation.

4. Receive no grade if the absence is for a majority of a grading period. The student will be rescheduled for the class at a later time when the medical condition improves.
5. A written notification from medical personnel must be received to allow the student to return to full participation.

If a student presents a medical excuse, under no circumstances should a student be permitted, encouraged, or required to actively participate.

Other Policies

This booklet does not cover all existing policies of the Board of Education. Additional policies and regulations will be presented and discussed with the student body as they become pertinent in terms of timing. Should a question arise on any topic not covered in this handbook, in this or other sections, students are encouraged to converse with school personnel for facts and opinions.

STUDENT RESPONSIBILITIES

Code of Classroom Conduct

STATEMENT OF PRINCIPLE

One of the prime responsibilities of the district is to provide a safe environment where every student can be engaged in learning. The board's expectation is that every member of the school community (board members, administrators, teachers, staff, students, parents, and visitors) will cooperate to maintain this learning environment.

All students are expected to attend school and be ready and willing to learn. Parents/guardians must remain aware of their children's activities, performance, and behavior in school. Moral, ethical, and lawful behavior will be expected at all times in the Chetek-Weyerhaeuser Area School District. All individuals modeling the district's core values of honesty, respect, responsibility, compassion, courage, and justice will reflect appropriate school behavior.

The district has the legal responsibility to do everything possible to eliminate the dangers of violence, weapons, drugs, and disruptive behavior harmful to the educational environment. This is accomplished through the district's disciplinary policies. The administrative authority for enforcing discipline policies resides with each building principal. Parents/guardians and students are expected to present written acknowledgment that they will abide by the district's disciplinary policy prior to registration. Students may be removed from the classroom or school community either temporarily or permanently.

REMOVING A STUDENT FROM CLASS

A teacher's or school personnel's primary responsibility is to maintain an appropriate educational environment for the class as a whole. All teachers and school personnel should exercise their best professional judgment and follow building policies and practices when deciding whether it is appropriate to remove a student from class.

Student removal from class is a serious measure, and it will not be imposed in an arbitrary, casual, inconsistent or discriminatory manner. No student will be removed from class on the basis of his/her sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap.

When a teacher or other school personnel has exhausted his/her strategies for classroom behavior management, he/she may require a particular student to leave the class. In this situation, the teacher or other school personnel is turning over control of the student's discipline to the principal and the problematic behavior may be processed as a Code of Classroom Conduct violation.

The Code of Classroom Conduct is specifically designed to address disruptive behavior in the classroom. However, the behaviors identified may also occur in school hallways, the cafeteria,

school grounds, and school buses or at school functions. These dangerous, disruptive or unruly behaviors will not be tolerated in those locations either.

Any student, grade pre-K through 12, may be removed from class for any conduct or behavior that interferes with the ability of the teacher to teach effectively. Examples of these behaviors are outlined below.

A. BEHAVIOR, WHICH IS DISRUPTIVE, DANGEROUS OR UNRULY

- **physical or verbal threats or confrontations
- **fighting
- **intimidation or harassment (physical/psychological)
- **possession or use of a weapon or other item that might cause bodily harm
- **vandalism or theft of personal or school property

B. ACTS OF VIOLENCE TOWARD STUDENTS, STAFF OR OTHER INDIVIDUALS

- **physical or verbal threats or confrontations
- **fighting
- **intimidation or harassment (physical/psychological)
- **possession or use of a weapon or other item that might cause bodily harm
- **vandalism or theft of personal or school property

C. ACTS OF INCITING

- **taunting, baiting or encouraging inappropriate behavior
- **disruption and intimidation caused by gang or group symbols or gestures or posturing
- **creating a hostile environment with language, behavior or appearance

D. ALCOHOL, TOBACCO, & OTHER DRUG ISSUES

- **being under the influence of illegal substances
- **possession of illegal or implied to be illegal substances
- **distribution of illegal or controlled substances

AUTHORITY TO REMOVE A STUDENT FROM CLASS

A teacher of that class may temporarily remove any student from class under this Code. For the purpose of this Code, “student” means any student enrolled in the District, exchange student, or student visitor to the District’s schools.

Any student may be removed on a long-term basis from a class based upon the request of a teacher as upheld and implemented at the discretion of the building administrator.

For the purpose of the Code, a “class” is any class, meeting or activity, which students attend, or in which they participate while in school under the control or discretion of the District.

REMOVAL PROCEDURE

When the teacher determines that removal or a disciplinary referral is required, the teacher should follow an appropriate course of action:

1. Instruct the student to go to the main office for the period of removal. In such cases, the teacher should send a note with the student or notify the main office by telephone,
OR,
2. Obtain coverage for the class and escort the student to the main office,
OR,
3. Seek assistance from the main office or other available staff. When assistance arrives, the teacher or the other adult should accompany the student to the main office.

When the student arrives at the main office or as soon as practicable thereafter, the building administrator or designee should give the student an opportunity to briefly explain the situation.

Within one business day of the removal or disciplinary referral the teacher shall submit to the administrator or designee a short and concise written explanation of the basis for the removal or referral. The teacher will also speak with parents, within this time frame, of this event and explain the reasons for removal or disciplinary referral.

SHORT-TERM REMOVAL:

Each building administrator shall designate a room or other suitable place where students shall remain during any period of removal from the classroom (the “short-term removal area”).

For the duration of the removal, the student shall stay in the short-term removal area. Depending upon the discretion of the building administrator or designee, the student may instead be sent to another appropriate class, program or educational setting, provided the student is supervised in such alternative setting. The building administrator should also take steps to ensure that the students are supervised while in the short-term removal area and they have access to school curricular content. All students in this setting will be encouraged to work on school work.

Prior to allowing the student to resume his/her normal schedule, the building principal or designee shall speak to the student to determine whether the student is, or appears to be, ready and able to return to class without a recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to regular classes, the building administrator or designee shall either retain the student in short-term removal, or where necessary, appropriate and practical, shall take steps to have the student sent home.

LONG-TERM REMOVAL:

Long-term removal is an extremely serious step. Such a step could have profound consequences for the affected student. Long-term removal should not ordinarily be considered or implemented except after a thorough consultation, including a thorough consideration of alternatives between the teacher(s) and the building principal or designee. Long-term removal should not ordinarily

be considered on the basis of a single incident. Unlike short-term removal, the ultimate decision regarding long-term removal rests with the building administrator.

Where a teacher believes that the best interests of the student and/or the class require long-term removal, the teacher should so notify the building administrator in writing. Such statement should set forth as clearly and completely as possible (a) the basis for the removal request (b) the alternatives, approaches and other steps considered or taken to avoid the need for the removal; (c) the impact, positive and negative, on the removed student; and (d) the impact, positive and negative, on the rest of the class.

Upon receipt of such statement, the building administrator shall inform and consult with the parents/guardians of the student, and the student and any other staff involved in the request for long-term removal.

Following consideration of the teacher's statement and any other information, the building administrator shall, at his/her discretion, take one of the following steps:

- A. place the student in an alternative education program as defined by law;
- B. place the student in another class in the school, or in another appropriate place in the school;
- C. place the student in another instructional setting; or
- D. return the student to, or retain the student in, the class from which he or she was removed or proposed to be removed.

Long-term removal is an administrative decision not subject to a formal right of appeal. However, the parents/guardian of the student, and/or the student, shall have the right to meet with the building administrator and/or the teacher(s) who made the request for removal. Where possible, such meeting shall take place within three (3) business days of the request for a meeting. At the meeting, the building administrator shall inform the parents/guardian and/or student to the fullest extent regarding the basis for the removal, the alternatives considered, and the basis for any decision. However, nothing in this Code shall prevent the building administrator from implementing a removal to another class, placement or setting prior to any meeting, and notwithstanding the objection of the parents/guardian or student.

PARENT/GUARDIAN NOTIFICATION PROCEDURES SHORT-TERM REMOVAL

The teacher will speak to the parents of the referred student within 24 hours. The reason(s) for the removal or referral shall be discussed within 24 hours.

Within two business days of the removal, the parent/guardian will be sent written notification when the student is removed from a class or given a disciplinary referral.

LONG TERM REMOVAL:

A student's parent/guardian will be sent written notification by the building administrator within two business days of receipt of the written request from a teacher for long-term student removal.

Students identified as requiring special education services under the IDEA (Individuals with Disabilities Act) or Section 504 may, in general, be temporarily removed from class under the same terms and conditions as non-disabled students.

Discipline & Security notice, see JFJ-R

LEGAL REF.: Section 118.13 Wisconsin Statutes
118.64
119.04 (1)
120.13 (1), (a) 1 to 4
19.03 (1) Wisconsin Administrative Code

Attitude and Behavior Policy

Mission Statement

Chetek-Weyerhaeuser graduates are responsible, caring, productive and healthy citizens with the knowledge and skills to achieve their dreams.

[The success of our mission of quality education depends on all members of our learning community living and interacting positively, according to our school community's Bill of Rights.]

Bill of Rights

1. EVERYONE HAS THE RIGHT TO BE SAFE.

Our entire school community commits to protecting health, safety, welfare, and property through the following:

- a. freedom from weapons
- b. freedom from possession and use of tobacco, alcohol, and illegal drugs
- c. freedom from intimidation, harassment, and violence
- d. proper and safe use of all school equipment
- e. proper use of all safety and emergency systems

2. EVERYONE HAS THE RIGHT TO BE TREATED WITH RESPECT AND COMPASSION.

Because respect for other people and property should be the basis for all behavior, all members of the school community will commit to the following:

- a. interacting in a caring and compassionate manner
- b. demonstrating responsibility, honesty, and self-control
- c. resolving conflicts peacefully

Disciplinary action should promote student growth and foster future acceptance of responsibility. Its goal is to eliminate behaviors and situations which interfere with the educational process. It should take place whenever possible at the most appropriate level, i.e. when or where the problem arises or occurs.

The exact nature of disciplinary action depends on the circumstances of each individual case. If a student engages in inappropriate behavior not specifically cited in this document, the behavior shall be dealt with in a manner that reflects the spirit of this document.

NOTE: Students need to be aware that behavior expectations (i.e. language and physical actions) while at school may be different from that of their home or the community at large. Therefore, students should consider the following procedure carefully when they are on school grounds, in the building, or participating in a school sponsored activity.

Levels of Behavioral Infractions

Category 1

Definition: Minor disturbances of the educational process. This category is broken into two groups:

In Classroom

Minor disturbances in the classroom will be appropriately handled by the classroom teacher. Teachers will contact the parents to discuss the infraction and then will apply the necessary consequence or restoration. Students will serve detentions assigned for this category with the classroom teacher from 7:30 – 8:00 am. Students and teachers will agree on any restorative practice that may be implemented in lieu of detention.

Out of Classroom

Minor disturbances outside of the classroom will be appropriately handled by the staff member and then referred to the administration. The administrator will contact the parents to discuss the infraction and then will apply the necessary consequence or restoration.

Category 2

Definition: Major disturbances of the educational process. This category identifies behaviors that will result in immediate referral (using Skyward Student Records Software) to administration. A referral may also be made in this category if a student has three or more category I violations in the classroom. If a student is removed from class, the classroom teacher will contact the parents/guardians. Upon receipt of the referral, administration will apply consequences as outlined below in the consequence table.

Category 3

Definition: Behaviors that may result in police intervention, suspension, and/or expulsion. Immediate referral, administrative and parent involvement and application of the consequence table will ensue. Behaviors include but are not limited to:

- Possession of weapons or dangerous items capable of inflicting harm or death
- False emergencies (bomb threats, fire alarms, 911 calls, etc.)
- Assault/harassment of school personnel or board member
- Possession, use, or sale of illegal drugs (including common intoxicants) or drug paraphernalia
- Possession, use, or sale of alcohol
- Endangerment of / threat against: the property, health, or safety of any school employee or school board member or immediate family member of the aforementioned

Police Canine Searches

The Chetek-Weyerhaeuser Area School District authorizes the use of canine units to detect prohibited substances or drug paraphernalia in school buildings and grounds, and to perform other tasks for which the canine unit is trained in order to maintain a safe and drug free environment. Planned, non-emergency searches will be conducted at the discretion of the building principal. Searches may be conducted without prior notification to students and/or school personnel. Individuals found to be in possession of prohibited substances or paraphernalia will be subject to prosecution by civil authorities and disciplinary consequences from the Chetek-Weyerhaeuser Area School District.

Police use of PBT (Personal Breath Tester)

In the event the building principal or designee suspects a student may have consumed alcohol or is under the influence, a breath test may be administered at the school by the local police department. Civil and school district procedures and penalties will apply in the event of a positive reading.

Search and Seizure

If appropriate and applicable, the building principal or designee reserves the right to search students, student lockers, student belongings and confiscate any items of concern if reasonable suspicion exists that a serious infraction of the code of conduct has occurred. Random locker checks may also occur at any time during the school year.

Weapons Policy Clarification

Periodically, we review our behavior and safety policies to make sure we are up to date with current trends and community expectations. In an ongoing effort to provide a safe environment for students and adults, students and parents should be reminded of the district position on weapons and dangerous items. This student handbook clearly states that weapons and other dangerous items capable of inflicting harm or death are not allowed on school property at any time. Examples of these items include (but are not limited to) firearms, BB/pellet guns, knives, multi-tools (Leatherman), archery equipment, pepper spray, and paintball/air soft guns. Also, guns and bows should not be kept in vehicles that are on school property. If someone is coming from or going to a hunting outing and has a gun or bow in the vehicle, that vehicle should be parked on a city street, not on school property. Also, students will no longer be able to bring their own archery equipment to school for use in the Outdoor Education class. Provisions have been made to make sure that there is enough district owned equipment to suit that need.

<i>Consequences Table</i>			
Category 1	Category 2	Category 3	Consequence Options
First Referral			Detention ISS Restitution
Second Referral	First Referral		Detention ISS Restitution 1-5 Days OSS Police Referral
Third Referral	Second Referral		Detention ISS Restitution 1-5 Days OSS Police Referral
Fourth Referral	Third Referral		Restitution ISS 1-15 Days OSS Police Referral Expulsion
Fifth Referral	Fourth Referral	First Referral	Restitution ISS 1-15 Days OSS Police Referral Expulsion

Detention: Time served before school, after school, during resource or during lunch

Restitution: Student effort to make amends for harm done

ISS: In School Suspension

OSS: Out of School Suspension

Police Referral: Referral to police for possible prosecution

Expulsion: Self-Explanatory

NOTE: Consequence options may be used singly or in any combination for a given offense.

NOTE: Victim/Offender conferencing (Barron County Restorative Justice Program) may be required by the administrator whenever appropriate.

NOTE: Students under a suspension have the right to complete coursework/exams for the period during which they were absent.

If a student engages in inappropriate behavior not specifically cited in this document, the behavior shall be dealt with in a manner that reflects the spirit of this document.

Policy Regarding Tardies and the Skipping of Classes

Tardies	Tardies will be considered a behavioral infraction that will result in re-teaching the expected behavior as well as possible consequences that escalate over time.
Skipping	Defined as not attending scheduled class in whole or part without permission. The student must make up any missed work and will be marked as unexcused absent. Athletes who have an unexcused absence will be ineligible to practice or compete on that given day. If the situation is unable to be addressed due to timing, the ineligibility will occur on the next available event that is comparable (practice or competition).

Dress and Conduct of Students

The philosophy of Chetek-Weyerhaeuser High School/Middle School is to provide an educational environment designed to motivate, teach, and encourage students to attain academic and social proficiencies. The dress and personal appearance of students should be a positive reflection on the family, student, school and community. The following dress guidelines are intended to promote the awareness of social, cultural and behavioral forces that affect the learning environment. Students are expected to behave and dress in ways that reflect personal and school pride while at school or school-sponsored events. Clothing should be neat, clean, modest, and in good taste. A list of clothing items that students are not allowed to wear as a part of their "school day" attire includes, but is not limited to: hats, half-shirts, or any clothing with offensive, obscene or profane words or markings. Students will not be allowed to wear clothing that advertises or displays tobacco, alcohol, and drugs, or with sexual connotations. Other items of attire that are deemed inappropriate for in the educational setting by the principal are also prohibited.

Physical displays of affection do not maintain a favorable academic atmosphere. Kissing, intimate hugging, groping, and other activities that are deemed inappropriate for school are not permitted.

Staff may refer students who use unacceptable language anywhere in the building or on the grounds without warning to the principal. Students who do not follow the guidelines listed above are subject to disciplinary action.

Detention

Students may be required to serve detention for a variety of reasons. Time may be assigned by individual staff from 7:30 - 8:00 am. If a student fails to report to detention, detention may be increased, and/or a parent conference may be required and possible suspension will be in order.

In-School Suspension

Students may be placed on in-school suspension for any reason that they may be suspended from school. A student may be suspended in school for a period of up to three days depending on the severity of the case.

During an in-school suspension, a student will be under supervision at all times including lunch and washroom breaks. Students will not be allowed to attend classes but must obtain work and materials from their teachers. If a student does not have schoolwork to do, he/she will be given work to do. Cell phones and other electronic devices will not be allowed during in-school suspensions unless provided by school personnel.

Any absence from the suspension will not cancel it but only delay it until the first day the student is present.

Law Relating to Suspension and Expulsion

Section 1. Purpose and Findings:

The purpose of this act is to provide access to educational opportunity for pupils, to provide for the orderly operation of public elementary and high schools in the state, and to ensure fairness in the administration of school rules. The legislature finds that suspension of a pupil from school is for the purpose of bringing the pupil, his parents or guardian, teachers, counselors, and school officials together to discuss and resolve the pupil's academic and disciplinary problems.

Section 3.120.13(1) of the statutes is amended to read:

3.120 13(1) School Government Rules: Suspension: Expulsion. Make rules for the organization, graduation, and government of the schools of the school district, including rules pertaining to conduct and dress of pupils in order to maintain good decorum and favorable academic atmosphere, which shall take effect when approved by a majority of the school board and filed with the school district clerk.

Suspension:

A student may be suspended for a violation of school rules; for conduct while either at or not at school or under or not under the supervision of a school authority which endangers the health, safety, or property of others at school or under the supervision of a school authority; or, for knowingly conveying 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. The district administrator or any principal or teacher designated by him/her shall have the power to suspend a student for not more than five school days, unless a notice of expulsion hearing has been set and then for not more than ten consecutive school days. Prior to any suspension, the student shall be advised of the reason for the proposed suspension. The student will be suspended if it is determined that he/she is guilty of noncompliance with the school rule or of the conduct charged and that his/her suspension is reasonably justified.

The parent or guardian of a suspended minor student shall be given prompt notice and explanation of the suspension. The suspended student or his/her parent or guardian may, within five school days following the commencement of the suspension, have a conference with the district administrator or his/her designee who shall be someone other than a principal, administrator, or teacher in the suspended student's school. If the district administrator, or his/her designee, finds that the student was suspended unfairly or unjustly, or his/her suspension was inappropriate, given the nature of the alleged offense, or that the student suffered undue consequences or penalties as a result of the suspension, reference to the suspension on the student's school record shall be expunged. Such finding shall be made within 15 days of said conference.

A suspended student shall not be denied the opportunity to take any mid-trimester, trimester or grading period examinations missed during the suspension period.

Expulsion:

The Board may expel a student from school when it finds the student guilty of repeated refusal or neglect to obey school rules or regulations; finds that a student knowingly conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; or finds that the student engaged in conduct while at or not at school or while under or not under the supervision of a school authority which endangers 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 student's expulsion.

Prior to a student's expulsion, the Board shall hold a hearing thereon. Not less than five days' written notice of the hearing shall be sent to the student and, if the student is a minor, to his/her parent or guardian, specifying the particulars of the alleged refusal, neglect or conduct, stating the time and place of the hearing and stating that the hearing may result in the student's expulsion. The student, and if the student is a minor, his/her parent or guardian, may be represented at the hearing by counsel. The Board shall keep written minutes of the hearing. Upon the ordering by the Board of the expulsion of a student, the Board Clerk shall mail a copy of the order to the student, and if the student is a minor, to his/her parent or guardian. The expelled student, or if the student is a minor, his/her parent or guardian, may appeal the expulsion to the State Superintendent. An appeal from the decision of the State Superintendent may be taken to the county circuit court in accordance with state law.

Due Process

Due process is a procedure, which the courts of law recognize as a necessary part of any rule and regulation. Due process, furthermore and of primary importance, recognizes the rights of the individual since it outlines his/her recourse in the event he/she feels a wrong decision has been made. The due process steps outlined hereafter is the procedure for a student and his or her parents to follow in appealing decisions relating to suspension and expulsion. It should be understood that students and parents will be expected to follow the due process steps in the event legal action should be initiated at some later date.

1. **Suspension:**

The pupil's parents or guardians shall be notified in writing as to the reason or reasons for suspension. Within five (5) school days, the suspension may be appealed directly to the principal in writing. The principal shall give a written decision within three (3) school days after receipt of the appeal.

2. **Expulsion:**

Every pupil has the right to fair hearing of infraction of school rules before the Board of Education. The principal shall give written notice at least five days prior to an expulsion hearing stating the charges against the pupil. The pupil may appear before the Board with counsel and witness if he so desires. The Board shall give their decision in writing within three school days. Parents or guardians of expelled pupils may appeal to the State Superintendent. Any appeal may be taken within thirty days from the decision of the State Superintendent to the Circuit Court of Barron County.

Harassment

Harassment is defined as whoever with intent to harass or intimidate another person does any of the following:

- a) Strikes, shoves, kicks, or otherwise subjects a person to physical contact or attempts or threatens to do the same.
- b) Engages in a course of conduct or repeatedly commits acts or intimidates the person and which serve no legitimate purpose.

Student harassment policies JC and JC-R define how a harassment complaint will be investigated.

General Registration and Graduation Requirements

High School Graduation Requirements

4 credits of English including 1 credit of English 9, 1 credit of English 10, ½ credit of American Literature, and 1 credit of either Senior English, English 12, or A.P. English, and ½ credit of English electives.

3 ½ credits of social studies including 1 credit of World History, 1 credit of American History, 1/2 credit of World Geography, 1/2 credit of Civics, and 1/2 credit of social studies electives.

1/2 credit of Consumer Education.

3 credits of mathematics including 1 credit of Algebra I, 1 credit of Geometry, and 1 credit of math electives.

3 credits of science including 1 credit of Physical Science, 1 credit of Biology, and 1 credit of science electives.

1 ½ credits of physical education.

½ credit of health.

½ credit of computer science.

Enough elective credits to total at least 27 credits.

High School Class Placement:

Sophomore – at least 6.5 credits earned in grade 9.

Junior – at least 13.5 credits earned in grades 9 and 10.

Senior – at least 19.5 credits earned in grades 9, 10, 11.

Graduation Ceremony Eligibility Requirements

To be eligible to participate in the graduation ceremony, seniors must: a) have completed the 27 credits necessary for graduation prior to the ceremony or b) have completed 26.5 credits prior to the ceremony with enrollment in summer school to complete the last .5 credit. The summer school work must be completed by June 30th of that current year.

Post-Secondary Enrollment Options

Post Secondary Enrollment Options is a program in which any 11th or 12th grade pupil enrolled in a public school would be allowed to attend a Wisconsin Institute of Higher Education for the purpose of taking one or more nonsectarian courses. If the participating pupil has school board approval to take the post secondary course for high school credit, the school district is responsible for paying the cost. The student must be eligible to take the course according to the post high school institution's requirements. The student will only be accepted as space and schedules allow and so long as a comparable course is not offered at the student's high school.

Fees

Students may be required to pay individual course fees or fees associated with fines.

Classes That Require Purchase of Materials

Some courses, such as Tech. Ed., may require the purchase of certain books or materials that become the property of the student. Costs will change annually depending upon what it costs the school to originally purchase the book or material.

Purchase of materials used in certain classes, such as tech. ed., will no longer be handled directly by the teacher. Students are to pay all required fees in the high school office.

GRADING SYSTEM

Report Cards

Report cards are issued at the close of each trimester with credit being awarded at that time. For all courses receiving credit, grade point values are given on a 4.0 scale ranging from “A” which equals 4 to “F” which equals 0. To make the “A” honor roll, a student must achieve a 3.5 average or higher. To make the “B” honor roll, a student must achieve an average of 3.0 to 3.49.

Progress Reports

Progress reports will be sent out at the middle of each trimester. The report will have indicator grades recorded with teacher comments.

Course Changes

Students register for classes in the spring of the preceding school year. Students are given ample time to review course descriptions, talk to the guidance department, and discuss with their parents what courses they should select for the school year. Students are informed that their selections are final. Therefore, course changes will not be allowed unless there is an error or conflict in the student’s schedule or the change is arranged by the guidance counselor and/or parent(s). These changes based on extenuating circumstances must be requested prior to the third day of the trimester the class is scheduled for.

Incompletes

Students who do not complete all requirements for a course will not receive credit. All requirements must be completed by the end of the first week of the new marking period. If this requirement is not met, the student will receive a failing grade for the course, and it must be repeated from the beginning if credit is to be earned.

Final Exams

One or two days at the end of each trimester will be devoted to comprehensive final exams. Exams will be given in every class and cannot count for more than 20% of the course grade. These exams will be comprehensive, which means that they will include material from the entire course. This will raise the academic bar across the board as well as better prepare our students for post-secondary education. It is imperative that students are present on these designated days.

Academic Dishonesty

Students who attempt to deceive, distort, or gain a record of academic accomplishment greater than earned, and those who are party to the deceit are involved in academic dishonesty. Most acts of academic dishonesty involve cheating on exams, reports or daily work, improperly obtaining exam questions, plagiarism, forgery, or falsification of records. Academic dishonesty

will result in behavioral consequences and the student will be required to redo the required work.

Academic Recognition Activities

There are several activities available to recognize academic achievement.

Academic Letters:

Each student who earns a grade point average of 3.5 or higher in all three trimesters during grades 9, 10, or 11 shall receive an academic letter or honor pin.

1. The student must be a full-time Chetek-Weyerhaeuser High School student for the entire school year.
2. Awards shall be made in the fall after earning the letter.
3. Course grades counted shall be the same as for the honor roll.

Top Scholar Banquet:

The top ten academic students (as measured by g.p.a. and ACT scores) in the senior class are honored with a banquet prior to graduation. Invited guests include parents and a teacher of each student's choice.

Honor Student Criteria

Seniors with a cumulative grade point average of 3.5 (after trimester 2), no 3rd trimester mid-tri grades less than a "C-" that remain unresolved prior to the printing of the graduation program, and no more than 5 unexcused absences during 3rd trimester will qualify for honor student status at graduation.

National Honor Society

Juniors and Seniors with a cumulative grade point average of 3.25 or higher are eligible to apply for National Honor Society (NHS). NHS is a prestigious organization that was started as a way of recognizing outstanding scholarship, leadership, service and character in high school students, and applicants are admitted to the organization by a committee based on these characteristics.

ACTIVITIES: THE OTHER HALF OF EDUCATION

Co-curricular activities are those clubs and special interest groups that extend from the classroom and allow the students to further develop their interests. These activities offer a variety of learning and social events designed to let the students grow and develop skills in problem solving and decision-making.

Extra-curricular activities are activities such as interscholastic sports and academic-related competitions where students can test and improve their physical, emotional, and mental skills against others. These activities help develop sportsmanship, leadership, and the ability to work with others.

Co-curricular and Extra-curricular Activities Available		
Middle School		
Basketball	Drama Club	Peer Tutoring
Cheerleading/Dance	Football	Photography Club
Cross Country	Hockey	Student Council
Destination Imagination	Jazz Band	Track and Field
Crafter's Corner	Junior National Honor Society	Volleyball
		Wrestling
High School		
*Baseball	*Wrestling	Ice Fishing Club
*Basketball	Art Club	Jazz Band
*Cheerleading	Book Club	National Honor Society
*Cross Country	Color Guard	SADD/SMART
*Dance Team	Conservation Club	Shooting Stars
*Football	DJ Club	SkillsUSA
*Golf	Drama Club	Snow Club
*Hockey	Fitness Club	Spanish Club
*Softball	Fly Fishing Club	Strategy Club
*Track	Foodie Club	Student Council
*Volleyball	Forensics	Vocal Ensemble/Jazz
	Freshman Mentor	Yearbook
	Future Business Leaders of America	

*Varsity Sports

Late Bus

A bus is provided for those students who participate in a school sponsored activity after school and need transportation home after the regular school day. The late bus leaves at 5:45 pm.

Scholar/Athlete Awards

During each sport season, the athlete with the highest grade point average for a designated marking period and for a specific sport team or teams will receive an appropriate award. A grade point average of 3.0 or higher for the designated marking period is required for an athlete to be eligible for a scholar athlete award.

<u>Team(s)</u>	<u>Qualifying Trimester</u>
Volleyball	1
Girls' Golf	1
Football	1
Boys' Cross Country	1
Girls' Cross Country	1
Boys' Basketball	2
Girls' Basketball	2
Wrestling	2
Dance Team	2
Baseball	3
Softball	3
Boys' Track	3
Girls' Track	3
Boys' Golf	3
Cheerleading	1 & 2

TITLE IX

The Chetek-Weyerhaeuser Area School District, in accordance with federal law, hereby declares that it does not discriminate on the basis of sex in its educational and employment policies and practices.

Inquiries concerning the application of Title IX in the school district may be referred to administration, Title IX Coordinator, Chetek-Weyerhaeuser Area Schools, telephone 924-3137.

What this means is that every effort is being made by the Chetek-Weyerhaeuser Area School District to assure that no discrimination on the basis of sex is allowed in education programs, activities, or employment. A grievance procedure through which possible violation of Title IX may be considered has been established. Any individual filing a grievance of non-compliance with Title IX must file the grievance to administration, in writing, and include a statement of facts comprising the alleged non-compliance. The grievance must be signed and dated.

Pupil Non-Discrimination Statement

The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational, or other programs or activities shall not be abridged or impaired because of a student's sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability.

Complaint Procedure

Any complaint regarding the interpretation or application of the district's student non-discrimination policy shall be processed in accordance with the following grievance procedures:

1. Any student, parent, or resident of the district complaining of discrimination on the basis of sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability in school programs or activities shall report the complaint in writing to the district administrator.
2. The district administration, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. The district administrator will review, with the principal or other appropriate persons, the facts comprising the alleged discrimination. Within 20 days after receiving the complaint, the district administrator shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the grievant.
3. If the grievant is dissatisfied with the decision of the district administrator, he/she may appeal the decision in writing to the Board. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decision in writing within 20 days after the hearing. Copies of the written decision shall be mailed or delivered to the grievant and the district administrator.

4. If the grievant is dissatisfied with the Board's decision, he/she may appeal the decision, in writing, to the State Superintendent of Public Instruction.
5. Discrimination complaints relating to the identification, evaluation, placement, or the provision of free appropriate public education of a child with exceptional educational need shall be processed in accordance with established appeal procedures outlined in the district's special education handbook.
6. Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.

Conflict Resolution Process

(Chain of Communication)

In the event of discontent with a policy, procedure, or school action, the following procedure has been developed to resolve conflict at the lowest appropriate level:

- 1) Speak directly to the person involved with the action (i.e. classroom teacher, bus driver).
- 2) If the issue is not satisfactorily resolved, contact the principal.
- 3) The principal will conduct an investigation and make a determination to resolve the conflict.
- 4) The principal will communicate with all involved parties.
- 5) If the issue is not satisfactorily resolved, an appeal of the principal's decision can then be made to the superintendent.
- 6) The superintendent will conduct an investigation and will review the results of the principal's decision.
- 7) The superintendent will communicate with all involved parties.
- 8) At this point, if the issue has not been satisfactorily resolved, the decision may be appealed to the Board of Education in writing. The Chairperson of the Board of Education will examine the request and a closed session hearing will be scheduled if a hearing is warranted.
- 9) The School Board will review all prior investigations and communications and make a determination to support or modify the prior decisions.

This conflict resolution process is designed to solve problems at the lowest appropriate level of communication. Persons with unresolved issues need to follow the procedure as outlined above. To be effective, each step is dependent on the action of the individuals involved in the previous step. Steps must not be skipped, circumvented or abbreviated. It is the rare occasion that an issue is not resolved by following this prescribed procedure.

Please contact any building personnel or administrator if there are questions concerning the procedure and its implementation.

Technology Use

By signing the student handbook, you are also agreeing to the terms of CWASD's Acceptable Use Policy. This policy helps define what the acceptable use of technology is within the Chetek-Weyerhaeuser Area School District. Email addresses are provided by the district for Grades 4-12. Parents/Guardians may advise the school district in writing (a letter to the principal) to disable Internet/Email for their student. Follow this link to the current Acceptable Use Policy: http://www.cwasd.k12.wi.us/cms_files/resources/CWASD%20Acceptable%20Use%20Policy1.pdf