

Weyauwega-Fremont High School

Mr. Jeremy Schroeder – Principal

2016-2017 Student Handbook



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HIGH SCHOOL INFORMATION

Attendance Policy - The responsibility for regular school attendance of a student rests upon the student's parent(s)/guardian(s). In accordance with state law, all children between five (5) and eighteen (18) years of age must attend school full time until the end of the term, quarter or semester, in which they become eighteen (18) years of age, unless they have a legal excuse or fall under one of the exceptions outlined in state statutes.

All students, parents, and staff in the School District of Weyauwega-Fremont are required to observe the compulsory school attendance law (ss. 118.15). **It is the responsibility of the parent(s)/guardian(s) to telephone the school before 9:00 a.m. on the day of the absence to inform school officials of the absence and the reason for it.** If the school has not received a phone call regarding the student's absence prior to 9:00 a.m., school personnel will make a phone contact and/or an automated call will be sent or home visit to determine the cause.

High School Office	867-8965
Middle School Office	867-8865
Weyauwega Elementary Office	867-8165
Fremont Elementary Office	867-8065

If parent contact has not been made within two (2) days of the absence it will be considered unexcused.

Student Absences and Excuses

1. All students shall be expected to be in school and attend all classes as required each day of the regular school year unless they have an excused absence. Parents/Guardians share in this responsibility.
2. The following shall be considered examples of **excused** absences but not limited to:
 - a.) Physical or emotional illness including treatment for such illness.
 - b.) Examinations and normal physical, emotional, visual, dental or other personal health maintenance reasons which do not constitute actual illness (1/2 day or less). **An excused note needs to be brought back from the health office.**
 - c.) Religious holiday or day held sacred by parent/guardian.
 - d.) Weather conditions so severe that in the parent/guardian's judgment the health and welfare or safety of the student would be in danger.
 - e.) Funeral of parent/guardian, family or friends, weddings of the family.
 - f.) School-arranged trips such as college visitations, job interviews, or club-sponsored activities.
 - g.) Family disaster or emergency.
 - h.) Suspension from school.
 - i.) Driver's examination, 1/2 day or less.
 - j.) Court appearances and **documentation needs to be brought back from the courthouse.**
3. The following shall be considered examples of **unexcused** absences but not limited to:
 - a.) Absence which has not received prior approval for which parental excuse has not been submitted.
 - b.) Absence without the knowledge of parent or guardian.
 - c.) Employment or work outside of school unless such employment or work is part of a school sponsored program.
 - d.) Special recreational events, sporting events, or family trips that have not been approved by the building attendance officer in advance.
 - e.) Oversleeping
 - f.) Job hunting
 - g.) Missed bus or car problems
 - h.) Shopping
 - i.) Haircuts
 - j.) Any leaving during the school day without permission from the office.

Cell Phones - Students are prohibited from using or possessing an electronic paging or two-way communication device while on premises owned or rented by or under the control of a public school (2-way communication device includes cellular phone). The use or possession of such a device is permitted if the school board or its designee determines that the device is used for medical, school, educational, vocational, or other legitimate use. Students are not allowed to use or carry cell phones during school hours. Cell phone use will be limited to before/after school, passing time and during lunch. Cell phones should be kept in lockers during instructional time, unless school official determines the use appropriate in class.

Class Officer Election Process -

1. The student must complete a form obtained from his/her advisors, which includes getting 20 signatures from the students in their class.
2. The completed form must be turned in by the due date or student is not eligible.
3. The student must also give a speech that should cover his/her qualifications and plans if elected.
4. All voting is by secret ballot and will be counted by the advisors. Write-ins will not be counted.
5. The top four elected will be assigned to the four available class officer positions.

Class/Club Officer Recall - If a class officer is recalled, the next student in the vote count will be placed in the recalled position.

Conditions for Automatic Recall:

1. Suspension/expulsion
2. Absent from school more than 10 days per year. This provision may be reviewed upon request.
3. Failed one or more classes per semester.
4. Conduct unbecoming an officer. (Follows Athletic Code)
5. Any other criteria set up by an organization.

Closed Campus - Students are expected to remain on school grounds during the school day except as otherwise specifically provided. Once students have been on school grounds during the school day, they will be excused to leave only under the following circumstances:

1. The student's parent(s)/guardian(s) or a designated representative personally picks up the student from school. Students must properly sign out in the office.
2. The student has an appointment. The student must have a written request from a parent/guardian and will be requested to submit a written statement from personnel at the appointment office upon return to school.
3. The student has approval of the principal or his/her designee to leave the school property during the school day.

Students who violate this policy are subject to disciplinary action that may include truancy.

College Visits - The number of college visits allowed, as an excused absence, is limited to a total of 3 accumulated over a two-year period of time. Juniors may only make college visits during their 2nd semester. Seniors should plan their college visits during the 1st semester.

Arrangements **MUST** be made through the guidance counselor **PRIOR** to the college visit. The student may be asked to bring back verification that they were at the college. This verification can be a note indicating the date and time of the visit with a signature from someone in the admission office on college letterhead or on any other college material.

Copy Machine - The ability for students to make copies is strictly limited. Students **ARE NOT** allowed to make copies in the office or the staff lounge without a pass. Students needing to make copies for coursework may request use of the copier in the IMC.

Dances - High school dances, including Homecoming, SnoFest and Prom, may not be attended by students younger than freshmen or over 20 years old. Students will be allowed to bring student-guests to school sponsored dances. Guests must be active students in good standing enrolled in another high school. All guests must submit a completed application form, a minimum of three (3) days prior to the dance. Application forms will be made available in the high school main office.

Dress Code - The school recognizes that a student's individual dress is primarily a parental responsibility, which should reflect concern for the health and safety of the students and others, and to school property.

When the dress of an individual student constitutes a health/safety problem, seems to be unsuitable for school wear, is a physical danger to any person, or when the student's manner of dress or grooming causes a disruption or disturbance, the principal or designee shall take appropriate action to correct the situation.

For the purpose of this policy, the dress code is in effect when students are present at school or school related functions.

With these thoughts in mind, the School District of Weyauwega-Fremont has adopted the following dress code:

1. Students are to dress neatly. Appropriate shoes are necessary.
2. Bare midriff, spaghetti strap tops, halter tops, see-through or sheer tops are not permitted.
3. Wearing apparel and hairstyles should not be contrary to any health and safety considerations.
4. Any displays of provocative words, suggestion, or promotion of alcohol, tobacco, or other drugs, (on T-shirt, etc.) are not acceptable in school or at school functions.
5. All students will refrain from wearing any headgear in school unless approved by the administration. Caps are to be kept in lockers. Hoods are to be worn down.
6. No outside coat/jacket will be worn except as approved by school personnel.
7. Backpacks, book bags, duffel bags, and/or other such baggage are not to be taken into the classrooms.
8. Pants should be worn in a manner such that no undergarments are visible.
9. Excessively short skirts, shorts and low cut tops will necessitate a change in clothes.

If in the judgment of the administration or designee the appearance of a student is distracting to the educational process, the student will be required to change into acceptable dress, be sent home for the remainder of the day, or remain in a designated area.

Eco Park - The Eco Park was established primarily to allow students the use of the outdoor seating area for talking and/or study. The use of Eco Park is permitted during the warm weather season only as determined by school personnel. Eco Park is a privilege given to students on merit study hall and students during lunch as long as they keep the area clean and orderly.

Extended Learning Time (ELT) - The last 25 minutes of each day will allow staff to request specific students to provide more instruction, guidance and assistance in their academics within the specific subject area. Students not requested by a teacher will have options to attend privileged areas (gym, cafeteria, computer lab or silent study hall) if they haven't been LOPped due to poor grades, attendance and/or behavior or if LOPped will report to a non-privileged area (silent study hall). ELT will not be used for punitive purposes but rather academic interventions. Juniors and/or seniors who have not been requested and have a gold card will be allowed to leave campus.

Fees - Students are required to pay a school fee on the day of registration. The fee includes lock and locker rental, and assembly programs for the academic year. Individual course fees may also be required for the rental or purchase of items unique to a particular course. An athletic participation fee will be charged per sport per athlete.

All unpaid fees and/or dues may result in loss of all social function privileges, unless a proper pay plan has been set up and is being honored. Records are kept of all unpaid fees during your high school career. **Seniors will not be allowed to participate in the graduation ceremony until ALL fees are paid.**

Grading Policy-The Weyauwega-Fremont High School and Middle School grading policy is as follows:

94% - 100% A, 90% - 93% A-,
87% - 89% B+, 84% - 86% B,
80% - 83% B-, 77% - 79% C+,
74% - 76% C, 70% - 73% C-,
67% - 69% D+, 64% - 66% D
60% - 63% D-, 0% - 59% F

Guidance Services - The main purpose of the guidance office is to help students find satisfactory solutions to their problems. Information on scholarships, grants, aids, and other financial assistance in attending college or technical school will be available through the guidance counselor.

Graduation Requirements - The successful completion of twenty-five credits shall be required for graduation from Weyauwega-Fremont High School. In addition, a student must be enrolled in a class or participating in a Board-approved activity during each class period of each school day while attending high school in order to receive a diploma.

Only those students who are currently seniors and have successfully completed all High School Credit requirements and have attended at least ninety (90) percent of their scheduled class hours during the second semester of their senior year may participate in the graduation ceremony with approval of the High School Principal. Administration retains the right to evaluate individual attendance cases on an individual occurrence.

The twenty-five (25) credits required for graduation shall include the following:

Graduation Credit Requirements

4 Credits of English

3 Credits of Math

3 Credits of Science (Biology/Life Science and Science 9)

3 ½ Credits of Social Studies (Intro to Social Science, World History- ½, American History, Modern Social Institutions)

½ Credit of Consumer Education

½ Credit of Health

1 ½ Credits of Physical Education

Total of 16 Credits of Required Classes

9 Credits of Electives for a total of 25 Credits

Specific accommodations for students with exceptional interests, need or requirements may be provided in accordance with state law.

Honor Roll - At the end of every nine-week grading period honor roll is compiled. There is an Academic Excellence Award; to receive this recognition a student must have an overall GPA of 3.800 and above. High Honor Roll; to receive this recognition a student must have an overall GPA of 3.500-3.799 and Honor Roll; to receive this recognition a student must have an overall GPA of 3.00-3.499.

Each course will carry the weight of one unit if a yearlong and .5 units if a semester long. The value for each non-weighted course and to calculate GPA on a 4.0 scale is:

A = 4.00	A- = 3.67	B+ = 3.33	B = 3.00	B- = 2.67	C+ = 2.33
C = 2.00	C- = 1.67	D+ = 1.33	D = 1.00	D- = 0.67	F = 0

Lockers - Each student will be assigned a locker and will be responsible for the locker and contents of the locker. **Students are not to share a locker with another student or change lockers without permission from office personnel.** The primary responsibility for a locker remains with the original student who was assigned the locker at the start of the school term. **Please be informed that the school cannot be held responsible for any items taken from any hallway or athletic facility locker.** Students are inviting a risk similar to any public building by bringing personal valuables (money, jewelry, radios, cell phones, Ipods, I pads, calculators, purses, billfolds, etc.) and leaving them in any locker. Students are expected to keep their lockers neat and orderly and **lock** them when not present. School lockers are the property of the district and are provided for the convenience of students. The school retains the right to conduct both announced and unannounced locker searches. School authorities for any reason may conduct periodic general inspections of lockers at any time, without notice, without student consent, and without a search warrant. Individual lockers can be searched when there is reasonable suspicion or a reasonable need. Among the reasons for searches are suspicion of concealing alcohol, drugs, materials of a disruptive nature, stolen property, weapons, or other items that pose a danger to health and safety. Discovery of illegal materials will result in disciplinary action. Students should not put anything in their locker or carry anything in their possession that they would not want the police to know about. Inappropriate, obscene, degrading or sexually suggestive

pictures, words or phrases may not be hung in or on lockers. Damage to a locker should be reported immediately. Failure to report locker damage may result in the student being held accountable.

Merit Study Hall - Merit study hall is a privilege that students can earn based on grades, behavior, and attendance. Once the privilege is earned, students must maintain their grades, continue their positive behavior and attend school on a regular basis. If these standards are not maintained, the privilege of merit study hall is taken away from the student. Students need to understand that with this privilege comes increased responsibility to maintain the standards set.

Merit Study Hall Guidelines:

1. Students must earn a 3.5 GPA with no D's or F's per quarter.
2. Students may not be absent for more than 5 days during the quarter. All absences will count toward this total. Special circumstances are at the discretion of the principal. A review by parent or student can be requested if the 5-day absence policy is in question.
3. Students must receive 80% character approval from high school teachers.
4. Merit privileges may be taken away for the following reasons:
 - a. Detention being assigned
 - b. Suspension being assigned
 - c. Leaving the merit study hall area (the commons) without permission
5. Merit privileges will automatically be taken away for the following reasons:
 - a. Suspension being assigned
 - b. Truancy

If a parent requests, in writing, that their son/daughter remain in regular study hall, that request will be honored. Violation of any of the guidelines may result in immediate removal from merit for the remainder of the quarter. Students receiving merit study hall privileges will be notified following each nine-week grading period. A list of merit study hall students will be posted throughout the school. NOTE: Any severe discipline problem that occurs by a qualifying student will be dealt with separately and may result in immediate removal from merit permanently.

Messages for Students - Students will not be called out of a class for phone calls except in the case of an emergency. Any messages received in the office will be relayed to the student between classes or at lunch.

Mid-Term Progress Reports - A progress report will be made after approximately the fourth week of each grading period. These reports are available to the parent(s)/guardian(s) of all students not only at this time but anytime by accessing skyward. Parent(s)/guardian(s) are encouraged to be active in monitoring the child's academic progress by logging into skyward periodically. Reasons for the grade will be indicated and the parent(s)/guardian(s) is asked to encourage the student to improve and contact the teacher(s) for more information about the grade(s). Parent(s)/guardian(s) may request that a paper copy be sent home at time of registration or any other time necessary by contacting the high school office secretary.

Permit to Leave School - Students leaving the school for appointments and other planned activities are to bring a note from their parent/guardian or the appointment card. Permission to leave school can only be issued when the note or appointment card has been presented to the office staff and the student leaving school has signed the sign out sheet. Even with permission from a parent/guardian to leave, the student also must have approval from office staff. Parental request in person may be used as a bona fide excuse to leave school for the appointment or emergency. **Students need to bring documentation from the doctor/dentist appointment when they return to school in order for the appointment to be excused.** Failure to follow these procedures may result in an unexcused absence.

Report Cards - Weyauwega-Fremont High School is on a quarter reporting system. Report cards will be sent home after the completion of a given quarter. This card will show the letter grade in each subject plus the days absent or tardy. Credit is awarded on a semester basis for each course taken and successfully completed. Any incomplete that appears on a report card must be made up within two weeks, unless special arrangements are made with the teacher or the incomplete will be officially recorded as an F.

Schedule Changes - Changes to schedules can seriously affect class size, teacher assignments, and the overall master schedule; therefore, schedule modifications can only be granted under certain circumstances:

1. A clerical error had been made
2. A senior must change classes to meet graduation or college entrance requirements
3. The student has a prolonged illness that necessitates changes
4. The student 's success at summer school eliminates the need for a certain course
5. The student has not met the prerequisites for a course
6. The student must add a course to meet minimum credit requirements

(Schedules as mandated by state law for EEN students are permitted as per recommendation of IEP team.)

Reasons for which schedule corrections will **not** be made include the following:

1. The student does not like the teacher or the class
2. The student does not know anyone in the class
3. The student wants to drop a course required for graduation
4. The student's request will drop the number of classes on his/her schedule below the total number required
5. The student is unhappy with the course workload
6. The student does not like the time of day the course is scheduled

School Achievement Letters - There are two (2) types of school letters that can be earned:

1. Academic letters- Students who earn a 3.25 GPA or above will receive an academic letter.
2. Athletic letters- Students-athletes can earn an athletic letter in the sport(s) in which they compete. Contact the head coach or the athletic director for details on requirements.

Student Parking Lot and Use of Vehicles - Safe and courteous driving is mandatory. The student who is granted the privilege of driving a vehicle to school must understand and accept the following limitations of this privilege which may be taken away:

1. All vehicles are to be registered at the High School office. Every school year a registration form for a parking space identification tag or sticker must be purchased for \$25.00. This tag is to be hung from the rearview mirror at all times during the school day. Unregistered vehicles may be towed away at the owner's expense and/or cited by Weyauwega Police Department.
2. Students are to enter and exit the parking lot using the Ann Street entrance closest to the bus garage.
3. Students are to park their vehicles in the marked spaces upon arrival at school. Students are not to leave with their vehicles from the lot during the school day without permission.
4. **Students are not permitted to park their vehicle in front of school, in the back turn-around area reserved for service vehicles, by the shop or in any driveway.**
5. Students who are granted parking lot privileges must sign a waiver granting permission to search their vehicle.

Violation of sensible driving regulations and rules may result in municipal action under City Ordinance 168, loss of student parking and driving privileges or other disciplinary action as deemed appropriate by the administration.

Any student caught driving off school grounds without permission or using their vehicle for the purpose of skipping school may be denied parking lot privileges. This includes allowing someone to borrow your vehicle in order to skip school.

Study Hall - Study hall can and should be productive for students. An emphasis must be placed on each student bringing schoolwork and spending time working on it each day. The following rules apply to each study hall:

1. Students are to be in the study hall room when the back-to-class bell rings.
2. Study hall shall be quiet. Talking is permitted only with permission.
3. Students are not permitted to sleep, play cards, or watch television.
4. Students are to bring study materials with them; passes to lockers should be limited.

5. Students wishing to go to another teacher's room are to secure a pass before study hall begins. They are expected to report directly to the teacher's room after signing out from study hall and remain there for the entire period.
6. Personal technology devices (Ipods, cell phones) are not allowed in study hall unless given permission from the study hall supervisor.

Tardy Procedure - A little is too late: Students are expected to be on time for all classes. In order for a student to do his/her best work in class, it is necessary for him/her to be in class for a full period. Moreover, late arrivals in the classroom disrupt the educational environment for other students. For the purposes of this policy a TARDY is defined as the late arrival (10 minutes or less to 1st period, 4 minutes or less to each period thereafter) of a student to a class without a pass from another staff member. After 10 minutes it is considered an unexcused absence. Tardiness during all class periods will result in consequences. If a student continues to be tardy after these consequences have been applied, he/she may be referred to the administration for further action.

Use of the Middle School - High School Students are **NOT** to be in the middle school associating with middle school students before, during, or after school. They are not allowed in the middle school without faculty supervision except for going to and from classes housed in the middle school, the IMC or to athletic practice held in the middle school.

Withdrawal - Any student who requests to withdraw from Weyauwega-Fremont High School is asked to contact the guidance counselor. A request for transfer is governed by the approved policy of the Board, which states: "The individual withdrawing from school must pick up a withdrawal form from the building office and have it signed by all of his/her instructors, return all textbooks, library books, and locks belonging to the school, and pay all bills owed to the school before he/she will be officially withdrawn."

Work Permits - Work permits are issued in the high school office. Persons under 18 years of age who wish to work must secure a work permit in compliance with State Industrial Commission laws. To secure a work permit the following information is necessary:

1. A statement from your perspective employer that he/she will employ you if granted a work permit and the capacity in which you will be employed.
2. A signed statement from your parent(s)/guardian(s) giving their permission for you to work.
3. A copy of your birth certificate or baptismal record.
4. Social Security number.
5. There is a \$10.00 fee charged by the State Industrial Commission for issuance of a work permit that should be paid by the employer.

Above materials can be dropped off in the high school office in the morning and the work permit will be processed and available in the afternoon before the student leaves.
