

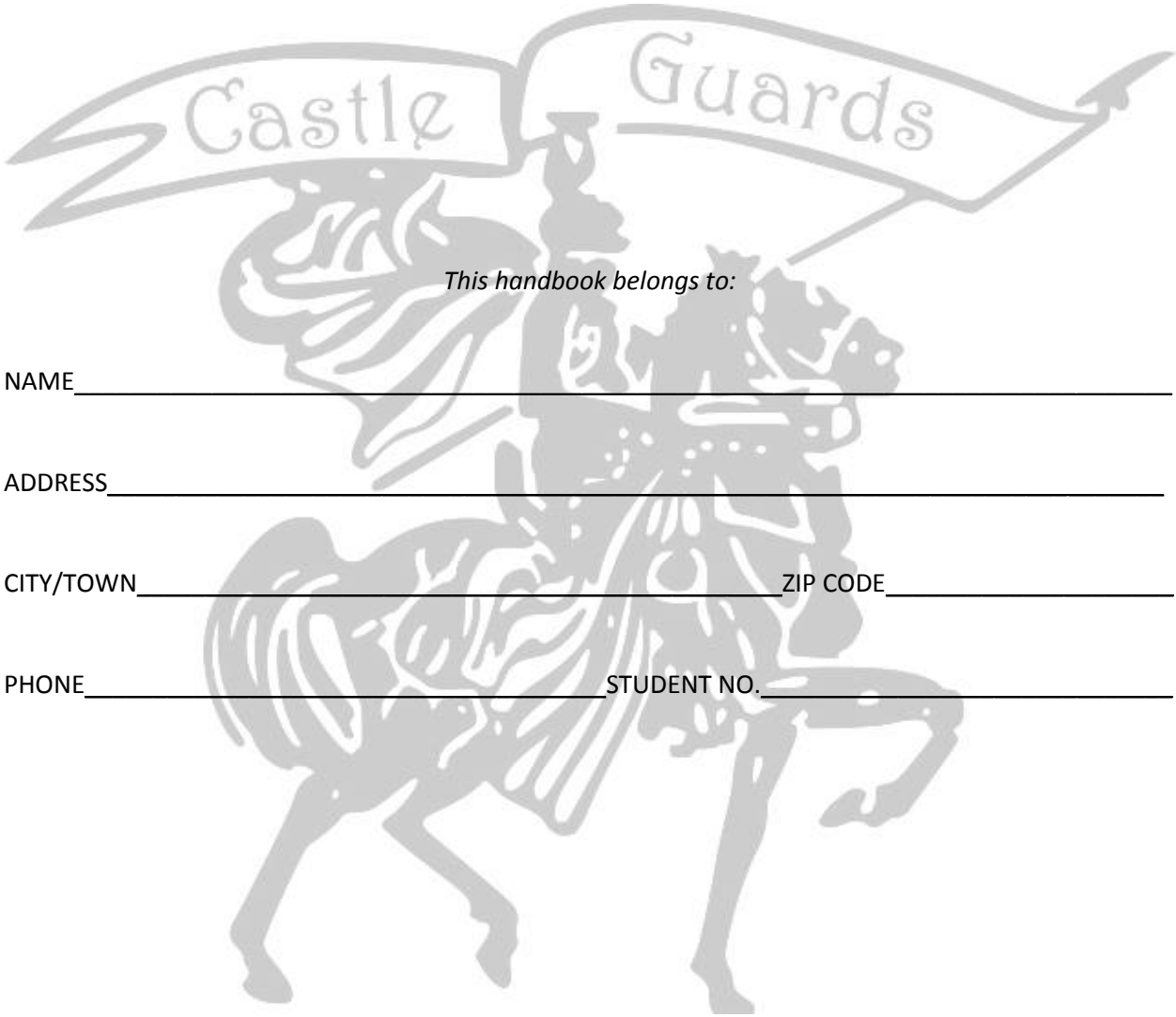


**Washburn High School
Student Handbook**

2017 - 2018

*Our mission is to enable students to enter the global society
with the knowledge, skills, habits, and attitudes
required to be contributing citizens.*

**WASHBURN HIGH SCHOOL
STUDENT HANDBOOK
2017-2018**



This handbook belongs to:

NAME _____

ADDRESS _____

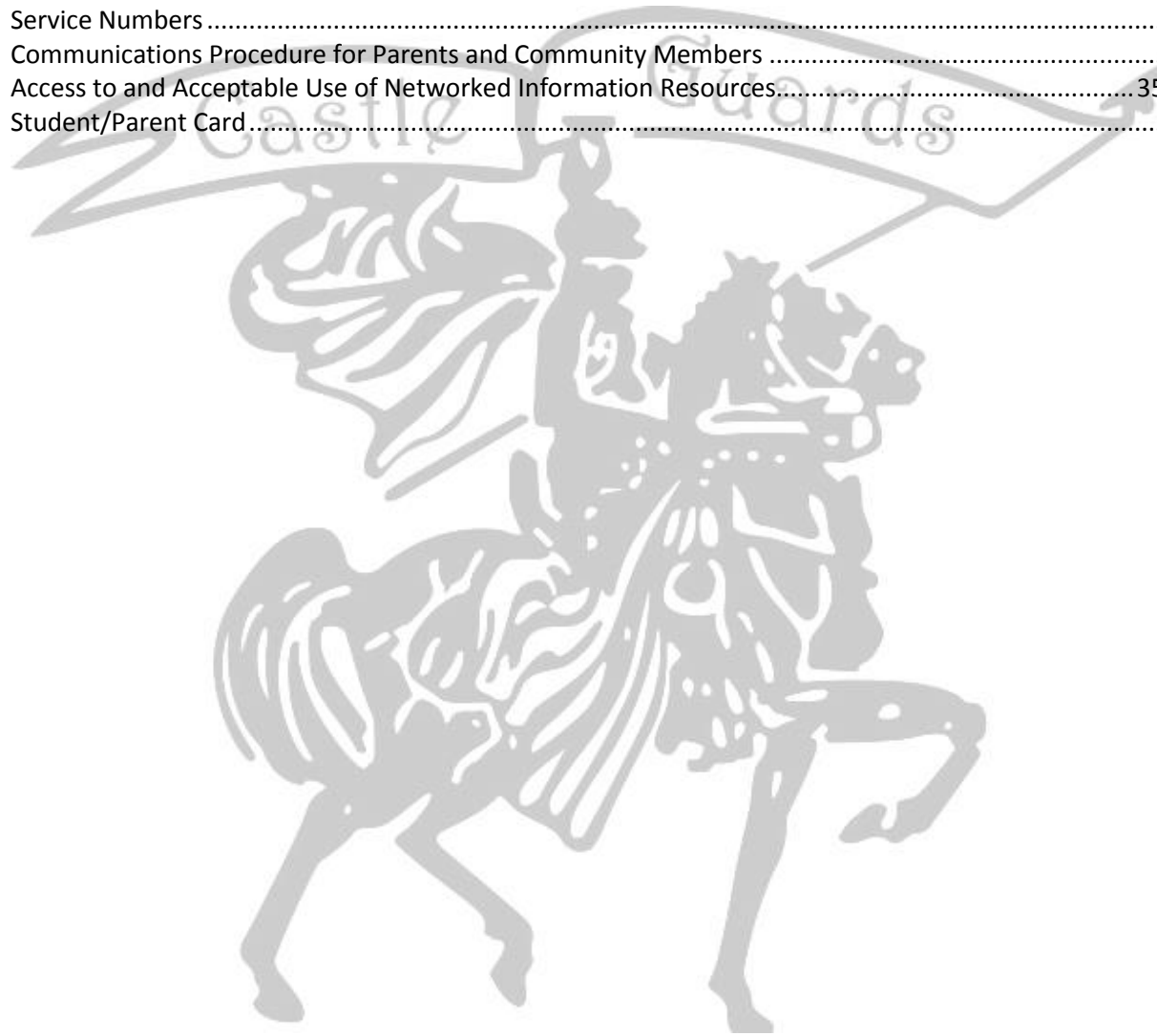
CITY/TOWN _____ ZIP CODE _____

PHONE _____ STUDENT NO. _____

TABLE OF CONTENTS

Board of Education Members, Administrative Staff, High School Staff, Web Address	4-7
Public Notification of Nondiscrimination Policy	7
Graduation Requirements	7-8
Pass/Fail Elective Grade Options	8
Scholarships	8
Enrollment Procedures	9
Withdrawing From a Course	9-10
Retaking Courses.....	10
Youth Options Program Board Policy	10-11
Release of Information to Military Recruiters	11
Public School Open Enrollment	11-12
Co-Curricular Activities and Competitions.....	12
Firearms	13
Discipline	13-14
Detentions.....	14
Discipline	12-13
Detentions.....	13
Office Discipline Referrals.....	14-15
Harassment.....	15
Harassment of Employee/Volunteers.....	15-16
Informal/Formal Complaint Procedure	16-17
Confidentiality and Non-retaliation	17
Homeless Families or Homeless Youth.....	17-18
Student Discrimination Complaint Procedures	18
Student Use of Alcohol and Controlled Substances	19
Student Assistance Program	20
Guidelines for Dealing with Student Drug and Alcohol Abuse Policy.....	20-22
Bus Policy	22-25
Dress and Personal Appearance	25
School Dance Guidelines.....	26
Lockers	26
Locker Searches	26-27
Security Cameras	27
Student Use of Personal Electronic Devices	27
Academic Honesty	27
Telephone Use	27-28
Open Campus.....	28
Use of School Facilities.....	28
Community Night.....	28
Absences	29
Students Absences and Excuses.....	29-30
Pre-Arranged Absences.....	30
Make-up Work	30
Late Arrivals to School	31

Leaving School during the Day.....	29-30
Tardiness to Classes	31
Study Hall Procedures.....	31
Library Services	32
Medication.....	32
Court Orders	32
Elector Registration Information	33
School Closings.....	33
Emergency Evacuation [Fire and Severe Weather Procedures]	34
Service Numbers	34
Communications Procedure for Parents and Community Members	34
Access to and Acceptable Use of Networked Information Resources.....	35-36
Student/Parent Card.....	37



SCHOOL DISTRICT OF WASHBURN

Board of Education Members

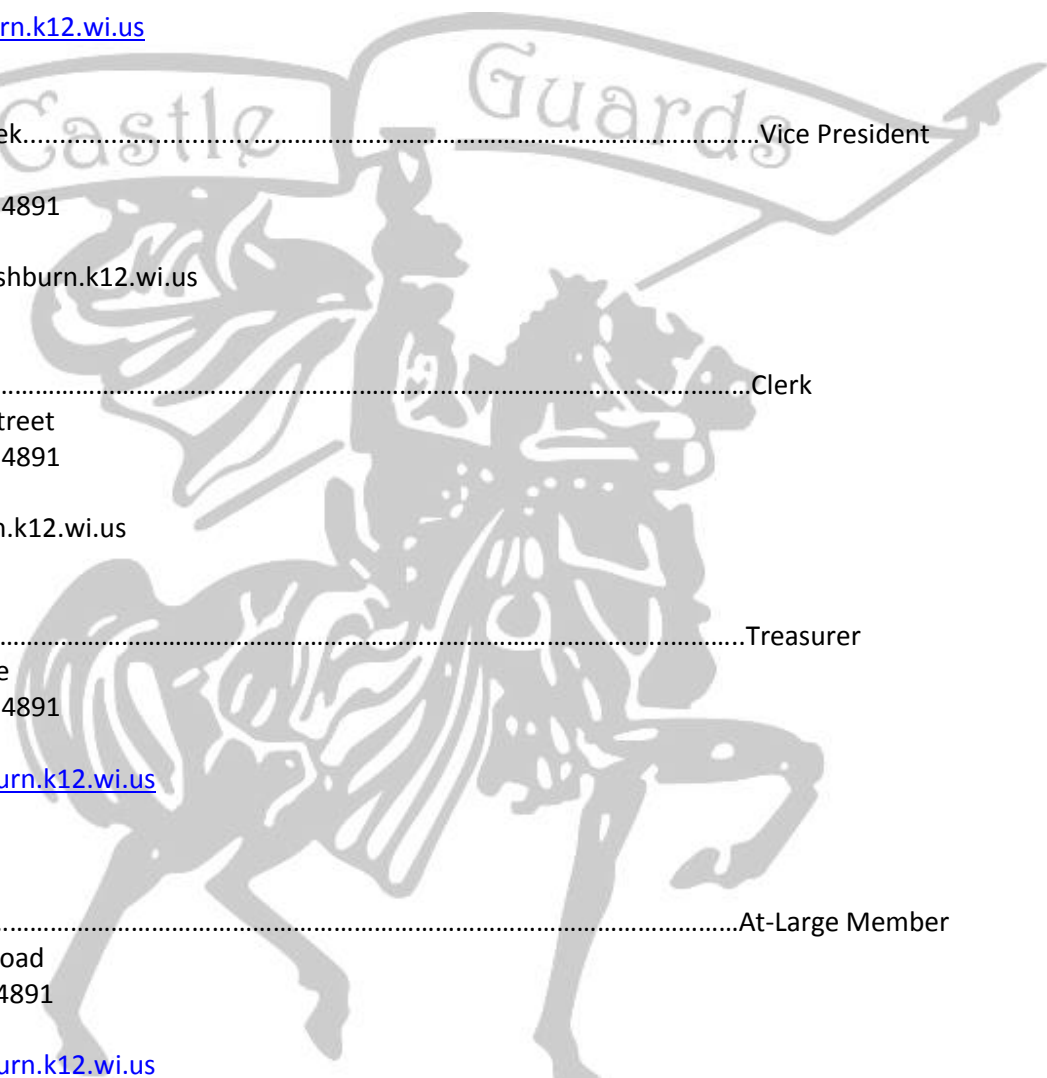
Christina SauerPresident
79080 Dryer Road
Washburn, WI 54891
715-373-5143
csauer@washburn.k12.wi.us

JoAnne Katzmarek.....Vice President
103 W. 3rd St.
Washburn, WI 54891
715-292-7776
jkatzmarek@washburn.k12.wi.us

Richard AvolClerk
2 East Bayfield Street
Washburn, WI 54891
715-373-2899
ravol@washburn.k12.wi.us

Colleen Geisen.....Treasurer
610 Hillside Drive
Washburn, WI 54891
715-373-5052
cgeisen@washburn.k12.wi.us

Angela Vasser.....At-Large Member
76175 Paulson Road
Washburn, WI 54891
715-373-0158
avasser@washburn.k12.wi.us



Washburn High School
305 West Fourth Street
Washburn, Wisconsin 54891
 (715)373-6188 Fax (715)373-5877

Administrative Staff

Name	Title	Phone Number
Thomas Wiatr	District Administrator/Director of Special Education/Pupil Services	(715)373-6188 ext. 103
Therene Gazdik	Administrative Secretary	(715)373-6188 ext. 101
Janet Kozeneski	District Bookkeeper	(715)373-6188 ext. 104
Heidi King	Middle and High School Principal	(715)373-6188 ext. 133
Shellie Heglund	High School/Pupil Services Secretary	(715)373-6188 ext. 100
Al Krause	Elementary School Principal	(715)373-6199 ext. 201
Lisa Scribner	Elementary Secretary	(715)373-6199 ext. 202
Kay Hawbaker	Middle School/Counseling Secretary	(715) 373-6188 ext. 160
Doug Jardine	School Psychologist	(715)373-6199 ext. 263
Duane Gasperini	Athletic Director	(715) 292-4848
Shane Buckley	Athletics	(715)373-6188 ext. 139
David Dandeneau	Technology Coordinator	(715)373-6188 ext. 108

High School Staff

Name	Title	Phone Number
Jamie Coleman	Science	(715)373-6188 ext. 152
Vicki Alldritt	Instructional Aide	(715)373-6188 ext. 116
Zach Olson	Vocal Music	(715)373-6188 ext.113
Sheree Collins	Health, Physical Education	(715)373-6188 ext. 147
Health Room Asst.	Evelyn Dax	(715)373-6188 ext. 158
David Dandeneau	Technology Coordinator	(715)373-6188 ext. 108
Deb Diamond	Resource Specialist	(715)373-6188 ext. 140
Shellie Heglund	High School Secretary	(715)373-6188 ext.100
Paula Eskola	Business and Informational Technology	(715)373-6188 ext.142
Andrew J. Grimm	Social Studies	(715)373-6188 ext.132
Patrick Earing	Math	(715)373-6188 ext. 105
Linsey Abel	Math	(715)373-6188 ext. 115
Sean Augustyn	Science	(715)373-6188 ext. 123
Lori Fibert	Chef de Cuisine/Head Cook	(715)373-6188 ext.118
Robert Jack	LRC Aide	(715)373-6188 ext.146
Shane Buckley	Social Studies	(715)373-6188 ext. 139
Olaf Kirsten	English	(715)373-6188 ext.144
Greta Kochevar	Family and Consumer Service	(715)373-6188 ext.119
Homer Moore	Custodian	(715)373-6188
Gina Nelson	Resource Specialist	(715)373-6188 ext. 117
Jennifer Peacock	Resource Specialist	(715)373-6188 ext. 116
Kathy Radtke	English, School-to-Work	(715)373-6188 ext. 143
Beth Reed	Foreign Language	(715)373-6188 ext. 114
Brittanie Pierce	High School Counselor	(715)373-6188 ext. 137
Rick Seppa	Instrumental Music	(715)373-6188 ext. 134
Christine Lindsey	Media Specialist	(715)373-6188 ext. 146
Kristin Tetzner	Visual Arts and Design	(715)373-6188 ext. 121
Heidi King	High School Principal	(715)373-6188 ext. 133

District Web Page Address and Staff E-mail Addresses:

District Web Page: www.washburn.k12.wi.us

High School Page: <http://washburn.wi.wph.schoolinsites.com>

To e-mail a Washburn School District staff member: Type the first letter of the person's first name followed by the person's entire last name followed by @washburn.k12.wi.us.

Example: To contact Shellie Heglund - High School Secretary type sheglund@washburn.k12.wi.us

PUBLIC NOTIFICATION OF NONDISCRIMINATION POLICY

It is the policy of the School District that no person be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability as required by section 118.13 of the State Statutes. This policy also prohibits discrimination under Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 of the Rehabilitation Act of 1973 (handicap), Americans with Disabilities Act of 1990 (disability) and the McKinney-Vento Homeless Assistance Act (homeless status).

The School District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the student nondiscrimination policy in the School District.

Any questions concerning this policy should be directed to:

District Administrator
School District of Washburn
P.O. Box 730
305 W. 4th Street
Washburn, WI 54891

GRADUATION CREDIT REQUIREMENT

Board Policy 2131

A credit will be awarded based on a minimum of forty-six (44) minutes per class period, meeting five (5) times per week for thirty-six (36) weeks or 1137 minutes. Credit shall be awarded for classes taken at the high school as follows:

- One credit is earned in a subject when the class meets daily and is passed for an entire year.
- One-half credit is earned in a subject when the class meets daily and is passed for one semester or when the class meets every other day and is passed for one year.
- One-quarter credit is earned in a subject when the class meets every other day and is passed for one semester.

Students shall be required to successfully complete 26 credits in order to receive a diploma from Washburn High School. The specific credit requirements are as follows:

- 4 credits of English
- 3 credits of Social Studies
- 3 credits of Math
- 3 credits of Science
- 1 ½ credits of Physical Education
- ½ credit of Health
- 1 credit of Personal Finance
- 1 credit of Fine Arts
- 1 credit of Life Skills
- 8 Elective credits
- 40 Hours of Service learning

Credits earned at other high schools may be accepted for those students transferring into Washburn High School. Specific course requirements may be adjusted by the principal to accommodate for differences in courses between schools.

Students currently enrolled in Washburn High School may earn credit toward high school graduation through equivalent courses taken at the University of Wisconsin Extension, technical colleges, universities or other educational programs or institutions with the approval of the principal. Students must present a course syllabus, a 4-year plan, a written rationale for taking the course and meet with the principal as part of the approval process. The principal will make a decision based on these and any other sources of information that assures the validity of the class and the necessity of the independent class, including the recommendation of Washburn instructors who teach in the academic area of the course being requested. In order to receive high school credit, the student shall receive principal approval prior to enrollment in the course(s). The approval of the District Administrator is also required when the course(s) involves the payment of tuition costs by the District. The for-credit courses taken through independent and online accredited institutions will count toward the student's requirements for graduation; however, the grade for the course will not be considered in calculating the student's GPA, unless it is from a credited institution.

Courses completed through technical colleges under the jurisdiction of the State of Wisconsin or approved correspondence schools may be accepted as credits toward a Washburn High School diploma for any person 18 years of age or older who is not properly enrolled in a public high school, but who has completed part of the education requirements at Washburn High School. Such courses shall be approved, prior to enrollment, by the high school principal as equivalent to high school course requirements. Washburn High School diplomas shall not be issued on the basis of General Education Development test results. The Washburn School District shall not issue a school diploma based solely on successful completion of General Equivalency Diploma (GED) testing requirements.

PASS/FAIL GRADE ELECTIVE

BOARD POLICY 5421.01

Washburn High School students are able to take one elective course and determine if they receive a traditional grade or be assigned a pass-fail grade. Students need to declare whether this will be a pass/fail grade prior to the commencement of the term. The pass/fail grade will have no impact on their GPA. The student will receive a credit for a passed grade, but the course will not be figured into his/her GPA. If the student receives a fail grade, no credit will be received and his/her GPA will not be affected.

Scholarships:

The following is a list of scholarships available on a yearly basis to Washburn students. Seniors and graduates are encouraged to request application forms from the counselor's office. A list of additional competitive scholarships is available on the school website.

AFS Scholarship	Merila Scholarship
Ashland Rotary Scholarship	Meierotto Athletic Scholarship
Bayfield Electric Scholarship	Pade Scholarship
Bremer Bank of WI Scholarship	Rae Johnson Scholarship
Chippewa Valley Bank Scholarship	Red Cross Scholarship
Edwin Erickson Scholarship	Robert F. Thompson Scholarship
Eldon M. Robinson Scholarship	Scott Kunding Memorial Scholarship
Eric & Elloy Swanson Scholarship	Sprague Scholarship
Harriet Finley Scholarship	Thomas T. Lindsey Memorial Scholarship
Langford Scholarship	Vernon Family Scholar Athlete
Leonard T. Nelson Scholarship	Washburn Academic Excellence Scholarship
M & I Bank Scholarship	Washburn American Legion Scholarship
Mary Swiston Everts Scholarship	Washburn Area Ambulance Scholarship
Mason/Grandview American Legion Scholarship	Washburn Athletic Booster Club Scholarship
Masonic Scholarship	Washburn Iron works Scholarship
	Wing Scholarship

The awarding of the State of Wisconsin Academic Excellence Scholarship will be made at the end of the first semester as required by the State of Wisconsin. The selection of the Valedictorian and Salutatorian will be made following the second semester of senior year.

The school district of Washburn does not discriminate in the awarding of scholarships or other awards on the basis of sex, color, handicap, race, religion, national origin, homeless status, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.

Enrollment Procedure:

Students new to the district should come to the high school office with their parent(s)/guardian(s) to complete an enrollment form. Time should be allowed for a scheduling conference with the school counselor. If possible, please bring a transcript from the school last attended to help in the scheduling process.

Withdrawing from a Course:

In order to withdraw from a course, you must:

1. Obtain a drop/add slip from the counselor's office. Complete the form with the requested change(s). Get the form signed by your parent(s)/guardian(s), the instructor of the course being

dropped, and the principal.

2. Return the form to the counselor's office. A student is not considered to be withdrawn from a course until the form has been processed by the counseling office.
3. This process must be complete within 5 days of the start of a new semester. Students dropping a class after the 5 days will receive an F for that course.
4. The principal may grant a student's request to drop where extenuating circumstances, such as hospitalization, exist.

Retaking Courses:

Students may re-take a course in which they earned a "D+" or lower grade. The following procedure is to be used:

1. Students need to inform the counseling office prior to the end of the school year if they want current grades to replace the previous year's grades in a course. This is done by turning in a course re-take form.
2. The previous course grade points and credits are removed from the student's transcript and the new grade/credit is added to the transcript.
3. This policy applies only to courses taken at Washburn Schools.

YOUTH OPTIONS PROGRAM BOARD POLICY

BOARD POLICY 2271

The Youth Options program allows all public school juniors and seniors who meet certain requirements to take post-secondary courses at a UW institution or Wisconsin Technical College, tribally controlled colleges and private, non-profit higher education institutions in Wisconsin.

The student does not have to pay for a post-secondary course if the school board determines the course may receive high school credit and the course is not comparable to a course offered in the school district. If approved by the school board, the student will receive both high school and post-secondary credit for successfully completed high school graduation standards, regardless of whether the requirements were met at the high school or at the college.

To qualify, juniors and seniors must have:

1. Completed the tenth grade, be in good academic standing and have no record of disciplinary problems.
2. Apply to the college in the school semester prior to the one in which the student plans to attend the post-secondary course.
3. Notify the school board (complete form PI8700A) of the student's intention of enrolling in college no later than March 1 for a course to be taken in the fall semester; October 1 for a course to be taken in the spring semester.

4. Notify the school board if the student is admitted to the college.
5. Notify the school board if the student is registered to attend a post-secondary course.

The student's parent or guardian is responsible for ensuring student attendance and compliance with all state school attendance laws. Forms and applications can be obtained from the school district, the Department of Public Instruction or the college. A student may appeal the school board's decision regarding the awarding of high school credit of a post-secondary course to the state superintendent within 30 days. Failure of the student to meet the 30 day time line deprives the DPI of jurisdiction in the matter.

If a pupil receives a failing grade or fails to complete (drops) a course for which the school district has made payment, the school board may request reimbursement for all costs related to this course. Reimbursement may be requested from the student if he or she is an adult or from the student's parent or guardian.

The District shall pay for no more than 18 post-secondary credits (4.5 High School credits) per student. The District shall not, however, limit the number of post-secondary semester credits a student may take at his/her own expense.

If you have any questions please contact Ms. Schreiner or the High School Principal at (715)373-6188.

Release of Information to Military Recruiters:

Section 9528 of the Federal No Child Left Behind (NCLB) law puts a district at risk of losing NCLB funding if it does not give military recruiters home contact information for high school students. This provision also allows parents to tell the district not to give out that information. Parents wishing to have their child's contact information withheld from military recruiters will need to submit a written notice to the high school counselor's office.

Public School Open Enrollment:

Part-Time Inter-District Open Public School Enrollment:

Wisconsin high school students may apply to attend one or two courses in non-resident school districts, while remaining enrolled in their resident school districts for the majority of their classes. Application forms may be obtained from the school district (Therene Gazdik (715)373-6188 ext. 101), from the Department of Public Instruction (Mary Jo Cleaver, 1-800-441-4563) or can be located on the Internet (www.dpi.state.wisconsin.gov/dpi/dfm/sms/psctoc.html).

The student must apply to the non-resident school district no later than six weeks before the scheduled start of the course. The application form must be received in the non-resident school district by that date. A postmark is not sufficient. Late applications will not be accepted. It is the responsibility of the parent and student to find out the starting date for the course.

Full-Time Inter-District Open Public School Enrollment:

1997 Wisconsin Act 27 created an inter-district public school open enrollment in Wisconsin, beginning in the 1998-1999 school year.

Students in Kindergarten to grade 12 may attend public school in a district other than the one in which they reside, if space is available (subject to certain limitations). A child may attend a preschool or early childhood program in a non-resident district if the resident district also offers the program and if the child is eligible for the program in the resident district.

Application forms may be obtained from the resident or non-resident school district, or the Department of Public Instruction (DPI). Applications must be made to the non-resident district between the 1st Monday of February and the 3rd Friday in February. DPI forms must be used.

For additional information on application procedures, you may contact Ms. Gazdik at the Washburn District Office (373-6199 ext.101), the Department of Public Instruction - Ms. Cleaver (1-800-441-4563), the Internet (www.dpi.state.wi.us/dpi/dfm/sfms/psctoc.html), or the non-resident school district the student would like to attend.

Co-curricular Activities and Competitions:

The following is a list of co-curricular activities and competitions students may participate in.

AFS International Club	Nordic Skiing through 4-H Canski
Baseball	Quiz Bowl
Basketball	Ski Team
Business Education Volunteers	Soccer
Cross Country	Softball
Ecology Club	Student Government
Football	Track and Field
Forensics	Volleyball
Vocal & Instrumental Music Competitions	Show Choir
National Honor Society	Visual Arts Classic
Hockey	Wrestling
Gay-Straight Alliance	Clay Target League Trap Shooting
Golf	
Gymnastics	

School Environment:

Washburn High School is a community of learning. We have an opportunity to learn in our classrooms through formal instruction. Learning is also experienced through co-curricular activities and interactions outside of the classroom. All communities develop expectations for behavior in creating and maintaining the desired environment. This community is not an exception. Our success as individuals and the success of this community are dependent on a citizenry who accept and carry out their responsibilities in order to realize a healthy learning environment.

Students are responsible for their learning. They need to attend classes on a regular basis. Student attendance must be in compliance with Wisconsin State Statute 118.15 and 118.16. Student should come to class prepared to learn, and to participate in a positive way. Teachers are responsible to guide student learning and to ensure the environment in the classroom is conducive to the learning processes. We are all responsible for acting appropriately, to model behaviors that encourage kindness and concern for others and a respect of learning and teaching.

Firearms:

According to Wisconsin State Statute 948.605, any individual that knowingly possess a firearm at a place that the individual knows, or has reasonable cause to believe, is in or on school grounds can be charged with a class I felony.

A person that has a concealed weapons permit, whether it is issued from the state of Wisconsin, or another state, **CANNOT** carry a gun in or on to school property.

“School” is defined as “a public school, parochial or private school, or tribal school, as defined in s. 115.001(15m), which provides an educational program for one or more grades between grades 1 and 12 and which is commonly known as an elementary school, middle school, junior high school, senior high school, or high school.

Discipline:

Parents, students, teachers, and administration all want a school environment that allows all students to learn and all teachers to teach. Therefore, it is necessary to address those that choose to disrupt the learning environment of the classroom and of the school. Consequences for inappropriate behavior are necessary. Teachers have developed Classroom Discipline Plans. Your teachers will post or distribute their plans to students at the start of their class.

The following behaviors and accompanying consequence have been identified and addressed by the principal and the Board of Education. They are behaviors that should not and will not be tolerated by students, staff, or administration.

Illegal Activities may include but are not limited to:

- Stealing
- Vandalism
- Use or possession of illegal drugs or drug paraphernalia (this includes alcohol and tobacco)

Consequences:

- Illegal activities will be reported to law enforcement
- Suspension from school for a period of up to 5 days; up to 15 days if expulsion is to be Considered
- Possible expulsion

Physical Violence may include but is not limited to:

- Fighting

Consequences:

- May be reported to law enforcement
- Suspension from school for a period of up to 5 days; up to 15 days if the suspension is to be considered for possible expulsion

Weapons

Consequences:

Student will be reported to law enforcement

Student will be expelled from school for the remainder of the school year and possibly for four Years

Repetitive inappropriate behaviors may include but is not limited to:

Harassment

Intimidation

Insubordination

Disruption of educational activities

Vulgar language

Endangering the safety of others

Consequences:

Step 1: 30 minutes after school detention and meeting with the principal

Step 2: Two or more 30 minutes after school detentions and meeting with the principal

Step 3: Full day in-school suspension; parent notification by principal

In-school suspensions will be assigned to students who refuse to serve assigned detentions.

Step 4: 1 day out of school suspension; parent conference with student, teacher, and administration

Step: 1 to 5 days out of school suspension; parent conference with administration and a written student contract

Step 6: 5 day out of school suspension; parent conference with administration; and a written student contract

Step 7: Expulsion hearing before the Board of Education

Depending on the nature and/or severity of the inappropriate behavior, one or more of the steps above may be bypassed.

Detentions/Interventions:

Teachers may assign classroom detentions for inappropriate behavior. Students will have a day to inform their parent/guardian of the detention they earned and to make transportation arrangements. Informing their parent/guardian of the situation is the responsibility of the student.

Students attending detentions are to be silent throughout the assigned detention. They are to bring homework to complete or a book to read. Students must remain alert and productive throughout detention. The instructor who is in charge of detention will keep attendance and note whether the student's behavior met the requirements of detention. Students who choose not to follow the structure of detention may be assigned more detention time or may be required to serve more severe consequences. The roll for detention will be reviewed by the principal. Students who skip detentions will be assigned a minimum of two detentions for each missed session.

Office Discipline Referrals:

Students who choose to be repeatedly or severely disruptive will receive office discipline referrals (ODR) that will be sent to the administration. The referral will explain the situation a consequence that

will/may be assigned by the principal. Effort will be made to notify parent(s)/guardian(s) by phone to inform them when a student receives a referral. The referral form will be placed on file after the conference with the student. Parent(s)/guardian(s) may be asked to meet with administration, faculty, school counselor, and the student when a referral occurs.

The administration has the authority to review each referral on an individual basis and use fair and consistent discretion in applying any one or any combination of the consequences listed below.

- Conference with the student
- Detention and/or restitution
- In-school suspension (not to exceed five days)
- Out of school suspension (not to exceed five days, except as permitted by law)
- Referral to the school counselor
- Referral to Human Services
- Referral to law enforcement
- Removal from class
- Withdrawal from class (schedule change)
- Required parent(s)/guardian(s) conference
- Recommendation for expulsion

Harassment/Bullying

BOARD POLICY 5517, 5517.01

The Board of Education supports a school/work environment that is safe, comfortable, and free from harassment. Therefore, harassment in any form is considered inappropriate and/or illegal for any and all students and staff to participate in.

Harassment may include, but is not limited to, unwanted or unwelcome deliberate or repeated unsolicited comments, gestures, graphic materials, physical contacts, or solicitation of favors based upon ones' group membership. Such conduct has the purpose or effect of substantially interfering with a student or staff member's performance or creates an intimidating, hostile, or offensive school/work environment.

Students engaging in the harassment of others will be subject to disciplinary action including, but not limited to detention, suspension, referral to law enforcement, and recommendation for expulsion.

HARASSMENT OF EMPLOYEES/VOLUNTEERS

BOARD POLICY 3362

Employee harassment means behavior toward employees based, in whole or in part, on sex, race, religion, national origin, color, age, disability or any other factor outlined in law which interferes with an employee's work performance or creates an intimidating, hostile or offensive working environment.

Sexual harassment can take the form of unwanted sexual attention, ranging from leering, pinching, patting, verbal comments, display of graphic or written sexual material, and subtle or expressed pressure for sexual activity. In addition to the anxiety caused by sexual demands on the recipient, sexual harassment may include an implicit message from the alleged offender that noncompliance will lead to reprisals.

Examples of prohibited conduct include, but are not limited to, lewd or sexually suggestive comments; sexual flirtations, touching, advances or propositions; off-color language or jokes of a sexual nature; slurs and other verbal, graphic or physical conduct relating to an individual's gender; or any display of sexually explicit pictures, greeting cards, articles, books, magazines, photo or cartoons.

It is the policy of the Washburn Board of Education to provide a work environment free from all forms of discrimination including incidents of harassment (sexual or otherwise) or intimidation.

Any employee, including those in supervisor capacities, who violates this policy, is subject to disciplinary action up to and including discharge.

Any employee who believes he or she has been subjected to harassment by anyone, including supervisors, co-workers, students or school board members shall immediately report the harassment to either the building principal or to the district administrator. If an employee's complaint involves someone in the employee's direct line of supervision, or if the employee is uncomfortable discussing the matter with either of the designated persons, the employee is urged to contact the School Board President with the complaint.

Any employee who is aware of harassment, whether or not that employee is a victim of harassment, has an obligation to report such harassment to either the building principal or district administrator.

Any school board member, who is aware of harassment, whether or not that board member is a victim of harassment, has an obligation to report such harassment to either the school board president or the district administrator.

Any formal complaints must be filed in writing.

INFORMAL COMPLAINT PROCEDURE

A student who believes she or he may have been the target of sexual harassment may contact the student advocate to lodge an informal complaint and to discuss the situation and possible courses of action. If the student chooses to file a formal complaint, the advocate can assist the student in preparing the formal written complaint. The advocate is also available to assist the student during the investigation of the formal complaint.

Formal Complaint Procedure:

1. A student who believes he or she has been subjected to sexual harassment by anyone shall report the sexual harassment to either the principal, school counselor, a student advocate, or to the district administrator.
2. Any student who is aware of sexual harassment whether or not that student is a victim of harassment has an obligation to report such harassment to either the school principal, the school counselor, a student advocate, or the district administrator.
3. Any district employee who is aware of sexual harassment, whether or not that employee is a

victim of harassment, has an obligation to report such harassment to either the school principal or the district administrator.

4. Any School Board member who is aware of sexual harassment, whether or not that Board Member is a victim of harassment, has an obligation to report such harassment to either the School Board president or the district administrator.
5. The formal complaint must be filed in writing.

Confidentiality and Non-retaliation:

It is the policy of the District to keep the identity of the complainant and the alleged harasser confidential unless there are compelling reasons to disclose such identity. If there are compelling reasons to disclose the identity of the complainant, then the complainant shall be asked if he/she wants his/her identity disclosed. If the complainant does not want his/her identity disclosed, then the identity shall be kept confidential. Should the complainant wish to keep his/her identity confidential, and should it become impossible to process or investigate the complaint as a result of the complainant not disclosing his/her identity, then the complaint may be dismissed. Confidentiality will be released only upon court order.

Retaliation is prohibited. Retaliation may include, but is not limited to, the possibilities of harassment escalation, unsatisfactory academic evaluations, difference in academic treatment, sarcasm, or unwarranted comments to or by peers.

EQUAL EDUCATIONAL OPPORTUNITIES

SCHOOL BOARD POLICY 2260

The School District of Washburn is committed to equal educational opportunities for all students in the district. Therefore, no person may be denied admission to any public school in this district or be denied participation in, the benefits of, or be discriminated against, in any curricular, extra-curricular, pupil service, or other program or activity because of that person's sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability as required by S. 118.13 Wisconsin State Statute. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1992 (sex), Title VI of the Civil Rights Act of 1964 (race, color, and national origin), Section 504 of the Rehabilitation Act of 1973 (handicap), and the Americans with Disabilities Act (disabilities).

Homeless Families or Homeless Youth:

SCHOOL BOARD POLICY 5111.10

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate, public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

Local area contacts include the school counselors and administrative assistant. If you need further assistance, call the National Center for Homeless Education at the toll-free Helpline number: 1-(800)308-2145 or by e-mail at www.serve.org/nche.

STUDENT DISCRIMINATION COMPLAINT PROCEDURE

The district encourages informal resolution of complaints, however, any complaint regarding the interpretation or application of State or Federal law, or the district's equal educational opportunities policy, shall be processed in accordance with the following complaint procedures:

1. Any student, parent/guardian, or resident of the district that complains of discrimination on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital, or parental status, sexual orientation, religion, or physical, mental, emotional or learning disability in school programs or activities shall report the complaint in a written, signed statement to the building principal.
 - a. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with exceptional education needs shall be processed in accordance with established appeal procedures outlined in the district's special education handbook.
 - b. Complaints under 20 USC s 123 1 e-3 and 34 CFR ss76.780-76.782, commonly referred to as EDGAR complaints, stating that the state or a subgrantee is violating a federal statute or regulation that applies to a program shall be referred directly to the state superintendent.
2. The building principal, upon receipt of a written complaint, shall conduct an investigation of the alleged infraction. The principal will review with the appropriate persons the facts involved with the alleged discrimination. The principal shall decide if the case has merit, determine the action to be taken, if any, and report in writing his/her findings and his/her recommendation for resolution of the case to the complainant.
3. If the complainant is not satisfied with the building principal's decision, he/she may bring it to the district administrator by submitting a signed, written report to his/her office. Upon receipt of that report, the district administrator shall meet with all of the parties involved, formulate a conclusion, and report it to the complainant in writing.

The written decision shall be mailed (certified mail) or delivered to the complainant with a copy to the building principal.

4. If the complainant is dissatisfied with the district administrator's decision, he/she may appeal that decision to the board in writing. The Washburn Board of Education 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 hear the evidence, make its decision, and deliver that decision to the complainant by certified mail or in person with a copy to the building principal.
5. If the complainant is dissatisfied with the Board's decision, he/she may appeal in writing to the State Superintendent of Public Instruction. In addition, the complainant may appeal directly to the State Superintendent if the board has not provided written acknowledgment of the complaint to the complainant within the 45 day time frame. Appeals should be addressed to:

State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, P.O. Box 7841, Madison, Wisconsin 53707-7841.

6. State Statute 118.13 and PI 9.04 allow the district 45 days to acknowledge receipt of written complaints and 90 days to make determinations unless the parties mutually agree to extend the timelines. The district will provide prompt written acknowledgements of all complaints back to the complainant and will strive to deliver written determinations within the agreed upon timelines.

STUDENT USE OF ALCOHOL AND CONTROLLED SUBSTANCES

SCHOOL BOARD POLICY 5530

No student shall possess, use, be under the influence of, sell, or distribute alcohol or controlled substances, or be involved in incidents involving drug paraphernalia (as defined by state law) in school, on school premises, or during school-sponsored activities. Students may not possess or use tobacco products on school property or while participating in or attending school sponsored activities.

In response to violations of this policy, the school district shall take positive action through education, counseling, parental involvement, medical referral, disciplinary action up to and including suspension or expulsion, and police referral.

A student may be required to submit to a breath test to determine the presence of alcohol if a school official or law enforcement officer has reasonable suspicion that the student has alcohol in his/her system in violation of this policy. Such test shall be administered by a law enforcement officer and shall meet state law requirements. A student may be disciplined for refusing to submit to such a test.

Prior to the administration of a breath test the building principal or designee shall make a reasonable attempt to contact the student's parent(s)/guardian(s). The building principal or designee shall record their attempt(s) to notify parent(s)/guardian(s), however, the inability to reach a parent or guardian will not restrict or prohibit the administration of a breath test.

Approved: January 26, 1998

Revised: February 16, 2004

Student Assistance Program:

The School District of Washburn recognizes that chemical dependency is an illness, which is presented by the use and abuse of alcohol and other drugs. Such use and abuse negatively affect many aspects of a student's life including school performance. Through intervention, counseling, and education, the Student Assistance Program is designed to help those with problems associated with chemical use and abuse.

GUIDELINES FOR DEALING WITH STUDENT DRUG AND ALCOHOL ABUSE

Definitions:

Intoxicants: All fermented malt beverages including beer and malt liquor and intoxicating liquors as defined by state law.

Drugs: All controlled substances, prescription drugs, and narcotics as defined by state law.

Alcohol abuse problem: Anyone under the influence of intoxicants while on school premises or while involved in any school related activity.

Drug abuse problem: Anyone under the influence of drugs, who is not under the supervision of a licensed physician, while on school premises or while involved in any school related activity.

The common signs and symptoms of drug use in adolescents and adults are: slurred speech, glassy eyes, staggering, loss of balance, dizziness, drowsiness, excitability, disorientation, confusion, aggressiveness, rapid mood swings, and/or odor of alcohol or drugs such as marijuana. Type of drugs that are available, and their effects on users. Types of drug paraphernalia available. Laws, rules and regulations relating to drug use in society. The use and reliability of drug tests. Resources are available to individuals that need or want help.

Inclusion of Parents/Guardians in Situations Involving Students Drug and or Alcohol Abuse

Parent(s)/guardian(s) shall be notified immediately (as soon as practical) when a student is involved with or suspected of being involved with drugs or alcohol in school or at school sponsored events. If the student has used or is suspected of having used drugs or alcohol, the administrator should suggest to the parents/guardians that a witnessed drug or alcohol chemical test is available to determine the presence or absence of a chemical and the level of that chemical in the student's system. Parent(s)/guardian(s) shall be informed where such tests are available. The tests are voluntary.

No administrator, teacher, or supervisor shall suggest to a student that the utilization of a Student Assistance Program (SAP) will substitute for appropriate consequences for a drug or alcohol or other disciplinary incident. Staff may wish to confer with the SAP specialist before or when making a referral to the SAP. Since the SAP is voluntary, no student shall be punished for failure to utilize the SAP.

Prescription Medications:

If a student is using prescribed medication and the student or his/her parent(s) or guardian(s) believe that the medicine could affect his/her behavior, the building principal/teachers should be informed to avoid any misunderstandings. However, the release of information may only be given as authorized by law (I 18.125 and II 8.29)

School Employee Referrals:

1. When a student is found to be using, in possession of, or under the influence of any quantity of illegal drugs or intoxicants while on the school premises or while involved in any school related activity, the student will be referred to the principal's office. The principal will notify the student's parent/guardian. A thorough investigation will follow during which the student's locker will be subject to search by school administrators. Any illegal drugs or intoxicants confiscated will be turned over to the police.

Working with the student's parent(s) or guardian(s), the principal or designee will determine if a counselor should see the student. The counselor will follow the situation after referral is recommended by the principal or designee. Confidentiality shall be maintained as outlined in Section C (2) below.

The student may be subject to suspension from school following a referral for use, possession, or being under the influence of illegal drugs or intoxicants while on school premises or while involved in any school related activity.

2. Chaperones at school sponsored events will notify the principal or his/her designee of potential drug or alcohol problems, when they observe or suspect a problem. The principal will notify the student's parent(s)/guardian(s) and may, if the situation warrants, initiate other steps in the drug and alcohol abuse procedure.
3. A teacher suspecting a drug or alcohol abuse problem shall refer the student to the principal or his/her designee. The referral may need to be made immediately in which case the teacher will: send a student to the office to secure an administrator to escort the student to the office, or secure another staff member to cover his/her class while the teacher escorts the student to the office.

Student Self-Referral:

1. A counselor/teacher/staff member sought out by a student concerning drug or alcohol abuse related problems will help that student.
2. Confidentiality will be maintained and respected. The counselor/teacher/staff member shall keep all information received from a student that he/she or another student is using or experiencing problems resulting from the use of alcohol or other drugs confidential except under the following conditions:
 - with written consent from the student;
 - if the counselor believes there is serious and imminent danger to the health, safety, or life of any person and that disclosure of the information will alleviate that serious and imminent danger; or
 - the information is required for child abuse or neglect reporting purposes.

The Seller, Dealer and Pusher:

If a student is suspected or found to be exchanging, distributing, selling, or possessing with the intent to sell illegal drugs or intoxicants on the school premises or while involved in any school related activity, the following procedures will be adhered to:

1. The student will be immediately referred to the principal or his/her designee who will quietly escort the student to the office. No accusations will be made at this time.
2. A thorough investigation will follow during which the student's locker will be subject to search by school administration. Any illegal drugs or intoxicants confiscated will be turned over to the police, and the student's parent(s)/guardian(s) will be notified at once.
3. Suspension from school will follow unless the principal, working with the student's parent(s)/guardian(s) and authorities, determines the suspension would not be in the best interest of the student and the school.
4. Expulsion procedures may be initiated following suspension. Re-admission following an expulsion period, not to exceed one school year, may be achieved by a conference with the student, the student's parent(s)/guardian(s), law enforcement personnel and other officials involved.

Bus Policy:

Bus riding is a privilege and not a right. Therefore, the students are responsible for their behavior on the bus and their behavior could affect the safe operation of the bus. Misbehavior could result in the bus driver being distracted. Such distractions could endanger the lives of all students being transported. Therefore, behavior infractions must be reported and disciplinary action will be taken in accordance with these guidelines.

Parent(s)/guardian(s) are requested to explain the importance of proper behavior on the bus to their child. They are also expected to support disciplinary actions that are necessary to help their child change his/her behavior.

The primary responsibility of the driver is to safely transport the students to and from school. While transporting students, the driver also has the responsibility of maintaining discipline on the bus. Therefore, the driver will report behavior infractions to the proper authority on the forms provided to the bus company.

Behavior Guidelines and Consequences:

The following behaviors will not be permitted on the bus. The behaviors are grouped according to the seriousness of the offence. More serious misbehavior will result in harsher consequences. The behavior consequences will escalate if the child insists on repeating the unacceptable behavior.

MINOR INFRACTIONS:	MAJOR INFRACTIONS:
Hitting, pushing, tripping	Assault*
Eating/drinking on the bus	Fighting
Profanity	Vandalism*

Spitting	Hanging out windows
Making loud noises	Repeated failure to obey the drivers Instructions
Obstructing aisles	Use of water guns/bottles/balloons
Failure to obey the driver's instructions	Possession/use of tobacco/drugs/alcohol
Littering	Possession of a weapon*
Other	Throwing objects/propelling
	Other

The above list is not all-inclusive. A student's bus riding privilege must be suspended or revoked for misconduct that endangers the property, health, or safety of others, even though such conduct is not expressly identified in the above list.

If the infraction is a violation of the law, the proper authorities will be notified. If the infraction results in property damage, restitution must be paid or a plan for restitution must be agreed upon.

The categorization of infractions as MINOR or MAJOR is at the sole discretion of the administration. The above list is only a guide. The Administration may determine to sanction any of the items that are listed as minor infractions, as major infractions, and vice versa, depending upon the circumstances of a student's misconduct.

The bus driver must attend all conferences that are scheduled to evaluate whether the suspension of a student's bus riding privilege is an appropriate sanction. In addition, the bus driver must attend all revocation hearings in which the Administration recommends to the School Board or the independent hearing panel/officer appointed by the School Board that a student's bus riding privilege be revoked.

Minimum-consequences for Minor Infractions:

First Offense:

A verbal warning will be given. The bus driver will notify the office staff and the office staff will notify the parent(s)/guardian(s).

Second Offense:

The bus driver has a conference with the student, identifies the infraction, and writes the behavior referral with copies to the parent(s) or guardian(s), teacher, and principal.

Third Offense:

The bus driver identifies the infraction and writes the behavior referral with copies to the parent(s)/guardian(s), teacher and principal. This will result in a one-day suspension of the student's bus riding privilege. The student and/or the student's parent(s)/guardian(s) will be promptly notified of the suspension and the reason for the suspension. Such notification to the parent/guardian will be made by telephone, when possible. Otherwise, parental notification will be by letter. The student or the student's parent(s)/guardian(s) may request a conference with the district administrator regarding

the one-day suspension, within five school days following the commencement of the suspension. The district administrator or his/her designee shall decide whether the one-day suspension is an appropriate sanction, if the student or the student's parent(s)/guardian(s) request a conference.

Fourth Offense:

Same as above but student's bus riding privilege will be suspended for two days.

Fifth Offense:

Same as above but student's bus riding privilege will be suspended for three days.

Infraction after the 5th Offense:

Suspension:

Same as above but student's bus riding privilege will be suspended for five days.

Revocation:

In the alternative, recommendation to the School Board, or the independent hearing panel/officer appointed by the School Board, to revoke student's bus riding privilege for ten days or the rest of the school year.

Minimum Consequences for Major Infractions:

First Offense:

The bus driver identifies the infraction and writes the behavior referral with copies to the parent(s)/guardian(s), teacher, and principal. This will result in a 3-day suspension of the student's bus riding privilege. The student and/or the student's parent/guardian will be promptly notified of the suspension and the reason for the suspension. Such notification to the parent(s)/guardian(s) will be made by telephone, where possible. Otherwise, parental notification will be by letter. The student or the student's parent(s)/guardian(s) may request a conference with the district administrator regarding the 3-day suspension, within five school days following the commencement of the suspension. The district administrator or his/her designee shall decide whether the three-day suspension is an appropriate sanction, if the student or the student's parent(s)/guardian(s) request(s) a conference.

Second Offense:

Recommendation to the School Board, or the independent hearing panel/officer appointed by the School Board, to revoke the student's bus riding privilege for ten days.

Third Offense:

Recommendation to the School Board, or the independent hearing panel/officer appointed by the School Board, to remove student's bus riding privilege for thirty days.

Fourth Offense:

Recommendation to the School Board, or the independent hearing panel/officer appointed by the School Board to revoke the student's bus riding privilege for the remainder of the school year. The parent(s)/guardian(s) of a suspended minor (under 18 years old) pupil shall be given prompt notice of the suspension and the reason therefore. A hearing with the principal may be requested by the parent(s)/guardian(s).

Bus suspensions are not school suspensions. Students will be expected to be in school.

Dress and Personal Appearance:

Students will be required to dress appropriately for school in order to maintain good decorum and a favorable academic atmosphere, both of which require a healthy, safe, non-disruptive, non-offensive and non-distractive environment. An individual's dress and personal appearance should reflect sensitivity to and a respect for others. A few rules to note are these:

- Some type of footwear must be worn.
- Headgear is not allowed inside the school, unless specifically required by the instructor in the classroom, throughout the entirety of the school day, and will be left in lockers.
- Students are required to wear safety or special purpose equipment whenever it is required.
- Students will not be permitted to wear clothing, jewelry, or other items promoting alcohol or illegal substances.
- Students will not be permitted to wear clothing on which print that is offensive in nature is written. Offensive print would include but not be limited to words, statements, or graphic referencing, discrimination, profanity, or other obscenities.

If in the opinion of any staff member, a student's dress and/or appearance is 1) inappropriate to the maintenance of good decorum, or a favorable academic atmosphere; 2) detracts from the learning process; 3) is an undesirable influence upon other students; 4) violates one of the above noted rules, the staff member will direct the student to the administration. The student may be required to change clothing or be subjected to the school's discipline codes.

School Dance Guidelines:

The following rules assist us in holding appropriate high school dances. School dances and social events scheduled on school nights will end at or before 10:30 p.m. Dances and social events scheduled on Fridays or Saturdays will end by midnight.

Every student at Washburn High School is welcome at dances until he/she shows that he/she does not warrant the privilege. Every student in good standing has permission to invite a guest to dances. Guests are to be in enrolled in high school in grades 9-12. Students who wish to bring guests must complete the appropriate permission form available in the office. Once the student has received word from the high school office that his/her guest has been approved, that guest is welcome to attend the dance.

Guests who are not preapproved by the high school principal will not be allowed to enter the dance. The approved guest list will be posted at the door by the ticket takers. The guest's host is responsible for informing his/her guest of the rules in effect during the dance. This pass method will be in effect for every dance.

All students and guests are expected to stay in the building while in attendance at the dance. When a student leaves, he/she will not be permitted to return to the dance. Loitering in halls or lavatories is not permitted. Violators will be asked to return to the dance area or leave the building.

Smoking in the building or on school property is not permitted by students/guests. Violators of this policy will be asked to leave the dance and will be reported to the principal and to law enforcement.

Alcohol beverages/drugs are not permitted at any school function, and individuals who have consumed alcohol/drugs will not be admitted to school functions. The principal/chaperones may call on law enforcement to test students and guests for blood alcohol content if suspected that attendees have consumed alcohol prior to attending school functions. Law enforcement may be asked to check attendee's blood alcohol content prior to admittance or during the dance.

At least two faculty members must chaperone each dance. Class or organizational advisors automatically become the chaperones. Should only one person have this advisorship, he/she may ask for assistance.

Lockers:

All lockers are the property of the Washburn School District and are under its jurisdiction. Each student is assigned a locker for the school year and must remain in the assigned locker. Students may obtain a combination lock in the office. Students should not bring their own locks unless special arrangements are made. Students should keep lockers locked at all times and never leave valuables in lockers. Students may bring items of value to the office for safekeeping. However, the school district is not responsible for loss or theft of personal items.

Locker Searches:

The Washburn District Board of Education has provided school lockers for the sole purpose of providing students with a convenient receptacle for clothing, books, and other articles necessary or convenient for a student's use during the school day. School lockers are the property of the School District of Washburn and the student has no property interest in any locker. At no time does the School District of Washburn relinquish its exclusive control of lockers provided for the convenience of students. Lockers are subject to search by the administration to protect the health and welfare of the school community. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. Authorization to search a locker will be given only by the building level principal, his/her designee, or a superior. The search will be made in the presence of two school employees and if practical the student. A record will be kept by the district of all lockers searched, including the reason for the search and the findings. It is recognized that all lockers are opened and/or inspected periodically for housekeeping and repair.

Security Cameras:

BOARD POLICY 7440.01

The School District of Washburn uses security cameras. These cameras aid in providing a safe and secure environment. There may be cameras recording the actions of any person on school property.

Student Use of Personal Electronic Devices:

BOARD POLICY 5136

This policy is not all encompassing of the different kinds of technology it lists. It is the instructors/staff member's discretion to determine if a certain type of technology is appropriate in the classroom, including headphones.

The consequences for not following this policy are the following:

1st Offense—if your personal electronic device is not used in accordance with this policy the PCD will be confiscated and brought to the high school office, for the rest of the school day. The student can get their PCD back at the end of the school day, after talking to an administrator regarding the policy.

2nd Offense- if your personal electronic device is not used in accordance with this policy the PCD will be confiscated and brought to the high school office for the rest of the school day. The student can get the PCD back at the end of the day and the parent(s)/guardian(s) will be notified.

3rd Offense and Continuous Offenses- if your personal electronic device is not used in accordance with this policy the PCD will be confiscated and brought to the high school office for the rest of the school day. Parent(s)/Guardian(s) must come to the office to pick up the phone. The parent(s), student, and administrator will meet to discuss the policy. The offense will be entered into Skyward discipline on the third offense and each following offense.

Academic Honesty:

Cheating is defined as taking the work, words, ideas, and/or efforts of another and using it as one's own or providing one's work to be using as another's. No credit will be given to students involved in cheating.

On all offenses the teacher completes a behavioral referral, attempts to contact the parent(s)/guardian(s) and turns in the referral to the principal indicating whether or not the parent(s)/guardian(s) have been contacted.

Telephone Use:

A phone will be available in the high school office for limited student use between classes, before and after school, and during the lunch period. Students need to ask permission of the high school secretary or the principal to use the school phone. Students may use a personal cell phone to call or text only in

the school office during school hours.

Open Campus:

BOARD POLICY 8500.01

Washburn High School operates an open campus during the lunch periods. However, students are reminded that they represent Washburn High School and should act accordingly. Open campus is a privilege. Students who abuse open campus by acting inappropriately during the lunch period may have their open campus privileges revoked by the high school principal.

School Entrances during the Day:

All entrances, except the main HS entrance off 4th street, are locked during the school day. Students should only use the main high school entrance when entering/returning to school, during the school day. Students should not prop open any doors for any reason, as this is a safety concern. Any student that is found to have propped open a door will be subject to consequence stated above in the discipline guidelines.

Student Vehicle Use and Parking Regulations:

BOARD POLICY 5514.01

Students shall be allowed to drive automobiles to school and to park on school grounds in compliance with established regulations. Students shall use only the designated parking facilities. Under no circumstances shall a student be allowed to leave the parking lot during the school day without permission.

- All students' vehicles must be parked in designated parking lots and in appropriate spaces.
- Speeding, reckless operation, or making excessive noise on or near school property will not be tolerated.
- Speed limit on school grounds is 10 MPH.
- No student will loiter in his/her vehicle. All vehicles should be kept locked.

School Visitors:

BOARD POLICY 9150

Upon the principal's approval, student guests may be allowed. The high school office must be notified at least three days in advance of any student guests who wish to attend a full day as the guest of a specific student. Teachers will be notified of the student's request for a visitor and may request that the visitor not be allowed for all or part of the day. The principal reserves the right to deny any requests for visitors to the building. All visitors must wear a visitor's pass while in the building.

Use of School Facilities:

BOARD POLICY 7510

The use of the school building for after-school activities will be allowed only when they are regularly scheduled events or when special arrangements have been made in the office by the chaperoning adult(s). Students will not be allowed in the school building after 4 p.m. unless chaperoned by an adult in charge of an event. This includes Saturday and Sunday activities. All regularly scheduled events on the school calendar, in principal's office, or website, will take precedent over planned events. A building use form must be filled out and approved by the principal for use of the school facilities.

Community Night

In cooperation with the organizations in the Washburn area and in conjunction with the other schools in our conference, Wednesday night has been designated as community night. No meetings and/or practices involving students are to be scheduled on Wednesday night to extend beyond 5:45 p.m., if possible.

ATTENDANCE

BOARD POLICY 5200

In accordance with state law, all children between the ages of six (6) and eighteen (18) must attend school full-time until the end of the term, quarter or semester in which they become 18 years old unless they have a legal excuse, fall under one of the exceptions outlined in state law, or have graduated from high school.

Any parent/guardian that is in control of a child between the ages of 6 and 18 shall cause that child to attend school regularly during the hours that school is in session.

The County has enacted an ordinance prohibiting a student from being habitually truant. The School District will make every effort to work with students and parent(s)/guardian(s) to promote the student attendance in school. However, habitual truancy will be referred to the courts in accordance with state law and provisions of the District's truancy plan.

Student Absences and Excuses:

1. The responsibility for regular school attendance by a student rests with the student's parent(s)/guardian(s). A student is excused from school attendance if his/her parents(s)/guardian(s) submit a written excuse to the school prior to the student's absence. A student may be excused under this provision for not more than 10 days in the school year.
2. Excused Absences – A student will be considered excused from school for the following reasons:
 - Illness of the student – Students who are absent because of illness for five consecutive days must present a doctor's note for additional days verifying that the absences are health related.
 - Medical appointment – Doctor, dental, optical (verification may be required.)
 - Driver's license exam or driving test.
 - Social services appointment or counseling session.
 - Death in the family and/or a funeral for an immediate family member. (Other considerations may be made with prior approval.)
 - Observance of religious holidays.
 - Court appearance or other legal procedures that require attendance by the student.
 - Attendance at special events of educational value as approved by the school attendance officer or designee (e.g., college visitation; one military absence for testing; an exception can be made with prior approval).

- Extended, authorized trips sanctioned by the parent(s)/guardian(s).
 - Suspensions from school.
3. Unexcused Absences/Truancy – Students will be considered unexcused/truant if they are absent with or without the knowledge and permission of their parent(s)/guardian(s) for a reason other than described in items 1 and 2 above.

The building principal, or his/her designee, will deal directly with any student that is absent for reasons classified as unexcused and will use judgment and discretion in dealing with each individual case. The principal may use any or all of the following methods in dealing with students who have an unexcused absence or with their parent(s)/guardian(s).

- Conference and counseling with student
- Make up of lost time
- Make up of lost work with or without credit being extended for the work done. (It is the student's responsibility to contact the teacher and arrange for a mutually agreed upon time and place for make-up work and exams)
- 30 minutes after school detention and meeting with the principal
- Two or more 30 minutes after school detentions and meeting with the principal
- Full day in-school suspension; parent notification by principal
- Conference with parents/guardians
- Referral to appropriate agency or to a court of law under state compulsory attendance/truancy laws

In-school suspensions will be assigned to students who refuse to serve assigned detentions.

Pre-Arranged Absences:

If a student is aware of an absence, she/he should bring a note written by their parent(s)/guardian(s) to the main office to obtain a pre-arranged absence slip. This slip will need to be taken to each class and signed by each teacher. After all signatures are obtained the slip should be returned to the high school office. The office will retain one copy of the pre-arranged absence slip. Students should insure that they have all necessary work they are required to make up during their absences.

Make-Up work:

It is the student's responsibility to ask the teacher for any missed assignments. If a student is absent for several days, a parent(s)/guardian(s) should call the office and request assignments. Please allow 24 hours for teachers to get assignments ready. These assignments can be picked-up from the office secretary. If absences occur at the end of a grading period, an incomplete may be given on the report card. All incomplete work must be made up as soon as possible. 'Incomplete(s)' will be removed to reflect the grade achieved.

Students who have been absent will be expected to make-up work missed, including examinations, at a time and place determined by the instructor. Reduction of grade will be at the instructor's discretion. Credit for course, however, shall not be denied solely because of a student's unexcused absence from school. Parent(s)/ guardian(s) approval of an extended trip must be given to the school district in

advance of the trip, and the student will be expected to obtain the work they will miss beforehand and turn it in upon their return. The timeline for make-up work, whether the absent is excused or unexcused, is as followed: If students are absent one day they are allotted three days to make up their work. For each additional day that they are absent they are allotted one additional day to make up their work. This includes quizzes, tests, and other forms of assessment.

More information concerning attendance and truancy can be obtained from the District Office.

Late Arrivals to School:

If they have a written excuse from parent(s)/guardian(s), or if the principal or high school secretary has received a phone call explaining their late arrival and the tardiness falls under an excused absence as set forth in state guidelines listed above, they will be given an excused entry pass. If they arrive late, without an acceptable excuse or with an excuse that is not deemed excused by state guidelines, they will be given an unexcused entry pass. The teacher then marks the student tardy and assigns the appropriate consequence. Repeated unexcused late arrivals will prompt contact with parent(s)/guardian(s) and will eventually result in a truancy notice.

Leaving School during the Day:

Although we encourage families to make appointments after school hours, occasionally students must leave during the school day. When a student needs to leave, she/he should bring a written note to the high school office from a parent(s)/guardian(s), email hsattendance@washburn.k12.wi.us, or leave a voicemail message at (715) 373-6188 x100, prior to the start of school in the morning. She/he will be given a permit to leave. When it is time for the student to leave, she/he should present the permit to leave to the teacher. She/he should then come to the high school office to sign out. When she/he returns, she/he will need to come to the main office, sign in and get a pass to re-enter class. If school personnel have any questions about whether or not a student should be leaving, parent(s)/guardian(s) will be contacted. Students who leave the building without proper permission and signing-out in the office will receive a minimum of one-half day In-School Suspension and the incident may be reported to the Police Department as truancy. It is critically important that school officials know where students are throughout the school day. If she/he is 18 years old, the above policy applies unless the district is in receipt of a written notice from the parent(s) that she/he may leave the school grounds during the school day.

Tardiness to Classes:

Students who are tardy to class three times to any/all classes will be assigned a detention. The tardy will be reported to the office by the teacher, and the office will notify the student when a third tardy has occurred and when the detention will be served. It is the student's responsibility to reschedule detentions with the high school principal. Missed detentions or detentions that are not served successfully will result in two detentions.

Study Hall Procedures:

Study hall must be an environment conducive to learning and productive studying at all times.

1. The study hall supervisor will provide a hall pass if a student needs to leave a study hall and should indicate on the hall pass the time the student left the room. All students in the halls, whether from class or from study hall, must have a pass. Students are not allowed to leave any classroom or study hall without a completed pass from their teacher.
2. Students are required to bring books and other schoolwork to study halls.
3. Personal Electronic Devices (PDC's) are not permitted in study halls unless approved by the teacher.

Library Services:

The library is organized as a media center for students to research, read leisurely, and to develop classroom skills. Students who have questions regarding selection of books, research projects or leisure reading are encouraged to consult with the media specialist. Library rules and regulations help maintain an environment conducive to the activities listed above. Please help by following the regulations posted by the media specialist at the beginning of the school year. Students who do not follow the library rules will lose library privileges.

Steps to Follow If Any Injury Is Sustained:

1. Notify school official immediately of an accident. The school employee who supervised the activity or witnessed the accident will fill out an accident form.
2. If necessary, consult a doctor/nurse as soon as possible.
3. Process the medical expenses incurred through your family insurance.

Medication:

If any medication is to be taken at school, it must be brought to school in the original container. In addition, an order for medication administration must be completed for each medication brought to school. Non-prescription medications, such as aspirin, will not be administered by the school nurse or designated school personnel without written parent(s)/guardian(s) consent.

Approval forms for asthmatic pupils and Order for Medication Administration forms may be obtained in the school office.

- The pupil uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate asthmatic symptoms.
- The pupil has the written approval of the pupil's physician and, if the pupil is a minor, the written approval of the pupil's parent(s)/guardian(s).

- The pupil has provided the school with a copy of the approval or approvals under paragraph (b).

Wisconsin State Statute 118.291 allows for asthmatic students to use metered dose and dry powder inhalers in school or at school-sponsored activities if all of the following are true:

Court Orders:

Parent(s)/guardian(s) must supply the high school with a copy of any type of court order that may affect the student, e.g., who may visit with the child, etc. The order will be maintained in the child’s cumulative file. If any changes take place during the year that changes the court order, the school must be notified.

Elector Registration Information:

All students have the right and are encouraged to exercise their right to vote when they reach the legal voting age of 18 years. Elector registration information can be picked up in the high school counsel’s office or accessed on the World Wide Web at the following email address http://www.eac.gov/register_vote_forms.asp.

SCHOOL CLOSING PROCEDURES:

Announcements concerning emergency school closings will be made on the following radio and television stations, as well as on the district website:

WATW (1400 AM) Ashland	WI Public Radio (90.9 FM) Brule	WNXR Radio (B105) Duluth
WEBC (560 AM) Duluth	WDIO TV – Channel 10	KBJR TV – Channel 6/606
KDLH TV – Channel 3/603	WJJH (96.7 FM) Ashland	WBSZ Radio
KOOL (101.7 FM) Duluth	Mix108 Duluth	

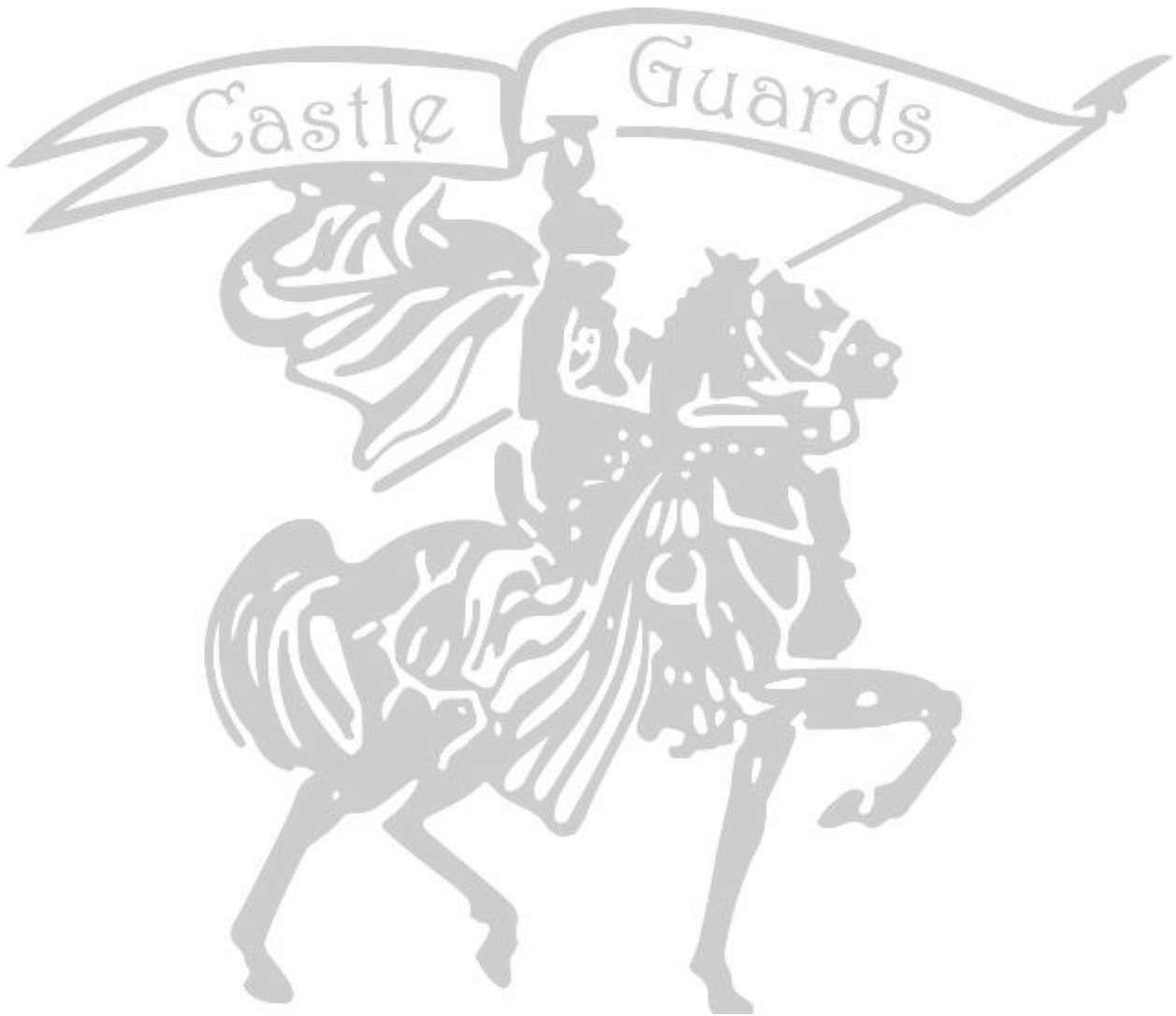
Should weather conditions become worse during the day, or another emergency condition develops, school will be dismissed early. Announcements will be made on the radio and television stations listed above and will also be on the district website.

EMERGENCY EVACUATION (FIRE AND SEVERE WEATHER PROCEDURES):

Emergency evacuation procedures will be practiced regularly. Information specific to procedures that are to be followed will be posted in classrooms and explained by teachers. Following are general rules all students should know:

1. Classes leave by designated routes.
2. Students are to walk rapidly and orderly in single file.
3. No one should run.
4. Students are to be quiet and cooperative.

5. Students are not allowed to use Personal Electronic Devices during an emergency evacuation or drill.
6. Students should assemble with their class in an orderly manner in the designated area.
7. During a tornado drill, students should sit on the floor with knees drawn up toward chest, head placed on knees and arms placed over the back of the neck for protection.



SERVICE NUMBERS

County Health Department	(715)373-6109
Human Services	(715)373-6144
Bayfield County Sheriff	(715)373-6120 or (715)373-6117
Washburn Police	(715)373-6164
Fire	(715)373-6120
Rescue Ambulance	(715)373-6120
Crisis Center Ashland/Bayfield County	(715)682-9565
Poison Center (Madison)	1-(800)815-8855
Shelter for Battered Woman (New Day Shelter)	(715)682-9565
Lutheran Social Services	1-(906)932-3902
Children's Service Society of Wisconsin	(715)372-5433
Memorial Medical Center	(715)685-5500
Bay Area Mental Health Associates	(715)373-2233
Runaway Hotline	1-(800)621-4000
Pregnancy Counseling	1-(800)362-8028
Center Against Sexual & Domestic Abuse (CASDA)	(715)373-0870
Suicide Hot Line	1-(800)649-2921

This list was prepared from the available information. It is not guaranteed that the list is complete nor in all cases correct.

COMMUNICATIONS PROCEDURE FOR PARENT(S)/GUARDIAN(S) AND COMMUNITY MEMBERS

The Washburn School District welcomes and encourages parent(s)/guardian(s) and community involvement in the education of our children. We also understand the importance of effective communication. To enable effective communications with all members of the educational community a model for communication has been developed. Persons wishing to communicate a question or concern should direct their attention to the employee closest to the question. For example:

- Questions about specific course requirements, student progress or an incident in the classroom, should be communicated with the classroom teacher.
- Questions about a co-curricular activity should be communicated with the co-curricular coach /advisor.

If an issue cannot be resolved at the level closest to the question, the issue should be directed to building level administration (Principal or Athletic/Activities Administrator). If communications at the building level cannot resolve the issue, then central office staff should be contacted. (Director of Special Education, or District Administrator). The last line of communication would be a meeting with the Board of Education. Those wishing to address the Board will be required to meet with the District Administrator and request to be placed on the agenda prior to the scheduled meeting. The District Administrator will ask several questions to determine whether the meeting will be held in an open or closed session.

**ACCESS TO AND ACCEPTABLE USE OF NETWORKED INFORMATION RESOURCES
SCHOOL BOARD POLICY 7540**

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations. However, the use of the District's network and technology resources by students is a privilege not a right.

Further, safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of District policy, and learning appropriate responses if they are victims of cyberbullying.

Social media shall be defined as internet-based applications (such as Facebook, MySpace, Twitter, etc.) that turn communication into interactive dialogue between users. The Board prohibits any access and use of social media by students from the District's network.

The Board authorizes the access and use of social media from the District's network to increase awareness of District programs and activities, as well as to promote achievements of staff and students, provided such access and use is approved in advance by the District Administrator.

