



HIGH SCHOOL

865 N. Monroe Street
Waterloo, WI 53594
(920) 478-2171

www.waterloo.k12.wi.us

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PARENT/STUDENT HANDBOOK

2023-2024

"Pirates"

**WATERLOO HIGH SCHOOL
PARENT/STUDENT HANDBOOK
2023-2024**

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The following legal notices are posted for you to read. They address issues of non-discrimination, firearms and weapons, sexual harassment, privacy and smoking. If you have questions about them or complaints to file please write or call:

Mr. Brian Henning, District Administrator
Waterloo School District
813 North Monroe Street
Waterloo, WI 53594
920-478-3633

NOTICE OF SCHOOL DISTRICT POLICIES ON SEX DISCRIMINATION, THE DISTRICT'S TITLE IX COORDINATOR(S), AND PROCEDURES FOR REPORTING OR FILING A COMPLAINT OF SEX DISCRIMINATION

Title IX Nondiscrimination Policy Statement – As mandated by the current provisions of Title IX of the Education Amendments of 1972 and under the regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations (“the federal Title IX regulations”), the District does not unlawfully discriminate on the basis of sex in any education program or activity that the District operates. Title IX’s requirement not to discriminate in any education program or activity extends to cover, but is not limited to, District students, certain admissions processes, and District employment. Inquiries regarding how Title IX and the federal Title IX regulations apply to the District may be referred to a District Title IX Coordinator (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both.

The District’s commitment to nondiscrimination under Title IX and under other state and federal laws is further defined in the following policies of the School Board: e.g., Policy 113, Policy 411, Policy 411.1, Policy 511, and Policy 512.

District Title IX Coordinators – The District employee who holds each of the positions identified serve as the Title IX Coordinator for the District: Director of Pupil Services, Title IX Coordinator, Section 504/ADA Coordinator, the District’s McKinney Vento Coordinator, the District’s federal Age Discrimination Act Coordinator, as well as the employee who is designated to receive any student discrimination complaints arising under section 118.13 of the state statutes and Chapter PI 9 of the Wisconsin Administrative Code.

Michele Armentrout Director of Pupil Services 813 North Monroe Street Waterloo, WI 53594 920-478-3633, ext. 1024 kalscheuerv@waterloo.k12.wi.us
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Reporting Sex Discrimination – Any person (including a person who is not claiming to have been personally harmed/victimized by the alleged discrimination) may report a concern or allegation regarding prohibited sex discrimination (including sexual harassment) to the District. Such reports may be submitted as follows:

1. To the District Title IX Coordinator, either in person, by U.S. mail, by telephone, or by electronic mail, using the contact information listed above. In person reports should be made when the Title IX Coordinator is reasonably available during regular working hours. Reports submitted by telephone, mail, or electronic mail may be made at any time.
2. By any other means that results in the Title IX Coordinator actually receiving the person's verbal or written report.

Filing Formal Complaints of Title IX Sexual Harassment – As required by the federal Title IX regulations, the District has established a formal grievance process for investigating and resolving “formal complaints” of “sexual harassment,” as those terms are defined in the regulations.

An individual who is alleged to be the victim of conduct that could constitute sexual harassment under the federal Title IX regulations (i.e., a Title IX “complainant”), or a parent or guardian who has a legal right to act on behalf of such an individual, may file a formal complaint of sexual harassment. No Title IX complainant is obligated to file a formal complaint, but a qualifying formal complaint is necessary for the District to start an investigation using the District’s formal Title IX grievance process.

Complainants are expected to file formal complaints of sexual harassment with the District Title IX Coordinator by submitting a document or electronic submission in person, by U.S. mail, or by electronic mail / file attached to email, using the contact information specified above.

Additional requirements for formal complaints of Title IX sexual harassment, including a description of the required content for a formal complaint, are set forth in Policy 113 within the School Board's policies.

District Response to Reports and Complaints of Sex Discrimination and to Formal Complaints of Sexual Harassment under Title IX – The District has established grievance procedures through which the District structures its response to reports that allege unlawful discrimination on the basis of sex in any education program or activity of the District. Those procedures are set forth in *411-Rule 1 and 511-Rule 1, as published on the District's website*. The purpose of such procedures is to provide for the prompt and equitable resolution of any report or complaint of alleged sex discrimination, excluding formal complaints of sexual harassment under Title IX (which are subject to a different process, outlined in Policy 113: Rule 1).

Any time that the District has actual knowledge of sexual harassment or allegations of sexual harassment that could constitute a violation of Title IX, the District has obligations to respond to such knowledge in a manner that is not deliberately indifferent and in a manner that treats the alleged victim(s) of sexual harassment and the alleged perpetrator(s) of sexual harassment equitably. Such a response includes, but is not limited to, offering supportive measures to a complainant and investigating and resolving any formal complaint that presents allegations of Title IX sexual harassment using the formal grievance process that the District has adopted for such formal complaints. District procedures for responding to alleged sexual harassment under Title IX, including the formal grievance process, are set forth in Policy 113, 113: Rule 1 published on the District's website at <https://www.waterloo.k12.wi.us/cms/One.aspx?portalId=19431090&pageId=19855706>

Further information regarding Title IX, Employee Expectations related to nondiscrimination and sexual harassment, and the grievance procedures can be found at https://www.waterloo.k12.wi.us/district/board_of_education/policies

Adoption Date: August 10, 2020

STUDENT DISCRIMINATION COMPLAINT PROCEDURES (EQUAL EDUCATIONAL OPPORTUNITIES) POLICY 411

The right of the student to be admitted to school and to participate fully in curricular, co-curricular, student services, recreational or other programs or activities shall not be unlawfully abridged or impaired because of a student's sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability, or any other legally-protected status or classification. Accordingly, the School Board prohibits all forms of unlawful discrimination against students, regardless of the legally-protected status or classification that serves as the basis for any prohibited discriminatory conduct, policy, or practice. When based upon a legally-protected status or classification, examples of unlawful and discriminatory acts can include:

1. The denial of admission to any public school;
2. The denial of participation in, equal access to, or the benefits of any curricular, extracurricular, student services, recreational or other program/activity;
3. The discriminatory and inequitable provision of resources among comparable curricular or extracurricular programs;
4. Any action, policy, or practice, including segregation, bias, stereotyping, or student harassment, which is detrimental to a person or group of persons and differentiates or distinguishes among persons, or which limits or denies a person or group of persons opportunities, privileges, roles or rewards based, in whole or in part, on a legally-protected classification or characteristic.

Children of homeless individuals and unaccompanied youth (youth not in the custody of a parent or guardian) as identified under federal law shall have equal access to the same free, appropriate public education, including comparable services, as those 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.

The District shall provide all appropriate and legally-required accommodations, educational services, and/or programs for students who have been identified as having a disability, regardless of the nature or severity of the disability and regardless of whether the student qualifies for the District's special education program. Facilities modifications necessary to provide for appropriate access and participation for persons with disabilities shall be made to the extent required by law.

The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for such accommodations shall be made in writing and shall be submitted to and acted upon by the building principal. Accommodations may include, but are not necessarily limited to, being excused from participation in an activity, alternative assignments, release time from school to participate in religious activities, and opportunities to make up work missed due to religious observances. Any such accommodations granted under this policy shall be provided to students without prejudicial effect.

This policy shall not be interpreted to prohibit the District from (1) providing special programs or services based on student need, including gifted and talented, special education, school-age parents, bilingual bicultural, at risk, and other special programs; or (2) placing a student in a school, program, class, or activity based on objective standards of individual need or performance. All District career and technical education opportunities will be offered to students on a nondiscriminatory basis and in a manner consistent with this policy.

Complaints alleging a violation of any aspect of this policy may be filed and shall be processed in accordance with the District's student discrimination complaint procedures, as adopted in connection with this policy.

By following required procedures and timelines, complaints of unlawful student discrimination may also be filed externally with the Wisconsin Department of Public Instruction, the Chicago office of the U.S. Department of Education's Office for Civil Rights, or, in appropriate circumstances, with any state or federal court or other agency of competent jurisdiction.

Designation of Compliance Officer. The administrator holding the following position is designated as the District's equal educational opportunities compliance officer ("Compliance Officer"):

Pupil Services/Special Education Director, Waterloo School District, 813 N. Monroe Street, Waterloo, WI 53594, 920-478-3633

The Compliance Officer is authorized to receive complaints brought under this policy and its related complaint procedures. The Compliance Officer also serves as the District's Title IX Coordinator (sex discrimination and sexual harassment issues and complaints) and Section 504 and Americans with Disabilities Act Coordinator (disability rights and disability-based discrimination issues) for all student and all non-employment related matters. The District Administrator shall perform the duties of the Compliance Officer if the Compliance Officer is temporarily unavailable or if a complaint involves any alleged improper conduct by the Compliance Officer.

Confidentiality of Reports and Complaints. Although absolute confidentiality cannot be assured, the District will maintain the confidentiality of discrimination reports and complaints to the extent required by any applicable law, and the District will otherwise make efforts to maintain confidentiality where non-disclosure does not interfere with the District's ability to appropriately process and respond to the report or complaint. Nonetheless, investigating a matter often involves disclosing (directly or indirectly) the identity of persons involved in the particular events/issues. Individuals who have specific concerns about confidentiality should arrange to discuss those concerns with the District as early as possible in the process.

Retaliation Prohibited. No employee, officer, agent or representative the District shall unlawfully retaliate against, harass, intimidate or otherwise impose any improper consequence against any person who (1) pursues any complaint under this policy and its related complaint procedure; or (2) otherwise participates in the resolution of any report, complaint, or investigation involving an alleged violation of this policy. Further, any act of retaliation, harassment, or intimidation performed by a student against any such persons who are involved in the complaint process would itself constitute a violation of school rules and District policy, and subject the student to appropriate disciplinary action.

Abuse of Process Prohibited. Failure to act in good faith while participating in the resolution of any report, complaint, or investigation under this policy or its related complaint procedure constitutes an abuse of process and subjects an employee or student to potential discipline. Abuse of process includes the pursuit of a complaint that the complaining party knows to be false or wholly frivolous, the intentional provision of false or misleading information during the processing of a complaint or other investigation, and other actions that constitute a violation of any District policy or rules.

NONDISCRIMINATION STATEMENTS AND DISSEMINATION OF POLICY AND DISCRIMINATION COMPLAINT PROCEDURES

In addition to including express nondiscrimination statements in other Board policies where required by law:

1. A legal notice of this policy and its accompanying complaint procedures shall be published at the beginning of each school year in the District's official newspaper.

2. A student nondiscrimination statement shall be included in student and staff handbooks, course selection handbooks, and other similar published materials distributed to the public describing school activities and opportunities.
3. The student discrimination complaint procedures shall be disseminated to students, parents and guardians, employees and others to inform them about the proper process for submitting a complaint. The information shall be published in student, parent and staff handbooks, and the procedures or a reference to the procedures may be published or posted in other appropriate locations (e.g., the District website, guidance offices).

MAINTENANCE OF COMPLAINT RECORDS; REPORTS AND EVALUATIONS

The District's equal educational opportunities compliance officer shall be responsible for ensuring that the District maintains adequate records of complaints filed under the District's student discrimination complaint procedures and for directing the timely preparation of the annual or other reports and evaluations regarding nondiscrimination initiatives and compliance that the District is required to conduct and/or provide to the Department of Public Instruction. In addition, the District is required to formally evaluate the status of nondiscrimination and equality of educational opportunity in the District at least once every five years.

Legal References:

Wisconsin Statutes

[Section 118.13](#) [student nondiscrimination; policy/procedures required]

Wisconsin Administrative Code

[PI 9](#) [student nondiscrimination; policy/procedure/notice/report/evaluation required]

[PI 41](#) [accommodating student religious beliefs; policy required]

Federal Laws

[Title IX, Education Amendments of 1972](#) [sex discrimination]

[Title VI, Civil Rights Act of 1964](#) [race, color and national original discrimination]

[Section 504 of the Rehabilitation Act](#) [disability discrimination; free and appropriate public education (FAPE) and reasonable accommodations]

[Title II of the Americans with Disabilities Act](#) [disability discrimination; reasonable accommodations]

[Individuals with Disabilities Education Act](#) [programs and services for students with disabilities]

[McKinney-Vento Homeless Assistance Act](#) [equal access for homeless students; required policies to remove barriers]

Cross References: 411.05 Student Discrimination Complaint Procedures, 411.1 Student Harassment, 411.15 Reporting of Bullying or Harassment

Adoption Date: July 2018

NONDISCRIMINATION IN DISTRICT PROGRAMS, ACTIVITIES, AND OPERATIONS: Policy 113

As mandated by the current provisions of Title IX of the Education Amendments of 1972 and under the regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations ("the federal Title IX regulations"), the District does not unlawfully discriminate on the basis of sex in any education program or activity that the District operates. Title IX's requirement not to discriminate in any education program or activity extends to cover, but is not limited to, District students, certain admissions processes, and District employment. Inquiries regarding how Title IX and the federal Title IX regulations apply to the District may be referred to a District Title IX Coordinator (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both.

The District's commitment to nondiscrimination under Title IX and under other state and federal laws is further defined in the following policies of the School Board: e.g., Policy 113, Policy 411, Policy 411.1, Policy 511, and Policy 512. Policy 113, including rule 1, rule 2 and exhibit 1 can be found

at <https://www.waterloo.k12.wi.us/cms/One.aspx?portalId=19431090&pageId=19855706>

BULLYING PREVENTION

The Waterloo School District believes that a safe, secure and respectful environment is needed to maintain high academic standards, to promote healthy human relationships and to facilitate student learning. Bullying has a harmful social, physical, psychological and academic impact on victims, bystanders, and bullies. The school district consistently and vigorously addresses bullying in school

buildings, on school grounds, in school buses and at school-sponsored activities to prevent disruption to the learning environment and learning process.

Definition

Bullying is deliberate or intentional behavior using words or actions intended to cause fear, intimidation or harm and involves an imbalance of power between the bully and the bullied. Bullying may be repeated behavior motivated by an actual or perceived distinguishing characteristic, such as, but not limited to age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or cognitive ability or disability; and social, economic or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or the internet – also known as cyber bullying)

Prohibition

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district including public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for Reporting

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or his/her designee.

Any other concerned individual, including a student who is either a victim of the bullying or is aware of the bullying, is encouraged to report the conduct to the building principal or his/her designee.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

Retaliation

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for investigating reports of bullying

The school principal or his/her designee will collect information and conduct an investigation of the reported bullying to determine the facts and the seriousness of the report. Parents and/or guardians of each pupil involved in the bullying will be notified. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

Sanctions and supports

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and/or school board may take disciplinary action, including suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff will provide support for the identified victim(s).

Disclosure and Public Reporting

The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior, shall be prepared and presented to the school board. The annual report will be available to the public.

TOBACCO USE ON SCHOOL PREMISES

The Waterloo School District Board of Education believes that it is the responsibility of public schools to provide a safe and healthy environment for all students, staff and the community and that all persons, while on school property or in school buildings, must act as positive influences for students.

It is the intention of the Board to provide a smoke and tobacco-free environment. Smoking or other use of any tobacco products, including electronic cigarettes, is prohibited at all times in or on the premises and vehicles owned by the Waterloo School District or located on school property in the Waterloo School District. This prohibition shall include other property rented, controlled or used during school sponsored/supported functions. It shall further include contracted transportation vehicles while traveling to and from school sponsored/supported functions.

This prohibition applies to all persons – students, employees, independent contractors, members of the general public and any other individual on school premises.

Building principals shall be responsible for disseminating information regarding this policy to students.

FIREARMS AND WEAPONS

No person shall possess, use, or store firearms or weapons or any facsimile or look-alike firearms or weapons in school buildings, on school property, in District-owned or sanctioned vehicles, in school buses, or at any school-sponsored function or event. The FFA Trap Team may possess firearms at a school sponsored FFA Trap Team function or event. A firearm is defined as any device capable of firing a projectile able to produce physical injury. This includes, but is not limited to, BB guns, pellet guns, and slingshots. A weapon is defined as (1) any device which by its design can produce injury (including, but not limited to, knives, blades, martial arts devices, and metal knuckles) or (2) any device when used as a weapon (including, but not limited to, letter openers, hammers, chains, and wrenches). These definitions are in addition to those set forth in Section 921 of Title 18 of the U.S. Code.

Any student who is found in violation of this policy shall be referred immediately to the local and/or county criminal justice or juvenile delinquency system and shall be immediately suspended and then expelled from school, in accordance with state and federal laws and other Board policies, for a period of not less than one calendar year unless the District Administrator modifies the expulsion requirement, which may be considered on a case-by-case basis based upon state and federal laws.

Local and/or county law enforcement officers will be summoned to the schools in a situation involving a firearm or weapon which presents an immediate threat to safety. If the situation does not allow an opportunity to contact law enforcement officials immediately, school staff and administration shall attempt to diffuse and control the situation until law enforcement officials can be summoned. Any firearms or weapons confiscated as part of this policy shall be turned over to local, county and/or federal law enforcement.

The District Administrator and/or his/her designee shall collect and submit to the State Education Agency (SEA) a description of the circumstances surrounding the implementation of this policy and any actions and/or expulsions imposed.

Any employee or person visiting, attending school functions, or doing business with the schools shall be required to adhere to this policy. If violation is suspected or determined, school officials will intervene as appropriate and local and/or county law enforcement will be immediately summoned. Violators of this policy will be recommended for prosecution. Employees who violate this policy will also be subject to employment disciplinary sanctions up to and including termination in accordance with the current employee agreement or other procedures established by the Board.

This policy does not apply to law enforcement officers discharging their official duties, persons using starter pistols or theatrical props which have been pre-approved by appropriate school personnel, and persons possessing, using, or storing firearms or weapons which are part of school-approved curricular or co-curricular activities.

STUDENT RECORDS

For educational purposes, the Waterloo School District shall collect and maintain information about students as students proceed through the elementary and secondary schools. This information shall be used by professional staff members solely in accordance with state and federal laws and regulations.

The Board shall establish and maintain procedures designed to bring into balance the privacy rights of students and parents/guardians and the District's need for relevant information. All pupil records maintained by the Waterloo School District shall be confidential except as provided in 118.125(2). Student records shall be collected, maintained and disseminated in accordance with the District's Board-approved

policy, administrative procedure, and state and federal laws and regulations. Procedures will be published in faculty and parent/student handbooks. Upon request, a list of the types and locations of student records collected, maintained or used by the District shall be made available.

RELEASE OF STUDENT RECORDS

Except as provided in item (1) below, directory data (listed below) may be disclosed to any person, if the school has notified the parent, legal guardian or guardian ad litem of the categories of information which it has designated as directory data with respect to each student and has allowed a reasonable time thereafter for the parent, legal guardian or guardian ad litem of any student to inform the school that all or any part of the directory data may not be released without their consent. For students enrolling in the district after this notice has been published, the categories of information designated as directory data shall be given to the student's parent, legal guardian or guardian ad litem at the time of enrollment. The parent, legal guardian or guardian ad litem shall have 14 days to send the district administrator a letter advising him of any or all items about the student that the parent, legal guardian or guardian ad litem refuses to permit the district to designate as directory data. At the end of the 14-day period, the items designated as directory data shall be indicated on the student's records. This designation shall remain in effect unless modified in writing by the student's parent, legal guardian or guardian ad litem.

- (1) If a school has notified the parent, legal guardian or guardian ad litem that a student's name and address has been designated as directory data, and has allowed 14 days thereafter for the parent, legal guardian or guardian ad litem of the student to inform the school that the student's name and address may not be released, the school district clerk, upon request, shall provide a Vocational, Technical, Adult Education (VTAE) district board with the name and address of each such student who is expected to graduate from high school in the current year and shall provide any representative of a law enforcement agency, district attorney or corporation counsel, county department under section 46.215, 46.22 or 46.23 or a court of record or municipal court with such information relating to any such student enrolled in the school district for the purpose of enforcing that student's school attendance or to respond to a health or safety emergency.

DIRECTORY DATA

The School District of Waterloo designates the following personally identifiable information contained in a student's education record as "directory data". Parents, guardians or guardian ad litem have 14 days to inform the school that all or any part of the directory data may not be released without their prior consent.

1. The student's name, address and telephone listing.
2. The student's date and place of birth.
3. The student's participation in officially recognized co-curricular activities.
4. The student's weight and height if a member of an athletic team.
5. The student's dates of school attendance.
6. The student's photograph and videotapes of students.
7. The student's degree and awards received.
8. The name of the school most recently attended by the student.

GENERAL INFORMATION

We Are the Pirates

High School Affiliation	Capitol Conference
School Emblem.....	Pirates
School Colors	Maroon and Gold

School Song

Waterloo High School, try and win fame
 In loss or victory, we love thee the same.
 Loyal support we give to thee
 Victory many we wish to see,
 U-rah-rah
 We cheer our colors, maroon and gold
 Our pride in you will never grow old.
 Your dear name gives us a thrill...
 We love you and always will.

Daily Schedule

1ST BLOCK	8:00	-	9:28
2ND BLOCK	9:39	-	11:07
LUNCH	11:07	-	11:37
3RD BLOCK	11:41	-	1:09
4TH BLOCK	1:14	-	2:42
FLEX TIME	2:47	-	3:20

School Board Members

Mr. Mathew Schneider.....	President
Mr. Charles Crave.....	Vice-President
Ms. Sara Cummings.....	Clerk
Ms. Susan Quamme	Treasurer
Mr. William Farrey	Director
Mr. Chad Yerges.....	Director
Mr. James Setz.....	Director

District Level Administrators

Mr. Brian Henning	District Administrator
Mrs. Michele Armentrout	Director of Pupil Services
Mrs. Christine Ziemann	Director of ESL
Mrs. Tammy Renforth.....	Director of Building and Grounds Safety Coordinator
Mrs. Susan Gould.....	Business Manager
Mr. Cory Calvert.....	Technology Coordinator
Mrs. Janessa Henning	Pool/Fitness Director
Mr. Thurston Schuster/Ms. Lynn Dose.....	Athletic Director

Guidelines for Resolving Problems or Concerns

*Start with the person whose decision has given rise to the concern or problem.

*Always give each step a chance to correct the problem before you proceed to the next step.

Guideline: When you, as a parent / guardian, encounter an issue or concern remember to treat each individual involved with the situation with respect and courtesy. Your perspective may not be that of administration or staff and we understand that. If you need assistance with anything regarding the education of your student, please ask – call or email. Our goal is to develop a solution that will be best for each individual student. That is our priority as a school.

Step 1 – Teacher / staff member: Most problems or concerns can be resolved by talking with the person who made the initial decision.

Steps 2 – School Counselor: The School Counselor is trained to help in the problem-solving process. They are involved with students in both the classroom and office setting.

Step 3 – Principal: The Principal will gather the information from all of the stakeholders and make a decision. The teachers / staff member and counselor may be present during the meeting.

Step 4 – Pupil Service Director: The role of the Pupil Service director is to ensure appropriate policies are being followed, specifically Title IX.

Step 5 – Superintendent: Inform the Superintendent what steps have been taken. If a resolution hasn't been determined the Superintendent will make the final decision.

Whom Should I Contact First

Questions / Concerns	First Contact	Second Contact	Third Contact
Academic Progress	Teacher	School Counselor	Principal
Alcohol / Drug Abuse	School Counselor / School Psychologist	Principal	Pupil Service Director
Attendance	High School Office		
Behavior or Emotional Issues / Concerns	Teacher	School Counselor / School Psychologist	Principal
Busing (Routes and Behavior Issues)	Kobussen Buses (608.825.8700)	Principal	
Calendar (School or Co-Curricular)	High School Office	Athletic Director	Principal
Class Schedule	School Counselor	Principal	
Discipline in Particular Class	Teacher	Principal	
Food Service – Student Lunch Accounts	Food Service Secretary	High School Office	
Field Trips	Teacher / Advisor	Principal	
Registration Fees	High School Office		
School Involvement with Outside Agencies (Mental Health and Human Services)	School Counselor / School Psychologist	Pupil Service Director	Principal
Health Concerns and Medications	School Nurse	PreK-8 Office	
School Policies	Principal	Superintendent	
Summer School	Summer School Principal	High School Office	

Waterloo High School Staff

Mr. Shawn Bartelt	Principal
Mrs. Jennifer Bennehoff.....	Special Education
Mrs. Sarah Borchert	School Nurse
Mrs. Amanda Bosnak.....	Agriculture
Ms. Megan Burns	Science
Mr. Michael Chopin	Technology Education
Ms. Jessica Danks	Physical Education
Mrs. Melissa DeVries.....	Registrar, High School Administrative Assistant
Ms. Lynn Dose	Business Education / Athletic Director
Mr. Robert Dzielinski.....	Instrumental Music
Ms. Sheila Feider	Psychologist
Mrs. Leslie Fugate.....	Library Media Center
Ms. Teresa Habeck.....	Art
Ms. Analiesa Harbach	Vocal Music
Ms. Katie Henry	Special Education
Mrs. Rachel Holden.....	English/Social Studies
Mr. Tyler Kopplin	Guidance
Mrs. Jennifer Keuler.....	English
Ms. Jacquelin LeFevre	Science
Mrs. Shelly Scharenbrock	Mathematics/Physics
Mrs. Chelsie Schenk	ESL
Mrs. Emily Schimelfenyg.....	English
Mr. Scott Schumann.....	Spanish
Mr. Thurston Schuster.....	Physical Education / Athletic Director
Mr. Shane Seefeld	Mathematics
Mr. Keith Setz	Mathematics
Mrs. Kathy Tarnowski.....	Food Service, High School Secretary
Mr. Zach Wedel	Social Studies

GRADUATION/REQUIREMENTS

The Waterloo School District shall award a high school diploma to every student who meets the academic requirements for high school graduation established herein by the Board of Education. Graduation requirements in the Waterloo School District have been developed to ensure a well-rounded, complete educational program for each student and are based on District approved curriculum, Wisconsin Model Academic Standards and Wisconsin Statute.

To receive a Waterloo High School diploma, a student must satisfy each of the following requirements as further specified in the Waterloo High School Course Guide:

1. All students must carry 7.0 credits.
2. Total credits required for graduation: 26 credits
3. Specific course requirements:

Department/Course	Credits
English	4
Social Studies	3.0
-World Studies	1
-US 10	1
-US 11	1
Math	3
Science	3
Fine Arts	1
-Band, Choir or Art 1	1
Physical Education	1.5
-PE 9	.5
-PE electives	1
Miscellaneous	.5
-Career Skills	.25
-Personal Finance	.25
Total required credits	16.0
Elective credit requirement	10.0
Total credits required for graduation	26.00

Note: All graduates must complete .5 credit of health in middle school or high school (grades 7-12)

Students, starting with the class of 2018, must correctly answer at least 65 of 100 questions identical to the citizenship test of the United States Citizenship and Immigration Services in order to graduate from a WI public, charter, or private school participating in a parental choice program.

IEP teams will determine if the test is appropriate for each individual student with an IEP.

Students identified as LEP may take the test in their language of choice. LEP students must pass the test in order to graduate.

A student must be enrolled in a Board-approved class, study hall, activity or alternative education program for each class period of each school day while attending Waterloo High School.

Graduation requirement guidelines shall be distributed to students and their parent(s)/guardian(s).

Exceptions to the credit requirements may be made in accordance with state law and established Board policy.

A student with exceptional education needs or requirements may be provided with an alternate education program for high school graduation. Such alternate education program must be identified in the student's Individualized Education Plan and must be related to the identified exceptional educational needs of that student. Successful completion of the alternate education program will result in the issuance of a diploma.

The high school principal shall notify all parents/guardians of their child's graduation status in accordance with the following established procedures.

Requirements When You Transfer from Another School

1. We review the normal class load of your old school.
2. We determine the number of classes that you passed there.
3. The Principal and the Guidance Counselor determine the number of credits that you were ahead (plus) or behind (minus) at your old school to determine how many classes that you must take to achieve normal credit status at Waterloo.
4. The school determines the number of credits required for graduation from Waterloo High School.
5. You will follow the grade level subject requirements of your old school and the subject requirements for Waterloo for those years that you attend Waterloo.
6. If your old school did not award Carnegie credits, the credits that you bring with you will be converted on a ratio basis to the Waterloo system.

Promotion and Retention of Students

Students should be placed in learning situations where they can function effectively and have their abilities challenged. Since placement is intended to foster the maximum total development of a student, leading to a successful life, students shall be placed at the grade level to which they are best adjusted to academically, socially, and emotionally.

Early Graduation

The Board recognizes that some students may put forth an extra effort or have special abilities, which enable them to meet all District and state graduation requirements in less than four (4) years. Such students may apply for early graduation from Waterloo High School. A student graduating early shall be eligible for all awards and recognitions normally available to spring graduates.

In order to graduate, a student must complete necessary early graduation materials including a student program proposal and a listing of his/her credits and submit those materials to the guidance counselor prior to completion of the student's twelfth term. The student must also obtain permission from his/her parent(s)/guardian(s), be evaluated by the guidance counselor, and receive a recommendation from the high school principal. Those recommendations shall be based on whether such request is appropriate and in the best interests of the student.

The Board has the final authority for deciding whether or not the student shall be permitted to graduate early. Each case will be judged on its individual merits.

ECCP/Start College Now

1. Early College Credit Program

- Grades 9-12
- 4 year college programs
- Credit limitation of 18 college credits
- Eligible semesters – fall, spring, summer
- Application deadline – March 1st for fall courses; October 1st for spring courses
- Cost of program:
 - High school credit only or high school and postsecondary credit: School District 75%; State 25%; Pupil 0%
 - Postsecondary credit only: School District 25%; State 50%; Pupil 25%
- Transportation: student/parent responsible for any transportation costs for attending course(s)

- Good academic standing. 2.0 G.P.A recommended

2. Start College Now

- Grades 11-12
- College courses at Wisconsin Technical Colleges
- Application deadline – March 1st for fall courses; October 1st for spring courses
- Cost: tuition, course fees and books paid for by district unless there is a comparable course offered in the district
- Transportation: The school district in which the pupil resides is not responsible for transporting a pupil
- Good academic standing. 2.0 G.P.A recommended
- The district board may reject an application from a pupil who has a record of disciplinary problems

3. Please contact the high school counselor for more information and application process

Definition Of Course Comparability:

1. The high school course content, as determined by curriculum guides, expectations, goals, scope and sequence, is at least 80 percent equivalent to the content of the post-secondary course, as determined by the post-secondary course syllabus or description.
2. The high school course is offered during the period of time after the student notifies the District of his/her intent to participate in the Youth Options Program and prior to the student's graduation.
3. The high school course is available for enrollment.

Awarding Credit:

1. In order to earn high school credit for any course taken under the ECCP or Start College Now, a student must successfully complete the course, receive a passing grade in the course and provide the high school guidance counselor with an official transcript/grade report.
2. Grades received in the post-secondary courses taken for high school credit will be calculated, on the four-point grading scale, into the student's high school grade point average.
3. Credit earned for a course taken at a technical college or institution of higher education for high school credit shall be converted to high school credit as follows: one post-secondary credit earned equals one-quarter (.25) high school credit.

Parent Responsibilities:

Parent(s)/guardian(s) are responsible for assuring satisfactory student attendance and the student's compliance with the compulsory school attendance law under Wisconsin Statute 118.15(1)(a).

Student Responsibilities:

1. Notify the District of his/her intent to enroll in a technical college or institution of higher education no later than March 1 (for a fall semester course) or October 1 (for a spring semester course) by completing the necessary paperwork.
2. Apply for admission to the technical college or institution of higher education in the school semester prior to the semester in which he/she plans to take the post-secondary course.
3. Notify the District when he/she has been accepted for admission to the technical college or institution of higher education.
4. Notify the District when he/she is registered to attend a post-secondary course.
5. Provide the high school guidance counselor with an official transcript/grade report.

Student/Parent Responsibilities:

1. Pay for incidental college fees and expenses such as textbooks, equipment, tools and supplies that will become the property of the student at the conclusion of the post-secondary course.

2. Provide and/or pay for all transportation and parking costs associated with his/her participation in the programs.
3. Reimburse the school district upon its request the amount paid on the pupil's behalf for a course in which the student receives a failing grade or which the student fails to complete at an institution of higher education or technical college. Such reimbursement shall be made by the minor pupil's parent or guardian or by the pupil if he or she is an adult.

Appeal Rights:

District decisions regarding comparability of courses, satisfaction of high school graduation requirements or the number of credits to be awarded for post-secondary courses may be appealed to the State Superintendent at the Department of Public Instruction, if the appeal is filed within 30 days of the decision.

Part-Time Public School Open Enrollment

Beginning in the 2018-19 school year, a pupil enrolled in a public school in the high school grades may attend public school in a nonresident school district for the purpose of taking a course offered by the nonresident school district. A pupil may attend no more than two courses at any time in nonresident school districts. Please contact the high school guidance office for more information and application process.

Children At Risk

The Waterloo School District is committed to each child's success and believes that each child can learn, succeed and graduate from high school when there is a cooperative effort among the school, student, family and community. Annually, not later than August 15, the Board of Education shall approve a plan describing how the District will provide services for students who meet the state criteria for children at risk. Additionally, prior to the end of the third week of school, administration shall identify children at risk in their respective schools.

Class Valedictorian and Salutatorian/ Commencement Exercises

At commencement exercises the valedictorian and the salutatorian of the senior class will receive a medallion from the Principal. In order to enjoy this status a student must be enrolled at Waterloo High School a minimum of their entire junior and senior years. The Valedictorian and Salutatorian will be determined based upon their cumulative G.P.A. over all four years of high school. All seniors and their parents/guardians must sign a graduation ceremony agreement in order to participate in graduation ceremonies.

Senior Class Rank

At the end of your senior year, you are ranked over all four years of high school.

Records and Transcripts

For educational purposes, the Waterloo School District shall collect and maintain information about students as students proceed through the elementary and secondary schools. This information shall be used by professional staff members solely in accordance with state and federal laws and regulations.

The Board shall establish and maintain procedures designed to bring into balance the privacy rights of students and parents/guardians and the District's need for relevant information. All pupil records maintained by the Waterloo School District shall be confidential except as provided in 118.125(2). Student records shall be collected, maintained and disseminated in accordance with the District's Board-approved policy, administrative procedure, and state and federal laws and regulations. Procedures will be published in faculty and parent/student handbooks.

Upon request, a list of the types and locations of student records collected, maintained or used by the District shall be made available.

You, or your parent or guardian if you are younger than 18, may see your record at any time. No one else, except school personnel, may see your record without the written permission of you, or your parent or guardian if you are younger than 18.

Waterloo High School Grading Scale

93-100 = A
90-92 = A-
87-89 = B+
83-86 = B

80-82 = B-
77-79 = C+
73-76 = C
70-72 = C-

67-69 = D+
63-66 = D
60-62 = D-
0-59 = F

Student progress and academic performance in coursework at Waterloo High School shall be reported in the form of letter grades. The letter grades that appear on report cards and high school transcripts shall convey the level at which course objectives were achieved by the student.

A, A-	= Course objectives achieved in a superior manner
B+, B, B-	= Course objectives achieved in a highly satisfactory manner
C+, C, C-	= Course objectives achieved in a satisfactory manner
D+, D, D-	= Course objectives achieved in a minimal manner
F	= Course objectives not achieved – no credit granted
I	= Coursework is incomplete – must be completed within one week or Principal's discretion
WF	= Student withdrew from course or school with a failing grade

Grade Point Average

Waterloo High School shall offer graded courses with unweighted grade point values. No courses will be offered on a pass/fail basis. For the purpose of determining a student's class rank by grade point average (GPA), the following chart shall be followed.

Regular Courses

A = 4.0	B = 3.0	C = 2.0	D = 1.0	WF = 0.0
A- = 3.7	B- = 2.7	C- = 1.7	D- = 0.7	
B+ = 3.3	C+ = 2.3	D+ = 1.3	F = 0.0	

1. Grades earned by a student for courses taken at Waterloo High School shall be included in determining the student's grade point average, shall be counted as credit toward high school graduation, and the course titles shall be listed on the student's transcript with grades.
2. Grades earned by a student for courses taken at another accredited public or private high school, except pass/fail grades, shall be included in determining the student's grade point average, shall be counted as credit toward high school graduation, and the course titles shall be listed on the student's transcript with grades.
3. Grades earned by a student for courses taken at a Wisconsin technical college or institution of higher education for dual credit or high school credit shall be included in determining the student's grade point average in accordance with Policy 344.5, Youth Options Program, shall be counted as credit toward high school graduation, and the course titles shall be listed on the student's transcript with grades.
4. Grades earned by a student for high school level courses taken prior to entering high school shall not be included in determining the student's grade point average, but will be counted as credit toward high school graduation. The course titles will be listed on the student's transcript with grades.
5. Pass/fail grades earned at another accredited high school shall not be included in determining a student's grade point average, shall be counted as credit toward high school graduation and the course titles shall be listed on the transcript with grades.
6. Grades earned by a student for courses taken at a home-based or non-accredited private or public school shall not be included in determining a student's grade point average, may be counted as credit toward high school graduation and the course titles shall be listed on the student's transcript without grades, as provided in Procedure 424.1.
7. Grades earned by a student for courses taken in an approved foreign exchange student program or in an accredited foreign dependent school shall be included in determining the student's grade point average, shall be counted as credit toward high school graduation, and the course titles shall be listed on the student's transcript with grades.

8. Grades earned by a student for courses taken in another country or through study abroad shall not be included in determining a student's grade point average, shall not be counted as credit toward high school graduation, and the course titles shall be listed on the student's transcript with a grade.

Challenges of Content of Student Records

1. An adult student or the parent/guardian of a minor student shall have the opportunity to challenge the contents of a student's school records by making a written request directly to the building principal, or to the District Administrator in the event the student is no longer enrolled in the School District. The written request shall: (1) set forth the specific portion of the school record claimed by the challenger to be in error, inaccurate, misleading, or otherwise in violation of the privacy or rights of the student, and (2) state the modification(s) requested.
 - a. If the request is made to a building principal, the principal shall confer with the district administrator concerning the request.
 - b. The district administrator, either from the information provided to him/her by a building principal or from the individual's direct request to the administrator, shall make a written response to the adult student or parent. This response shall be within 15 days of the receipt of the written challenge by the building principal or district administrator.
2. If the adult student, or the parent of a minor student, does not deem the response of the district administrator sufficient to remedy the challenge, he/she may make a written request for a hearing before the Board regarding the original challenge. This request shall be directed to the district administrator within 15 days of receipt of the district administrator's response.
 - a. The district administrator shall, upon receipt of the request for hearing, arrange for a hearing to be held before the Board within 15 days of the receipt of the request.
 - b. The Board shall conduct the hearing, take evidence and make its findings, conclusion and order upon the evidence submitted at the hearing, and shall notify the challenging adult student, or the parent of a minor student, of such findings, conclusions and decision within 15 days following the conclusion of the hearing.
 - c. If, as a result of the hearing, the Board decides that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it shall amend the information accordingly and inform the adult student, or parent of a minor student, of such amendment.
 - d. If, as a result of the hearing, the Board decides that the information is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it shall inform the adult student, or a parent of a minor student, of the right to place in the records it maintains on the student, a statement commenting on the information or setting forth any reasons for disagreeing with the decision of the Board.

The Board shall require that any explanation placed in the records of a student be maintained by the District as part of the records as long as the record or contested portion is maintained by the District. If the record or contested portion are disclosed by the District to any party, the explanation shall also be disclosed to that party.

3. If an adult student, or the parent of a minor student, is not satisfied with the Board's decision regarding the challenged records, he/she may file a complaint with the Family Policy and Regulations Office of the United States Department of Education.

Grade Changing

A student enrolled in the District may seek changes in term and/or semester grades provided the following criteria are met and using the following procedure. The School Board recognizes that teachers are the best evaluators of students in their classes and are best suited to determine grading criteria.

In order for a semester or term grade to be modified, the student must prove the following:

- A. That a test grade, assignment grade, or other grade recorded in the teacher's grade book was not correctly recorded and that such error resulted in an incorrect term grade or semester grade; or
- B. That an incorrect grade was given on a test, assignment, or other activity recorded in a teacher's grade book which error resulted in an incorrect term grade or semester grade; or
- C. That a grade was given in disregard of or for reasons other than a teacher's own grading criteria.

Requests for changes in term or semester grades shall be made using the following procedures:

- 1. The student and/or the student's parent or guardian shall obtain a request form from the appropriate school district office. The form must be completed in its entirety and returned to the office within ten (10) school days after the end of the term or semester in which the grade being challenged was received. In the event a request form is submitted to the principal by a requester which is not complete, the form will be returned to the requester for completion. Submittal of an incomplete form will extend the filing deadline once by five (5) school days.
- 2. Within two (2) school days of receipt of the completed request form, the building principal shall transmit the form to the teacher who shall respond to the request in writing within five (5) school days of receipt of the form from the principal. The building principal shall transmit the form to the student or the student's parent or guardian within two (2) school days of its return from the teacher.
- 3. A student or his or her parent or guardian who is dissatisfied with the response submitted may, within five (5) school days of the date of mailing of the form to him or her, request a conference which, if requested, shall be held within ten (10) school days of the date of the request. A conference, if held, shall include the student and/or his or her parent/guardian, the teacher, the building principal and the district administrator if requested by either the principal or the student or his/her parent or guardian. The conference will be for the purpose of determining whether one or more of the criteria for changing grades have been met. After the conference, the building principal with the advice of the district administrator if the district administrator has participated in the conference, will decide whether the student's grade will be changed. The principal shall inform the teacher and the student or his/her parent or guardian of the principal's decision in writing within three (3) school days of the conference. The principal's decision is final.
- 4. Copies of all documents relating to requests for grade changes will be placed in the progress record file of the student and maintained as pupil progress records in accordance with law.
- 5. No request for a grade change will be considered unless it meets the criteria and procedural requirements of this policy, including deadlines.
- 6. Nothing in this policy shall prohibit a teacher, if he or she realizes that a grading error has been made due to miscalculation or misrecording a grade, from correcting the grade. The deadlines established herein will begin to run on the date when notice is sent to the student or his/her parent or guardian of the change.

Grade Improvement

A student may retake a course to improve the grade in that course under certain circumstances. The student may retake a course to meet specific prerequisites listed in the High School Course Guide, in order to enroll in another course. This action will affect the student's GPA and rank in class by averaging the grades of the two (2) courses, resulting in one grade for the course. The student will not receive dual credit. Grade Improvement is not a course of action for a student to repeat a failed course. Students may retake a failed course or may be required to retake a failed, required course, but all failures remain in course history.

Final Term Exams/Exam Waivers

Final term exams are recommended in every course. The value of the exam shall not exceed 20% of the term grade. Students that meet the ACT Readiness Benchmarks on the state mandated testing in specific content areas may opt out of grade 11 and 12 final term content area exams if they are maintaining a 93% or the equivalency of an A- in that respective content area class. The opting-out student may elect to take the exam with the understanding that the exam grade may only be used if it improves the student's overall term grade. Students who have earned a waiver to opt out of exams are not expected to attend school on exam days unless they decide to take specific exams.

Incompletes

In the case of illness or extenuating circumstances where you are prevented from completing work for a class, you may be given an incomplete. You will be given a reasonable amount of time to complete your assignments in the course and if you fail to complete your work by the end of that time you will earn a failing (F) grade. Teachers must receive the approval of the Principal to give an Incomplete.

Posting of Grades

Grades will be officially posted on the 3rd school day following the end of the grading period.

Program Changes and Dropping Courses

After you've made a program commitment in the spring, you will be discouraged from making program changes. All changes must be approved by the School Counselor. We make important business decisions based on your initial decisions and we expect few, if any, changes. If you initiate changes after the first three days of classes you will receive a "WF" (Withdraw Failing) for that course. "WF"s earn 0 grade points.

GPA and Class Rank

GPA and class rank are given to you on your report card at the end of each school term.

ACADEMIC RECOGNITION AND AWARDS

In order for a student to be included in the calculation for Honor Roll, Academic Awards, and National Honor Society, the content of each class taken during a grading period must represent at least 80% of grade level content standards. Students may still be eligible for departmental awards.

Honor Roll

We announce the honor roll at the end of 1st, 2nd, 3rd, and 4th terms. The names of honor roll students are sent to the local newspapers unless you ask the Principal in writing to omit your name.

Principal's Honor Roll	4.0
High Honor Roll	3.75 - 3.999
Honor Roll	3.30 - 3.749

Term Grade Point Average Recognition Program

You may qualify for special academic recognition based on points that you accumulate over your high school career. Points are awarded based on your Term Grade Point Average. A term is defined as approximately nine weeks of school. There are four terms in each school year.

<u>Term G.P.A.</u>	<u>Points Awarded</u>
3.75-4.00	1.5 points
3.30-3.74	1.0 point
3.00-3.29	.5 point

<u>Award Level</u>	<u>Awards</u>
Level 1	6 points
Level 2	10 points
Level 3	15 points
Level 4	18 points

Certificate
Academic Letter
Medallion
Plaque

National Honor Society

Membership in the National Honor Society is a prestigious honor bestowed upon students who maintain high personal and academic

standards. Community service, including service to the school, and co-curricular participation are important elements of these standards. You are advised to begin thinking about these standards early in your school career. Selection for the National Honor Society is based on more than just a Grade Point Average. Here is how the selection process works.

1. Election to the National Honor Society takes place after first semester of junior year and the school notifies you if you are eligible.
2. You become eligible for election to the National Honor Society when you are a junior and a senior if you have a 3.5 cumulative G.P.A.
3. You must complete an application which includes an essay. You get the application from the NHS advisor.
4. A selection committee composed of five teachers discusses your qualifications and determines if you met the purpose and goals of the National Honor Society.
5. The selection committee votes on each applicant after considering the faculty ratings. A majority vote is required to elect a member to the National Honor Society.
6. If, in the opinion of the selection committee, you do not maintain National Honor Society standards, your membership may be revoked.
7. If you are inducted into the National Honor Society and are a member in good standing at Commencement time, you will be presented with a Gold Honor Cord to be worn at graduation.

CODE OF CONDUCT

The Waterloo School District recognizes and accepts its responsibility to create, foster, and maintain a safe and orderly classroom and school environment that is conducive to the learning and teaching processes. Every member of the school community is expected to cooperate in this central mission. Staff, including administrators, teachers and support personnel, must use their training, experience, authority and judgment to create a school environment that fosters effective learning. Students are expected to come to school, and to every class, ready and willing to learn. Parents must be aware of their children's activities, performance and behavior in school and are expected to consult and cooperate with the school to prevent or address problems.

The District has a duty to make its schools as free as possible from the dangers associated with violence, weapons, drugs, bullying and other behavior harmful to the educational environment. This duty is enforced through the District's policy on suspension and expulsion, which provides procedures by which students may be removed from the school community either temporarily or, in the case of certain expulsions, permanently.

The District has the obligation to provide all students the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption by students who are unwilling, unready or unable to avail themselves of the opportunity for an education. Such behavior, while not necessarily so serious or pervasive to warrant suspension or expulsion, can be destructive to the educational environment. Such behavior warrants, at a minimum, that the student be removed temporarily from the class or activity. Such "short-term removal" serves the multiple purposes of eliminating or minimizing the disruption, of reinforcing the District's strong commitment to an appropriate educational environment, and of allowing a "cooling off" period, for disciplinary or other reasons, short of suspension or expulsion.

In other circumstances, the student's conduct or the best interests of the student and the other members of the class may warrant "long-term removal" from the class. Long-term removal may, but need not always, be for disciplinary purposes. Any student may be removed on a long-term basis from a class based upon the request of a teacher as upheld and implemented at the discretion of the building administrator.

A teacher employed by the District may temporarily remove any pupil from a class or activity if the pupil violates the terms of the "Code of Student Conduct." Long-term removal is possible if the building administrator upholds the teacher recommendation. Removal from a class or activity does not preclude the District from pursuing or implementing other disciplinary measures including, but not limited to, detentions, suspensions or expulsions for the conduct for which the student was removed.

Grounds for Disciplinary Removal from Class

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

- (a) violates District policies regarding suspension or expulsion;
- (b) violates the behavioral rules and expectations set forth in the parent-student handbooks;
- (c) is disruptive, dangerous or unruly;
- (d) interferes with the ability of the teacher to teach effectively; or
- (e) is incompatible with effective learning in the class.

Removal is a serious measure and should not be imposed in an arbitrary, casual or inconsistent manner. Behavioral expectations should be communicated as clearly as possible to students and staff. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior or every inappropriate circumstance that would justify removal under this Code. A teacher's primary responsibility is to maintain an appropriate educational environment for the class as a whole. Therefore, notwithstanding the provisions of this Code, in every circumstance the teacher should exercise his or her best judgment in deciding whether it is appropriate to remove a student temporarily from class.

There are many clear differences between the needs and practices of schools serving different grade levels. There are different behavioral expectations for elementary and high school students. Standards for removal may differ from one school, grade or class to the next.

In ordinary circumstances and in practical terms, a teacher's decision to remove a student temporarily from class will stand. However, there may be circumstances when the building administrator may, exercising his or her discretion, overrule the teacher's decision to remove the student and return the student to class.

(a) Behavior Which Violates the District's Policies on Suspension and Expulsion

The District policies regarding suspension and expulsion are set forth in the Waterloo Elementary School Parent-Student Handbook, Waterloo Intermediate/Middle School Parent-Student Handbook, and the Waterloo High School Parent-Student Handbook. It should be noted that decisions regarding suspension and recommendations for expulsion are made by building administrators. Decisions regarding expulsion hearings are made by the District Administrator. Thus, a staff member's decision to remove a student from class for behavior that violates the District's policies regarding suspension and expulsion may, but does not necessarily, mean that the student will also be suspended or expelled.

(b) Behavior Which Violates the Behavioral Rules and Expectations in the Parent-Student Handbooks

The Waterloo Elementary School Parent-Student Handbook, Waterloo Intermediate/Middle School Parent-Student Handbook, and the Waterloo High School Parent-Student Handbook contain behavioral expectations for the individual schools in the District. These rules and expectations are generally explained and discussed with the students near the beginning of each school year. Such discussions should include an explanation of this Code and the District's policy regarding removal.

(c) Behavior Which is Disruptive, Dangerous or Unruly

- Inappropriate physical contact intended or likely to hurt, distract or annoy others, such as hitting, biting, pushing, shoving, poking, pinching or grabbing.
- Inappropriate verbal conduct intended or likely to upset, distract or annoy others, such as name calling, teasing or baiting.
- Behavior that may constitute sexual or other harassment.
- Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g., lecture by teacher, response by other student, presentation by visitor) or during quiet (study) time.
- Throwing any object, particularly one likely to cause harm or damage, such as books, pencils, scissors, etc.

- Inciting other students to act inappropriately or to disobey the teacher or school or class rules including, without limitation, inciting others to walk out.
- Destroying the property of the school or another student.
- Loud, obnoxious or outrageous behavior.

Notwithstanding any inconsistent or contrary provisions in the District's policies regarding suspension and expulsion or in the parent-student handbooks, removal of a student from class may occur for any other behavior, not specified above, that is deemed disruptive, dangerous or unruly.

(d) Behavior Which Interferes with the Ability of the Staff Member to Teach Effectively

Students are required to cooperate with the staff member by listening attentively, obeying all instructions promptly and responding appropriately when called upon. A student's non-compliance may distract others either by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. By way of example and without limitation, a student may be removed for behavior, which constitutes:

- Open defiance or disrespect of the staff member, manifest in words, gestures or other overt behavior
- Other behavior likely or intended to sabotage or undermine the instruction

(e) Behavior Which is Incompatible with Effective Learning in the Class

In addition, there may be grounds for removal for behavior, which, though not necessarily violative of the provisions of (a) through (d) above, is inconsistent with basic classroom decorum. Such behavior may, in the determination of the staff member, warrant removal because of its interference with the ability of others to learn effectively. Such behavior may include, without limitation, sleeping in class, blatant inattention, or other overt or passive refusal or unwillingness to engage in class activities.

Other, Non-Disciplinary Reasons for Removal of a Student from Class

In some cases, a staff member may believe that a student should be removed from the class for the good of the student and in the best interests of the class as a whole. Such reasons may, but need not, be disciplinary in nature and include, for purposes of illustration and without limitation, irreconcilable personality differences or issues between the student and other students or, in rare circumstances, between the student and the teacher.

Definitions

- (a) Student: Any student enrolled in the District, exchange student, or student visitor to the District's schools.
- (b) Class: Any class, meeting or activity, which students attend or in which they participate while in school under the control or direction of the District. This definition includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch, or recess.
- (c) Teacher: Any certified instructor, counselor, nurse, social worker, psychologist, occupational/physical therapist or administrator in the employ of the District.
- (d) Teacher of that Class: The regularly assigned teacher of the class or any teacher assigned to teach, monitor, assist in or oversee the class. This definition includes, without limitation, any assigned substitute teacher, proctor, monitor, or group leader. Where there is more than one teacher in a class, any teacher may remove a student from that class, upon informing the other teacher(s) of his/her intent to do so. It is advisable, though not absolutely required, that all teachers of a class assent to the removal of the student.
- (e) Building Administrator: The principal of a school or other individual duly designated by the building administrator or District Administrator.

Phone Calls

Phones in the office are for school business. Students may use the phone for business related to school with permission from the office staff.

Assemblies

During the course of the year we organize assembly programs for you. However, attending assemblies is a privilege and we expect you to be courteous and respectful to the performers and others in the audience during the assembly. Most assemblies will be held during Flex Time.

Student Movement Within the Building

If you need to go from one area in the school to another you are expected to have a pass from a staff member. High school students are not allowed in the middle school without the permission of the high school principal.

Misplaced Items/Theft

If you lose something, you should check in the office to see if it has been found. Please report suspected thefts to the office. In most cases, valuable items should be left at home. Those brought to school should be locked in your locker when not in your possession. We need your help in reporting any thefts of which you have knowledge.

Transportation in Private Vehicles

Waterloo School District students who participate in District-sponsored activities held outside the District shall be transported to and from these events in District-provided transportation with the exception of the specific circumstances listed below.

1. If a single participant advances in an activity facilitated through the Gifted and Talented Program, the principal may grant prior written permission for the student to be transported to and/or from the event by his/her parent(s)/guardian(s).
2. If a student is participating in more than one District-sponsored school activity on a given day, the principal may grant prior written permission for the student to be transported to and/or from the events by his/her parent(s)/guardian(s).
3. Although this practice is discouraged, a parent/guardian may obtain permission to transport his/her child(ren) home from a District-sponsored activity by completing a *Return Transportation Agreement*, Exhibit 754.10, in the presence of the coach or activity director.
4. If a District employee or parent/guardian wants to transport students other than his/her own children to and from a District-sponsored activity, the individual must complete a *Request for Authorization to Transport in Private Vehicle*, Exhibit 754.12, and provide the District with the following information:
 - a. A Certificate of Insurance naming the Waterloo School District as a co-insured when the vehicle is used to transport District students to and from District-sponsored activities.
 - b. A copy of the driver's record, certified by the Department of Motor Vehicles, showing that the driver has not been convicted of reckless driving, operating a motor vehicle under the influence of an intoxicant or controlled substance, or any of the offenses enumerated under Wis. Stats. 343.03 within the past two year.
 - c. A photocopy of the driver's license, showing the driver to be at least 21 years of age.

This policy does not affect transportation to and from educational experiences, such as YOST, FFA Trap Team, Youth Options, Apprenticeships, Mentorships and Supervised Work Experience, for which the District assumes no transportation responsibilities.

Student Parking

Students are allowed the privilege of parking in the main parking lot. This privilege does not include visitor and other restricted parking areas. Students must register their vehicles during the online registration process. If changes take place during the school year, please notify the high school office. You are expected to park correctly in the marked spaces provided and to observe all laws

pertaining to driving. Speeds in excess of 15 miles per hour on or adjacent to school premises are prohibited. There will be no loitering in and around vehicles in the parking lot. Students are not allowed to park in visitor parking stalls. Non-compliance with these expectations may lead to revocation of parking privileges, vehicles being towed away at the driver's expense, and/or school disciplinary action. Students that park on school grounds are hereby given notice that by parking on school grounds, they are consenting to a possible vehicle search if it is determined by school administration that there is reasonable suspicion to initiate a search of the vehicle to ensure school safety.

Parking Passes – Students must have a parking pass to park their car in the school parking lot. Students will need to get a parking pass from the high school office within the first week of school or after they receive their driver license.

Student Government

Elections for Student Council are held in the spring for grades 9-12. A student is also elected to be the student representative to the Board of Education. The student is elected in April and serves from May to April. We strongly encourage students to get involved with student government.

Student Lockers

Lockers and coat racks are the property of Waterloo School District. Students are assigned lockers or coat racks for their temporary use. Students are responsible for any damage incurred to the inside of the locker or to the coat rack area. The District does not assume any responsibility for security of locker or coat rack contents.

Students should have no expectation of privacy in using school lockers or coat racks.

Lockers, the contents of lockers, coat racks and the contents of coat racks are subject to search by school officials as outlined in Policy 445 – Locker, Coat Rack and Student Searches.

You must use the locks provided by the school. Other locks will be removed. Kicking or slamming your locker will not be tolerated. The display of nudity, vulgarity, illegal drugs, drug paraphernalia, gang related graffiti, alcohol or tobacco products in or on your locker is prohibited.

Locker and Student Searches

The Waterloo School District provides lockers and coat racks for the convenience of students, to be used solely and exclusively for the storage of outer garments, footwear and school-related materials. No student shall use a school locker or coat rack area for any other purpose. Hallway, physical education and athletic lockers and coat racks are the property of the Waterloo School District. At no time does the District relinquish its exclusive control of such lockers and coat racks.

The Waterloo School District authorizes searches for the purpose of maintaining order and discipline in the school and to protect the safety and welfare of students and school personnel.

Locker/Coat Rack Searches:

1. A locker/coat rack search may be conducted by the district administrator, building principal or an employee designated by the district administrator or building principal. The search shall be conducted in the presence of a staff member and, when possible, the student to whom the locker/coat rack area has been assigned.
2. A locker or coat rack area may be searched as deemed necessary or appropriate without notice and through any means necessary, without consent, and without a search warrant.

Student Searches:

1. A student search may be conducted by the district administrator or building principal, in the presence of a staff member of the same sex as the student.
2. Student searches shall be conducted only when there is reasonable suspicion, personal observation or reliable third party information that the student has dangerous, stolen or illegal items or any substance which can or does alter the behavior of students in his/her possession.

3. School officials shall remain sensitive to the privacy of students when conducting a search of the student's person, purse, duffel bag or similar articles.
4. Strip searches are illegal and will not be conducted by the District at any time. When the nature of the problem warrants consideration of this type of search, law enforcement officials will be contacted to take over the investigation.

Disposition of Contraband:

1. Any inappropriate, unauthorized or illegal item found in a search shall be removed.
2. Removed items shall be held by the school for return to parent(s)/guardian(s) of the student or adult student, retained for school disciplinary proceedings, or turned over to law enforcement officials.
3. The adult student or parent(s)/guardian(s) of a minor child shall be notified of items removed from the locker or coat rack and turned over to law enforcement officials.

Search Documentation:

1. A Search Documentation Report, Exhibit 445.01 shall be completed by the school official who conducts a locker/coat rack search and/or student search within 24 hours of the search.
2. The Search Documentation Report shall be filed for safekeeping and ready retrieval in the school office and retained for a period of not less than three years.

This policy is included in the respective parent-student handbooks that are distributed annually to students enrolled in the Waterloo School District.

Locker Room Privacy

The Waterloo School District shall observe measures intended to protect the privacy rights of individuals using school locker rooms. The following provisions outline the extent to which that protection can and will be provided:

1. Locker rooms are provided for the use of physical education students, athletes and other activity groups and individuals authorized by the building principal or by District policy. No one will be permitted to enter into the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside of the locker room consistent with applicable District policies and/or school rules.
2. No cameras, video recorders or other devices that can be used to record or transfer images may be used in the locker room at any time.
3. No person may use a cell phone to capture, record or transfer a representation of a nude or partially nude person in the locker room or to take any other photo or video image of a person in the locker room.

Students and staff violating this policy shall be subject to school disciplinary action and possible legal referral, if applicable. Other persons violating the policy may be subject to penalties outlined in state law. The building principal or his/her designee shall be responsible for enforcing this policy.

Student Interviews by Law Enforcement, Social Service And Court-Appointed Personnel

The following guidelines are to be used by administrators when law enforcement officials, social service or court-appointed personnel conduct student interviews during school hours which include those times designated for school-approved activities.

A. Police-Initiated Interviews

1. Whenever practicable, the time and place of interviews will be scheduled by the appropriate building administrator after prior notice from the law enforcement officer. Administrators, in consultation with the law enforcement officer, will

consider the need for the student interview during regular school hours and work toward minimizing interviews that disrupt the instructional day.

2. Every effort should be made by the administrators and the law enforcement officers to minimize school disruption by:
 - a. Conducting plain clothes interviews whenever possible.
 - b. Interviewing in private, low student traffic areas.
 - c. Notifying students individually by school personnel when an interview is to be conducted.
 - d. Interviewing during non-instructional time (e.g., study hall, lunch) whenever possible.
3. The building principal or appropriate school designee may be present during the law enforcement officer interview as determined appropriate by the building principal/designee and consistent with law enforcement agency standards.
4. Notification to parents or guardians when students, who are minors, are to be interviewed by law enforcement officers in the schools is governed by the following guidelines:
 - a. **Notification defined:** The term “notification” as it is used in the procedure means a reasonable effort to contact a parent or guardian. Notification is not to be construed as obtaining permission.
 - b. **Elementary, Intermediate and Middle school students:** For all elementary, intermediate and middle school students, parents or guardians will be entitled to notification as defined above (4.a.) prior to commencing the interview, except in the case of child abuse/neglect referrals. The interview may proceed prior to notification of the parent or guardian if the situation is determined by school officials and law enforcement personnel to require immediate action or to be of a critical nature. If the interviewee is to be arrested, or is considered a suspect or, in the case of elementary students is considered a witness, subsequent contact of a parent or guardian by a school administrator or the law enforcement department is required.
 - c. **High school students:** Although prior notification of the parent or guardian is encouraged whenever possible and practicable, high school students may be interviewed without such prior notification. If the interviewee is to be arrested, subsequent contact by a school administrator and/or the law enforcement department is required.
5. In cases where the student is asked to leave the building and accompany the officer to the law enforcement station, the law enforcement department is responsible for contacting the student’s parent or guardian. Complaints regarding the removal of a student from school, or notification, should be directed to the appropriate police agency or the District Attorney.

B. School Initiated Interviews Involving Police

1. When school authorities request the assistance of a police officer or make a referral to the police for investigation, parental notification is not required. If it is determined that the student will be charged or ticketed, the building principal or his/her designee will notify the parent/guardian.

C. Social Service or Court-appointed Personnel Initiated Interviews

1. If an individual or group comes to the school to question a student and is not known by the district employee, the employee will request appropriate identification.
2. Approval from the building principal or his/her designee must be secured before questioning may take place.
3. If the interview relates to the investigation of possible child abuse or neglect, the student may be interviewed without contacting the student’s parent/guardian. If the interview is not related to possible child abuse or neglect, a reasonable effort will be made to contact the parent or guardian.
4. The building principal or appropriate school designee may be present during the interview as deemed appropriate by the building principal/designee consistent with agency standards.

Acceptable Use of Technology

Philosophy

The Waterloo School District is committed to the appropriate and effective use of technology resources including the Internet as a means for achieving the educational goals and mission of the District. Technology resources and the Internet offer vast, diverse and unique educational resources that can promote learning and enhance instruction.

The terms “technology resources,” “networks” or “computers” used in this policy are generally synonymous and include laptop computers, desktop computers, cell phones, telephones, servers, storage media, handheld devices, pagers, printers, scanners, software and other District-owned or contracted-for electronic communication equipment. Technology resources, like any other school property, are owned by and the property of the District or subject to the District’s rights under contract and law. Technology resources must be used in the interests of the District and for the educational purposes for which intended. Users are required to follow the guidelines outlined in this policy, administrative procedures, and other related policies and rules.

Web resources are a collection of tools that enable interaction on the Internet. Web resources include the Internet, blogs, wikis, podcasts, social-bookmarking, social networking sites, multi-user role-playing environments, video games and other forms of electronic communication. The District permits responsible and safe use of these tools for instructional and educational purposes. Users are expected to engage in safe and acceptable use of the Web resources. The information available via the Internet is constantly changing. Since it is impossible to predict with certainty what information an individual might locate, making electronic information available to individuals does not imply endorsement of that content by the District.

The District recognizes that the Internet links users to uncensored information and ideas throughout the world, and there is potential for users to access information that is inconsistent with the educational goals of the District. However, the District believes that the educational benefits and interaction available through Internet use outweighs any potential misuse. Use of the Internet through district resources is subject to filtering as mandated by CIPA (Children's Internet Protection Act). No technology measure can block 100% of inappropriate content so the District emphasizes the importance of responsible use and of parent and staff supervision in monitoring use of technology. All users shall exercise discretion while accessing the Internet through the district computer network.

Ownership and Control

The Waterloo School District retains full ownership and control of all of its technology equipment and resources. Any user files, communications, or other information stored on District equipment shall not be considered private. School or network administrators may review files and communications to maintain system integrity and ensure that users are in compliance with District rules and procedures for technology and network etiquette. District employees are reminded that material stored on their computers, including their personal files may be discoverable and subject to release under state public open records laws.

Responsibility for Accuracy and Quality

The District shall not be responsible for the accuracy or quality of information obtained through its technology services. Furthermore, the District makes no warranties of any kind, neither expressed nor implied, for the technology services it provides. It will not be responsible for any damages or loss of data caused by its own negligence or users’ errors/omissions and denies any financial obligations arising from unauthorized use of the system.

Use Privileges

Use of District technology resources is a privilege, not a right. As such, all users will be expected to adhere to District rules and procedures which require efficient, ethical, and legal utilization of technology for educational purposes only. Any user who violates these rules and procedures or vandalizes* District technology resources will be subject to a suspension or loss of network privileges and/or other disciplinary or legal consequences. Users of technology will annually review and acknowledge the current acceptable use policies and guidelines.

*Vandalism is defined as any intentional attempt to alter or destroy hardware, software, wiring, equipment connections, or the data of another user. This includes, but is not limited to, the loading or creation of computer viruses.

Parental Opt-Out

The District will provide students access to technology resources including the Internet, unless the parent/guardian notifies the District through the online registration process.

Acceptable Use Rules

All technology users are expected to abide by generally accepted rules of etiquette and state and federal regulations which include, but are not limited to, the following:

- Use of District technology resources to transfer any material in violation of state or federal laws or regulations is prohibited. This includes, but is not limited to, copyrighted material; threatening, racist or obscene material, or material protected by trade secret.
- Use of District technology resources for non-educational purposes, product advertisement, commercial activity and/or financial, political, or personal gain is prohibited.
- Use of District technology resources to engage in cyber bullying, harm, threaten, intimidate, or harass others is prohibited.
- Use of appropriate language is expected. Use of District technology resources to distribute abusive, racist, or threatening language, swearing, or vulgarities in messages or pictures is prohibited.
- Users shall not intentionally endanger or disrupt the District's computer networks or the use of the networks by others.
- Users who exercise their privilege to use District technology resources as an educational resource shall be liable for all material received.
- Users are responsible for safeguarding their own computer account. Passwords should be changed often to ensure that files remain private and secure. Users shall not provide their password to another person or use the accounts of others.
- Users are advised not to reveal personal information, such as name, address, telephone numbers, etc. of themselves or others on line. Students will not agree to meet with someone they have met online without their parent'(s)/guardian'(s) approval.
- Users shall not attempt to access restricted information. Users must have valid, authorized accounts and may only use technology resources for which they are specifically authorized.
- Users shall disclose any misuse of District technology resources or potential problems in computer system security to the appropriate District official(s) and cooperate with the investigation of abuses.
- All computer hardware and software purchases intended to be used in the District network shall have prior approval by the network administrator.
- Computer hardware and software shall not be installed on non-guest portions of the district computer network without approval of the network administrator.

Non-District Provided Technology

The District permits approved use of personal technology devices by students and staff in support of teaching and learning, managing resources, and connecting with stakeholders. Personal devices must meet the minimum requirements for network access. Limited use of personal devices is permitted so long as the use does not interfere with educational or employment responsibilities and as long as the use does not hinder, disrupt or consume an unreasonable amount of network resources, violate state or federal law or Board policies.

Users may bring personal devices into the District to access the District network. Personal devices may include laptop computers, portable digital assistants (PDAs), cell phones, iPods/MP3 players, wireless devices, digital cameras, storage devices, or other electronics that may be carried on a person. The District is not liable for the loss, damage or misuse of any personal device including while on District property or while attending school- sponsored activities. Users that make use of any personal technology must follow all rules and guidelines of this Policy and related policies, guidelines and rules.

The District may establish standardized guidelines regarding the use, nonuse or scope of permissible use of personal devices at the elementary, intermediate, middle and secondary levels.

Administrators may confiscate and search personal devices while on District property if the administrator has reasonable suspicion that the use of the device or technology is in violation of this policy.

The District reserves the right to modify the above stated rules as deemed necessary. The District shall provide annual written notice of this policy to parents and students in the student-parent handbooks.

Technology Resources, Student Use

The Waterloo Intermediate, Middle, and High Schools will supply students, excluding those students who have already been assigned a specialized learning device, with a Chromebook, case and charger. Students will be provided access to Family Access, Google G Suite for Education, educational web-based tools, and many other useful websites.

Students in grades 7-12 will be welcome to take their Chromebooks home daily. Students in 5th and 6th grade will be assigned a Chromebook and case to use daily at school, but the Chromebook will be left at school to charge overnight.

During the first two weeks of the school year, students will engage in tutorials and lessons with their teachers covering the care of their Chromebooks, digital citizenship, and acceptable use of technology.

Receiving a Chromebook

Before a student receives a Chromebook, each student must:

- Sign that they've read the Waterloo 1:1 Chromebook Policy Expectations and Guidelines.
- Have a signed Acceptable Use of Technology policy on file with the District.

In addition, parents must have completed the Chromebook device online registration process at school.

Electronic Communication Devices

Waterloo High School has been 1:1 with Chromebooks for several years. Since cell phones and other personal devices are no longer needed as a tool for classroom use and cell phones and other devices present a constant distraction to many of our students, cell phones, AirPods, headphones, laptops or other personal electronic devices are **no longer allowed to be in possession of the student** and are expected to remain in the student's locker or classroom phone caddy.

Students are not allowed to use their cell phone and other personal electronic devices during instructional time (including flex time), regardless of their location. If a staff member observes a student with a personal electronic device in class, in the hallway, in the locker area, or anywhere else in the school or school grounds during instructional time the device will be taken away. Instructional time is defined as those times when classes are in session, whether or not a student is physically in class. Additionally, the main office, without the express permission of school staff present, are cell phone free zones at all times when school is in session. Students are allowed to use their cell phones and other personal electronic devices during passing time, during lunch, before and after school, and with prior permission from the principal if a staff member requests the need for an electronic device for learning. Per Wisconsin Statute #118, the use of personal electronic devices is prohibited at all times in locker rooms, shower facilities, bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes.

Students who have cell phones or other personal electronic devices in the classroom or use cell phones or other personal electronic devices inappropriately will have them confiscated as outlined below. Refusal to turn over an electronic device will result in an in-school suspension for the student and development of a personal electronic device free school plan. The phone in the office will be available for students to contact their parents. Parents who need to get ahold of their child during the instructional day can do so by contacting the high school office.

Staff have been asked to confiscate a personal electronic device when it is being used at an inappropriate time, is being used inappropriately, or when it is causing a disruption to the student or other students during appropriate use times.

Violations of the above conditions are subject to the following progressive discipline plan (for repeat offenses, initial steps may be skipped as warranted):

1. **First offense** – Device is taken and placed in the office, returned to the student at the end of the school day. Parent / guardian contact is made by the teacher. A behavioral referral for misuse of personal electronic device is made in Skyward by the staff member.
2. **Second offense** – Device is taken and placed in the office. 1 office detention is assigned. Development of a school personal electronic device free plan for three consecutive school days. A behavior referral for misuse of personal electronic device is made in Skyward. Parent / guardian contact is made by administration.
3. **Third and additional offenses** - Device is taken and placed in the office. 2 or more office detentions are assigned. A behavioral referral for misuse of a personal electronic device is made in Skyward. Development of a school personal

electronic device free plan for twice the amount of days of the previous plan (length will be modified based on the violations).

Any refusal to comply with a staff member's directions as related to these steps will immediately initiate confiscation of personal electronic device, an in-school suspension, and the development of a school personal electronic device free plan.

Student Access to the Internet

At school, students will have access to the Internet through the district network. The District will train students and teachers in how to save documents and websites for offline use. The District will not provide students with off-campus Internet access. Chromebooks may be connected to home Wi-Fi connections. Internet access is also available at KJM Library, and Waterloo School District may offer extended building access for Wi-Fi use if demand is high.

The content filter will be active when students access the Internet, regardless of the student's location. Sites that are blocked at school may also be blocked when accessing the Internet from other locations.

Parents/Legal guardians must monitor their student's time and activities on the Internet. Students should have a good understanding of the rules set by their parents/guardians for Internet usage outside of school, even if the student is using their school computer. The American Academy of Pediatrics has a [Media and Children Toolkit](https://www.aap.org/en-us/advocacy-and-policy/aap-health-initiatives/Pages/Media-and-Children.aspx) to facilitate the discussion. <https://www.aap.org/en-us/advocacy-and-policy/aap-health-initiatives/Pages/Media-and-Children.aspx>

Parent and Guardian Right to Waive 24/7 Access

Parent/Legal guardians may have the right to waive their child's 24/7 access to the Chromebook by filing a written waiver with the school's district office. A record of that waiver will be kept on file. The student will still have access to the computer while at school but will not be allowed to remove the computer from school grounds. Instead the computer will be stored and charged at school. A location will be provided to store and charge the computer at school.

The decision to either waive the right to 24/7 access or to participate in 24/7 access to the computer can be made at any time during the school year.

Chromebook Probationary Status

The Waterloo School District has the obligation to protect its assets. During the year, administration may assign a student Chromebook Probationary Status based on one or more of the following criteria:

- The student has violated the Acceptable Use of Technology Policy 363 during the current or previous semester.
- The student has had multiple instances of accidental damage, intentional damage to a device, or unpaid repair/replacement fees.
- The student has had multiple instances of leaving their Chromebook at home.

Any students who accesses inappropriate sites, is using Chromebooks without educator permission, or is accessing sites during the school day that are not related to a class the student is in will be subject to disciplinary action according to the school handbooks.

If assigned Probationary Status, a student may be required to turn in the Chromebook to the school LMC at the end of each day. A formal check in and check out process will take place to protect the equipment and to document the process.

Returning a Chromebook

Each student Chromebook, charger, and case will be collected at the end of each school year for maintenance over summer vacation and then be re-issued to the same student at the beginning of the next school year.

Any student who transfers out of the Waterloo School District will be required to return their Chromebook and accessories to the high school office before transferring. If a Chromebook and its accessories are not returned, the parent/guardian will be held responsible for the full price of the Chromebook, case, and charger. If payment is not received, the District will follow a process similar to that used to collect outstanding school fees.

Seniors will be given the option at the end of the school year to either turn in their Chromebook and pay any damages incurred or buy back their Chromebook for personal use. Any Chromebook purchased will be released from the District's management system and returned to the student, along with their assigned case and power adapter, in as-is condition. No ongoing support or repairs will be provided for the Chromebook after its transfer to the student. The sale price for the buy back option will be determined by the high school office and communicated to seniors prior to Chromebook collection at the end of the school year.

Chromebook Repair and Replacement Costs

The repair or replacement of equipment will be performed solely by the District. If the Chromebook is damaged, stolen, or lost, the student/parent/guardian is responsible for paying for the repair or replacement of the unit.

The District regards the Chromebook as it does all other materials that are checked out to a student, (ex: library materials, sports equipment, etc.)

- All repairs, distribution of Chromebooks, password resets, and user account support will occur at the high school office outside of class periods between the hours of 7:30 a.m. - 3:30 p.m.
- Any device lost or stolen should be immediately reported to the school principal and Waterloo IT staff.
- Fines are determined based on real assessed cost of that part and will not include labor. The following chart gives estimated replacement costs for our Chromebooks and their parts, which will serve as caps on family costs. Actual costs may be less

Chromebook Repairs

Part	Replacement Cost
Current model Chromebook	\$260
Screen	\$150
Motherboard	\$135
Keyboard	\$70
TouchPad	\$50
AC Power Charger	\$45
Case	\$35
Battery	\$70
Graffiti or Sticker Removal	\$10

General Chromebook Care Guidelines

- Each Chromebook must have a Waterloo School District asset tag on them at all times; the tag must not be removed or altered in any way.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- The Chromebook should be transported in its carrying case at all times and should not be carried while the screen is open.
- The Chromebook should not be transported with the power cord plugged in.
- Chromebook vents must not be covered.
- No food or drink is allowed next to the Chromebook while it is being used.
- The Chromebook's screen, keyboard, and outer surface should be cleaned with a soft, dry, or slightly damp microfiber or cotton cloth. No liquid should be sprayed directly on the Chromebook, and no cleaning fluids of any kind should be used.
- A Chromebook should not be decorated with stickers, decals, or other forms of personalization.
- A Chromebook should never be leaned onto, have pressure applied, nor stored with items placed on top of it.
- A Chromebook should never be left unattended in any unsupervised area.
- A Chromebook should never be left in a car or exposed to extreme temperatures for long periods of time.
- Any Chromebook found should be returned to the High School LMC or school office, if possible, or otherwise to any staff member.

Responsible Use of Chromebooks

- The Chromebook is an educational tool that is not intended for gaming, social networking, or high-end computing.

- Since teachers will design their lessons and classrooms based on students having access to Chromebooks, students are responsible for bring a fully-charged Chromebook, case, and charging unit to school each day unless advised not to do so by the teacher.
- Students will only log into the Chromebook using the Google account provided by the Waterloo School District.

Students will adhere to all of the information for acceptable use as described in Waterloo School District's Board Policy 363 - Acceptable Use of Technology.

Fines and Fees

Students are responsible for all materials, equipment, and facilities assigned to them or provided for their use. Abuse or loss of these items will result in the students' or parents' payment for the items lost or damaged, and possible school disciplinary action. Students must pay any fines or fees by the end of the fourth term or they will not be allowed to take fourth term final exams until the fine or fees are paid. If the fine or fee is not addressed before the end of the current school year, this fee will be added to the registration fee for the following school year. For seniors, if a fine or fee is not paid before the end of the current school year, the senior will not be allowed to participate in graduation ceremonies.

Non-Sufficient Funds

The Waterloo School District Board permits individuals to use personal checks for the transaction of business with the District. If any check is returned because of non-sufficient funds, the District shall charge a \$25 fee, which includes the bank charge to the District. After the second, non-sufficient fund check has been received from an individual, the District will require cash payment for the remainder of the school year.

Soda/Juice /Food Regulations

1. No beverages will be allowed in classrooms for student consumption unless approved by the Principal or designee.
2. Students may purchase and consume beverages in specified lunch areas during their lunch period and during breaks between classes.
3. Students are not allowed to take their personal food in to any classroom.
4. Students violating any of the above provisions will have their beverage and/or container confiscated. If the problem continues, the Principal will take more severe disciplinary action.

Study Hall Expectations

1. Students are expected to sit quietly with good posture.
2. Students are expected to work on school studies or have acceptable material to read.
3. Students are expected to maintain the cleanliness of the facility. The students will be expected to clean up any material left in the study hall.
4. The students will not communicate with other students unless given permission to do so.
5. The students are expected to follow any other rules listed by the study hall supervisor.

Public Displays of Affection

The only acceptable display of affection will be holding hands.

Closed Campus

Campus is closed to all high school students except for Yost, Supervised Work Experience, Job Shadowing, Youth Apprenticeship,

Dual Credit Options, Mentorship activities, and juniors / seniors that qualify for open campus during Flex Time (see p.36 for further details on flex time open campus). Students are not allowed to drive vehicles, ride in vehicles or walk off campus during the school day except for the above activities.

Leaving School During the Day

If you need to leave school during the day, please follow this procedure:

1. Your parent's permission must be received before you leave. Contact with parents must be made from the HS office.
2. You must get a permission slip from the office before school on the morning of any scheduled appointment.
3. You must sign out in the office prior to leaving school.
4. When you return to school you must sign in and receive a pass. The pass readmits you to class.
5. You must sign-in and sign-out at the office whenever you enter or leave school during the school day regardless of the reason.
6. You must make every attempt to inform your teachers when you will be absent and to see what work can be completed prior to the absence.

Failure to follow the above procedures will result in a closed campus violation. The campus is closed, students are not allowed to drive vehicles, ride in vehicles or walk off campus during the school day without prior permission.

Lunch Period and Lunch Program

The cafeteria provides good meals at reasonable prices. Students may set up a family account to purchase student lunches.

During lunch periods, you are expected to eat in the cafeteria, dispose of your trash properly and follow the directions of the lunch supervisor. If you should spill food or drink, you will be expected to clean up after yourself.

Students are permitted to be in the following inside areas during the lunch period: cafeteria, the hallway from the high school office to the main entrance doors, and the gymnasium. Students are permitted outside of the building in the following area: in front of the high school from the parking lot to the art room lobby sidewalk. Students are not allowed in the parking lot, by the tennis courts, behind the school, in the school forest, by the middle school or elementary school. The campus is closed, students are not allowed to drive vehicles, ride in vehicles, or walk off campus during the school day without prior permission.

Up-to-date prices are listed on the current lunch menu found under the Lunch Menu tab on the left side of the District Website www.waterloo.k12.wi.us Free and Reduced Lunch Applications are also found there.

District will post a menu on the website so that parents may choose which meals they want their student to purchase.

In order for a student to participate in the food service program, his/her family will need to have an activated food service account. To activate the account the parent/guardian or student must put money in the account and/or have a processed Free and Reduced Lunch application in the system. Low balance notices will be emailed and/or sent home with the student.

See policy 761 regarding Food Service Account collection.

Student Dances

Classes, clubs and organizations, and the Student Council may sponsor dances or parties. We want you to enjoy the school dances sponsored at Waterloo High School, and we want the parents of our students to recognize that our dances are a wholesome source of recreation. The following are dance expectations:

1. Dances are for Waterloo students. A pass must be obtained from the Principal or Faculty Advisor in advance to bring a guest.

2. Faculty advisors must fill out a Dance Request Form which is available in the office.
3. High School dances end at 11:00 p.m. Exceptions can be made with the permission of the Principal.
4. After the first hour, you will not be permitted to enter the dance without advance written authorization by the Principal.
5. If you leave the building during the dance, you will not be permitted to return. Exceptions can be made with the permission of the Principal/designee.
6. High school students cannot attend middle school dances and middle school students cannot attend high school dances.
7. A student on an in-school or out of school suspension may not attend a dance if it occurs during the suspension.

Flex Time

Flex Time is an opportunity for students to “flex” their time based on what they need at school. Students and teachers use a program called FlexiSCHED to organize remedial, intervention and enrichment activities. Flex time will also be used as ACT prep, leadership opportunities for students, and activity meetings. Character Education activities will be provided and will address our Character Education Mission Statement:

The Waterloo School District is committed to the development of a character education program which will, through partnerships with home and community, provide an environment to promote the academic, emotional and social well-being of all students.

We will develop responsible citizens to live and succeed in a diverse and ever-changing world by focusing on the character traits of respect, motivation, honesty, empathy, responsibility, and cooperation.

Flex Time – Open Campus

Juniors and seniors can qualify for open campus during flex time based on meeting expectations from the previous term. To qualify for open campus, juniors and seniors must meet the following expectations:

- 3.0 or higher term gpa,
- No documented suspensions,
- No unexcused absences,
- Open campus form completed, signed by a parent / guardian, and turned into the high school office.

Open campus will not be offered during term 1. The principal could revoke open campus from a student at any time. Prior to revoking open campus, the principal would communicate and meet with both the student and parent(s) / guardian(s).

Library Media Center Procedures

LMC Collection:

The fiction and information media, as well as the online databases, have been selected to support the Waterloo School District core curricula and to meet the reading needs and interests of fifth through twelfth grade students. The LMC staff and teachers will guide younger students towards media that reflect younger reading needs, interests and levels of reading ability; however, no student will be denied access to more mature media.

- A red label on the spine of an item indicates: **Recommended Reading** for all ages.
- A yellow label on the spine of an item indicates: **High School English Department Class Selection**. The LMC staff will not recommend these reading selections to younger students.

Parents should advise their children to choose media that reflect family values and interests. The Waterloo School District believes that parents are the best determiners of what their children should read. Anyone who challenges the appropriateness of any media in the school should be referred to the Waterloo School District Media Reconsideration Policy.

Check Out:

Students can check out up to six items total. If a student is researching, and needs more resources, the LMC will make individual exceptions. Only teachers check out DVDs and videos.

Date Due:

In general, students should return all items when they no longer need an item. The sign, posted on the circulation desk states that all items are due in 30 days. All items checkout during a school term must be returned two weeks prior to the end of the current school term. Students will not be allowed to check out books for the next term until all books are returned or dues and/or fines are paid.

Over Dues:

All students will receive an overdue notice after an item is one month overdue. This overdue notice will be sent to a student's school email account. Each student will continue to receive printed overdue notices until the item is returned to the LMC. If there is a question about an overdue item, the LMC staff will help search for the item. On occasion, an item is found in the LMC. If an item is not found, each student must continue to search all possible locations inside school and outside school. There is no overdue fee charged for an overdue item. After two months, a notice will be mailed to the student's home. After three months, the LMC staff will make a telephone call to the student's home indicating an overdue problem. Any student who has items more than three months overdue will be refused check out services.

Damaged Media:

Students must notify the LMC as soon as they discover that an item checked out is damaged. No fee for damage will be charged in this case. If a student damages an item beyond repair, the LMC must be reimbursed. All students will receive a written receipt with full payment.

Lost Media:

If a student loses a LMC item, the student is responsible for the total cost of the item. All students will receive a written receipt. If the student finds the lost item within 30 days from when it was lost and paid, the Waterloo School District will return the money via a check to the student or student's family along with a copy of the receipt. The LMC keeps a duplicate of each receipt.

End of the School Year:

All LMC items, including fiction and information media, calculators, cameras, and MP3 players are due on textbook check day. The LMC will print a list of all students who have not returned their media. The HS office will print a list of all students who have not returned HS textbooks and classroom materials. These lists are separate, but will be updated daily. To qualify for final exams, every HS student must have returned or paid for all lost LMC media (in the LMC) or Waterloo School District textbooks and classroom materials (in the HS office). If a student needs a LMC item for a final exam, the LMC will make individual exceptions. If the LMC fee is not addressed before the end of the current school year, this fee will be added to the registration fee for the following school year. For seniors, if a LMC fee is not paid before the end of the current school year, the senior will not be allowed to participate in graduation ceremonies.

Animals In The School

The Waterloo School District believes that interaction with animals can enhance a child's education and provide opportunities for social, emotional and academic growth. Any teacher who brings one or more animals to school or into the classroom or keeps such animal(s) in his/her classroom as a class pet(s) shall:

1. Screen students, staff and parents who will regularly come into contact with the animal(s) at school for serious health conditions that would prohibit the teacher from having the animal(s) at school or in the classroom.
2. Notify the principal, prior to bringing any animal(s) to school or into the classroom.
3. Inform the parent(s)/guardian(s) when any animal(s) will be brought into the classroom or kept in the classroom as a class pet(s).
4. Assume primary liability for safeguarding the health, welfare and safety of all persons who will come into contact the animal(s) at school.
5. Provide proper care and maintenance of the animal(s) brought to school and instruct students on animal care, feeding and handling.
6. Provide a cage for any animal(s) that will remain at school overnight. The cage must appropriately house the animal(s) and be constructed to retain all urine and fecal material within the cage. Reptiles shall be housed in a covered glass or plastic aquarium.
7. Prohibit students from handling reptiles.
8. Clean the cage on a regular basis, utilizing universal precautions and blood-borne pathogen procedures for bagging and disposing of urine, fecal and blood-contaminated materials.
9. Prohibit the animal(s) from being at-large and unsupervised in the classroom, in the school or on school premises.

10. Locate the animal(s) away from the water fountain, sinks where students and staff wash hands, areas where food is prepared, stored, or served, or areas where first aid materials are stored or first aid is administered.
11. Provide first aid to any student who is bitten by an animal; report the incident to the principal, prior to the end of the school day. The principal shall notify the parent(s)/guardian(s) of the incident and report the incident to the county health department.
12. Prohibit students from taking any animal(s) home with them.

Animals-At-School Guidelines:

1. Animals that are known carriers of diseases such as rabies, salmonella or Lyme disease or parasites that could be transmitted to student or staff shall not be permitted at school, unless they are part of a school assembly program.
2. Domestic pets shall be leashed or wear a collar for constraint when on school premises. Large mammals and livestock shall be haltered and, if appropriate, muzzled or caged. The person attending any domestic pet, large mammal or livestock shall be responsible for cleaning up any fecal, urine or blood-contaminated material left by the animal he/she is attending.
3. Pet birds, including parrots and parakeets, are not permitted at school, unless they have been veterinarian-certified as psittacosis-free.
4. Dead animal specimens shall not be brought to school, unless they have been obtained from a business that provides lab animal specimens to schools.
5. Animal skeletons that have been properly preserved may be brought to school.
6. Animals shall not be transported on school buses, unless the animal has been trained to assist a disabled student or staff rider.

All other persons who want to bring any animal(s) to school or into the classroom must obtain the prior written permission of the principal. Any person who brings any animal(s) to school or into a classroom shall assume primary liability for safeguarding the health, welfare and safety of all persons who come into contact with the animal(s) at school.

Inquiries, questions and concerns regarding this policy should be directed to the school principal or the involved staff member.

School Visitors

The Board of Education encourages all citizens of the Waterloo School District to visit school facilities in accordance with reasonable procedures that have been established to ensure that such visits do not disrupt the educational environment or endanger the safety of students or staff. When citizens visit the schools they can assist the Board with evaluation of school programs, help determine needs, and support Board of Education efforts to continuously improve education in the Waterloo School District.

The Board of Education believes that parent(s)/guardian(s) who have students attending the Waterloo Public Schools have a special responsibility to keep themselves informed about the day-to-day operations in the schools. School principals shall encourage parents and guardians to visit the schools and shall promote a spirit of mutual cooperation between home and school that will benefit students. Additionally, school principals shall make an effort to ensure that parents/guardians of school students are aware of the school visitor policy and procedure by direct communication to homes, in the course of working with parent organizations and by discussion at other school meetings.

A school visitor shall not be permitted to interrupt during classroom time unless the school principal grants permission. A school visitor shall not be permitted to visit any student who is not his/her child, unless permission for such a visit is granted in advance by that student's parent/guardian. Pre-school children and students from other schools shall not be permitted to visit schools while classes are in session, unless special permission is granted in advance by the school principal.

Except for persons attending scheduled school programs, all persons who visit the Waterloo Public Schools, during the school day, shall report to the respective school office upon arrival, sign in, announce the nature and purpose of the visit and obtain a visitor pass before proceeding to their destination.

School Visitor Responsibilities

1. Report to the school office when entering the building between 7:30 a.m. and 3:30 p.m. on a school day, except when attending scheduled school programs that occur during the regular school day.

2. Inform the school secretary of the staff member or student he or she wishes to see and ask the school secretary if that person is available. Regular school volunteers need only to complete the visitor logbook.
3. Record the following information in the visitor logbook:
 - a. name and address.
 - b. whether he or she is a parent/guardian of a child attending the school,
 - c. name of the person/classroom he/she is visiting,
 - d. purpose of the visit,
 - e. time of arrival.
4. Write his/her name on a visitor badge, affix the visitor badge on his/her shirt or jacket and proceed to the location of person to be seen.
5. Report to the school office after concluding the visit to:
 - a. record his/her time of departure,
 - b. discard his/her visitor badge.

School Hours and Entrances

The main High School entrance and the Elementary gym school entrance doors are unlocked at 7:30 a.m. High school students are expected to enter the school using these doors. All other doors remain locked. After 8:00 a.m. entry must be made through the Middle School office. The building will be closed at 4:00 p.m.

Student Dress

Safety and belonging are key components of positive school cultures. Waterloo School District is focused on promoting both. Student's mode of dress and grooming represent personal style and are consistent with their identity. Waterloo School district will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Dress that is speech may still be prohibited if it is likely to cause disruption to the educational environment. Items not to be worn include:

1. Clothing or accessories that cover the head (hats and hoods).
2. Clothing or accessories that may be used as a weapon
3. See-through clothing
4. Clothing of accessories with statements, abbreviations, or pictures that are vulgar, obscene, promote illegal drugs (including tobacco products), alcohol, sex, violence, gang activities, or guns.
5. Clothing or accessories that expose undergarments or the buttocks.
6. Clothing or accessories with words, pictures, or caricatures based on stereotypes of a specific gender, race, ethnicity, nationality, religion, sexual orientation, disability, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational activities.
7. Items that are not considered clothing (ex. flags).
8. Items that hinder identification and surveillance (ex. sunglasses).
9. Backpacks and purses during the school day unless the student is entering or leaving the building. Backpacks and purses are to be stored in lockers

In enforcing the dress code, the following procedures shall be used:

1. An administrator shall serve as the initial arbitrator of student dress and grooming in his/her building;
2. Before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the administrator shall determine whether the item constitutes protected speech in so far as the item, independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two that does not require separate explanation.

Swimming Pool

The swimming pool is open to you and the public. Call 478-3511 for pool information or visit the school website.

STUDENT ATTENDANCE

The School Board believes attendance is a key factor in student achievement and believes that students must be in regular school attendance in order to successfully achieve the goal of high school graduation.

Any person having under their control a child who is between the ages of 6 and 18 years of age (including through the end of the semester in which the child becomes 18 years of age), or a child enrolled in 5-year old kindergarten in the District, shall cause the child to attend school regularly in accordance with state law. The child is expected to attend school on each day school is in session, unless he/she is excused from school attendance for any of the following reasons or has graduated from high school:

Prior Parent-Excused Absences:

A student excused in writing by his/her parent or guardian prior to an absence is excused from school attendance. A student may be excused by the parent or guardian under this provision for not more than 10 school days in the school year. Students excused are responsible for making up work missed during the absence. It is the student's responsibility to make arrangements with their classroom teacher(s) to complete any assignments or examinations that are or will be missed during the absence. Absences falling into this absence category include discretionary absences known in advance such as family vacations/travel, family weddings, hunting, and, unless within the number of visits counted as school-excused absences under the next section of these procedures, college visitation days.

Other Excused Absences of a Temporary Nature

- a. Illness, including reasonable treatment for such illness, where the student is temporarily not in proper physical or mental condition to attend school.

A written statement from a health care provider may be required to be submitted as proof of the student's condition for student absences due to illness that are 3 school days or more in length. Such health care provider's excuse shall state the period of time for which it is valid, and shall not exceed 30 days.

- b. Medical appointments (although the District strongly encourages parents and guardians to make every effort to schedule non-emergency medical examinations and appointments, e.g., for health maintenance/preventative care, at times that avoid or at least minimize the student's loss of instructional time);
- c. Religious holidays or instruction to the extent authorized by law;
- d. Family Emergency;
- e. Severe weather conditions that, in the parent's or guardian's reasonable judgement, are a danger to the health and welfare or safety of the student;
- f. Funerals of a family member or friend;
- g. Up to 1 day per school year for college visitations by high school juniors and seniors;
- h. Suspension from school;
- i. Mandatory court appearances
- j. Visiting a parent or guardian who is on active military duty and has been called to duty for or is on leave from deployment to a combat zone or combat support posting, or has returned from deployment to a combat zone or combat support posting within the past 30 days.
- k. Serving as an Election Official – Students may be excused to serve as an election official provided they have at least a 3.0 grade point average or the equivalent and have the permission of their parent(s) or guardian and the building principal;
- l. Sounding Taps – A student in grades 6 to 12 may be excused for the purpose of sounding "Taps" during a military honors funeral for a deceased veteran;
- m. Any other reasonable non-discretionary absence deemed appropriate by the school attendance officer.

Parents and guardians are required to notify the school of an absence prior to or on the day of the absence. Excused absences other than a suspension from school require written approval of the student's parent or guardian. All students with excused absences will be given the opportunity to make up class assignments missed during the absence, including tests and examination. It is the student's responsibility to contact the teacher(s) to make arrangements for making up the work missed during an absence from school. Teachers shall grant students, as a minimum, a period equal to the number of days that the was absent plus one (1) to make up work missed. This provision applies to all work missed during excused absences(s).

As indicated above, absence from school during a period of suspension will be considered an excused absence for purposes of this policy. Students serving a suspension will be permitted to make up class work and examinations missed during their suspension from school under the same conditions as other excused absences.

Students who are participating, with District approval, in extracurricular activities, athletics, and other District-sponsored programs or events during any portion of an instructional day are not considered absent from school, but teachers shall treat their absence from class as excused with the right to make up work to the same extent permitted in connection with excused absences from school.

Program or Curriculum Modifications

A child may be excused from regular school attendance pursuant to a program or curriculum modification, as further defined under state law, that has been requested by the student's parent or guardian and approved by the building principal.

Program or curriculum modifications shall be requested in writing. The administrative decision in response to the request shall likewise be provided in writing. If a child, or his/her parent or guardian, is not satisfied with the decision made by the building principal, he/she may ask the School Board to review and act on the request. The Board shall render its determination upon review in writing, if the student's parent or guardian so requests.

Participation in a Board-Approved Alternative Program

A child who is 16 years of age or older may be excused from regular school attendance to attend an alternative educational program leading to high school graduation or a high school equivalency diploma with state law provisions.

High School Students Who Are No Longer Subject to Compulsory Attendance

For any student who is 18 years of age or older and no longer subject to compulsory attendance and truancy referral, the student will still be held to the distinctions between excused and unexcused absences. In addition, by state law, the District may not grant a high school diploma to any student unless, during the high school grades, the student has been enrolled in a class or has participated in an activity approved by the school board during each class period of each school day, or the student has been enrolled in an alternative education program.

Unexcused Absences

Students who are absent from school without an acceptable excuse as authorized above will be considered truant and shall be dealt with in accordance with state law and established District procedures. Students with unexcused absences (truant students) will be permitted to make up tests and examinations that were missed during the unexcused absence period provided that the test/examination can be completed independently and by a reasonable deadline that is established by the teacher. Such students may also be permitted to make up assignments missed during their truancy to the extent such assignments can be completed independently and were not integrated with an in-school or group-based activity that the student missed while truant. Truant students may receive less than full credit for make-up assignments and make-up tests/exams. Teachers shall be expected to apply the same standard for making up missed classroom assignments to all truant students on a fair and consistent basis. With the approval of the building principal, a school may establish periods of supervised study, either during or outside of the regular school day, during which students who need to make-up work will be expected to complete the make-up work. The District shall not deny student credit in a course or subject solely because of a student's unexcused absences.

Teachers, students, and parents and guardians shall be informed of the District's student attendance policy and procedures annually via school handbooks or other means necessary to provide proper notice of student attendance-related responsibilities.

Excessive Absences

When a student is repeatedly absent, it shall be the responsibility of the school to investigate the reasons for the student's attendance problem and work with the student's family to take corrective action. It shall be, however, the primary responsibility of the student's family to ensure regular school attendance. The following steps shall be taken:

1. After a student has been absent three (3) days in a semester (terms 1 & 2 or terms 3 & 4), a letter shall be sent to the student's parent(s)/guardian(s) verifying the dates of the student's absences. The parent(s)/guardian(s) shall be advised of the school policy as it relates to a student accumulating five (5) days of absences within a semester.
2. After a student has been absent five (5) days in a semester (terms 1 & 2 or terms 3 & 4), a conference will be requested with the student and the student's parent(s)/guardian(s). The purpose of this meeting shall be to determine what steps must be taken to ensure that the student progresses satisfactorily in his/her classes. Furthermore, the office may request that all subsequent absences be verified by a doctor's excuse (must be seen in a doctor's office for that specific absence), an appointment card or other reasons approved in advance by the building principal.
3. After a student has been absent eight (8) days in a semester (terms 1 & 2 or terms 3 & 4), the student and the student's parent(s)/guardian(s) may be required to appear at a conference with the principal. The principal will hear evidence regarding the number and the nature of the absences and efforts that have been made to correct the problem. The principal will then determine what action is required to ensure regular attendance.

Tardiness

A pattern of tardiness on the part of any student shall be brought to the attention of the student's parent(s)/guardian(s). If it appears that the student is negligent, appropriate disciplinary action shall be taken.

Tardiness is a two-way problem, first it is disturbing to the class and teacher; secondly, it is a loss to the student. Since the school has accepted part of the responsibility of helping build good sound habits in its students, tardiness, especially chronic tardiness, is a detriment to character building.

Tardy to School - When tardy to school, ten (10) minutes or less, go directly to class and the teacher will mark the student as tardy. If more than ten (10) minutes, a student must report to the office and sign in before attending classes. Excused tardy slips will be issued for the same reasons as stipulated in excused absences. If tardy for any of the listed reasons, parents must contact the high school office stipulating the reason and time. If a student is more than ten (10) minutes late to school without an acceptable reason, it becomes an unexcused absence.

Unexcused absences to school will result in the following:

Detention(s) will be issued based on the amount of time missed from class.

Class Tardies - Tardiness to class is very disruptive to the educational process. You are considered tardy if you are 10 or fewer minutes late to class. During each term tardies to class will be dealt with as follows:

- 1st Tardy - Warning
- 2nd Tardy - 10 minute teacher detention - teacher and student conference
- 3rd Tardy - 15 minute teacher detention - teacher and student conference
- Additional Occurrences: Referral for office detention

Physical Education Participation

Students will participate in physical education classes unless excused by a doctor or if the parent excuses the student for 1 day per term by sending a written request.

1. Students not participating will remain with the class.
2. Students with injuries or long-term illnesses will earn PE credit in one or a combination of the following ways:

- A. Students will be given written work (read a rule book, learn to officiate, read about new skills, plays or strategies or assist with class). This work will be credited toward their grade.
- B. A doctor will specify the activities (if any) a student with an injury or illness can participate in. The student will then earn credits through this activity, even though the class may be engaged in another activity.

RESPONSIBILITIES FOR ATTENDANCE

Parent(s)/Guardian(s) Responsibility

1. When a student is absent from school, his/her parent(s)/guardian(s) shall contact the school by 8:30 a.m. Failure to contact the school shall result in a telephone call to the home or workplace of the student's parent(s)/guardian(s). To report an absence before 7:30 a.m., call 478-3633, dialing "6" to report an absence, then "3" to report a high school absence. This goes directly to the absence voice mail, which the high school secretary can then access at the start of the school day. To report an absence after 7:30 a.m. call 478-2171.
2. Parents/guardians shall be required to provide an explanation of absences at the time a student returns to school, or in the case of planned excused absences, at least twenty-four (24) hours prior to the absence.

Student Responsibility

1. Students shall be required to attend all of their scheduled classes and study halls unless they have obtained parental permission and a pass approved by the building principal or designee.
2. If a student will be absent, or is anticipating being absent, a parent or guardian will provide an explanation of the absence.
3. Students must check in and out at the school office when they leave and return to school.

Teacher Responsibility

1. Teachers are required to emphasize the importance and necessity of good attendance. Classroom procedures and grading requirements shall be developed which reflect the importance of daily assignments, classroom discussion and examinations in grading students.
2. Teachers are required by law to take daily attendance in their classes and maintain a record of absences that shall be sent to the office on a daily basis.

Building Principal Responsibility

1. Building principals shall request from each teacher the procedures used for grading students. All grading systems throughout the district should reflect the importance of daily assignments, classroom discussion, and application in grading students.
2. Principals will maintain office records for all excused absences and the unexcused absences that occur in their school building.
3. Parents will be notified of their child's unexcused absence/truancy by mail, telephone, or personal contact no later than 2 days after the principal receives an unexcused absence report. A written record of the parent contact shall be kept by the principal.

PROCEDURE TOWARD LEGAL REFERRAL

Prior to any legal referral of a habitual truant, school personnel must have taken the following actions:

1. Met with the student's parent/guardian to discuss the student's truancy, or attempted to meet with the student's parent/guardian and have been refused.
2. Provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum

would resolve the student's truancy and considered curriculum modifications.

3. An evaluation may be conducted to determine whether learning problems or social problems may be a cause of the student's truancy and, if so, take appropriate action.

All of the above actions must be documented in writing.

Legal Referral

Once a child is identified as being a habitual truant and the district has completed the actions outlined in VII above, a referral may be made to the appropriate county social service agency for intake evaluation. Within forty (40) days of receipt of the referral information, the assigned intake worker shall take action.

The District will follow the recommendation and/or orders of the respective county in which the student resides.

Truancy Action Plan

When a student is determined to be truant by the Principal the student shall:

1. Serve two (2) detentions for each Flex Time period missed (50 minutes)
2. Serve three (3) detentions for each 88-minute period missed (90 minutes)

STUDENT CODE OF CONDUCT

School rules apply to all students regardless of age. Depending on the severity of the situation, the Waterloo Police Department may be asked to assist in resolving the disciplinary problem. Parent/guardian will be contacted for all violations of any student discipline offenses. Students may be subject to consequences for behavior that causes substantial and material disruption at school that interfered with the rights of others to be secure at school or that advocated the violation of a specific school policy such as those governing drug use, alcohol use, or similar banned student behaviors. This also includes disruptions caused by texting or other social networking systems including actions that occur off school grounds that causes substantial and material disruption at school.

Bullying / harassment that is related to or discriminatory in nature based on a protected class (sex, race, religion, creed, age, national origin, ancestry, pregnancy, marital status, parental status, sexual orientation, disability) will result in an automatic 2 day out of school suspension. A second offense will include a police referral and will be a 5 day or more out of school suspension. Students committing a second offense will also be connected with school counselors for further assessment and education. A third offense will include a police referral and be brought to the School Board for consideration of expulsion.

The category A, B, and C offenses and consequences are a guide for Administration to use when discussing the behavior of the incident with the student(s). Since there are many different reasons for the behaviors that occur, other consequences and learning opportunities may be used to ensure the students learn the appropriate behavior. The Administration can use their own discretion and professional training when working with behavior incidents.

Category "A" Offenses and Consequences

Category "A" Offenses include, but are not limited to:	Category "A" Consequences may include, but are not limited to:
<ul style="list-style-type: none"> • General disturbance of instruction. • Gambling - Gambling and games of chance played for money or other tangibles are prohibited by law and are not permitted on school grounds • Swearing or Use of Profanity (Inappropriate Language) - profanity, vulgarity and indecent gestures are out of place in school and won't be tolerated. This includes both verbal and written communication. • Unacceptable Use of Personal Technology Resources. See electronic communication devices expectations. • Leaving class without a pass. • Using the elevator without permission and/or inappropriate use of the elevator • Misuse of school issued lockers- Lockers are Waterloo School District property. Refer to the Waterloo School District Lockers and Coat Racks policies 443.5 and 445. • Sharing locker combinations with others • Unsafe Behavior/Physical rough play - Students are expected to conduct themselves in a safe and appropriate manner conducive to a school setting 	<ul style="list-style-type: none"> • Removal from the classroom to the Office • Warning • Detention - (can be doubled if a student fails to serve a detention. Repeated failures to serve a detention may result in suspension from school (unless the student has a legitimate excuse approved by the administration for missing the detention) • Suspension • Confiscation of technology until the end of the school day or longer. Repeat Violations may require the student to leave technology in the high school office at the beginning of the school day, up to a maximum of ten (10) school days. Chromebooks may be confiscated by the classroom teacher if being used inappropriately • Financial restitution for the costs due to changing locker combinations due to inappropriate sharing of locker combinations

Category "B" Offenses and Consequences

Category "B" offenses are more serious offenses that have the potential for causing serious harm to the school or to people within the school and for breaking down order within the school.

Category "B" Offenses include, but are not limited to:	Category "B" Consequences may include, but are not limited to:
<ul style="list-style-type: none"> • Academic Dishonesty / Cheating - Plagiarism and / or copying others' work – including using artificial intelligence (AI) to complete any type of work. • Trespassing - Students are not to be in the building during non-school hours without direct supervision of an authorized adult. • Refusing to Obey Directions - Students are expected to take directions from the adult staff in the building. • Refusing to Identify Self - Students must properly identify themselves upon request at all times • Forging an Adult's Name • Fighting/Physical Aggression • Defacing/Destroying School or Personal Property - No person may take or destroy public or personal property • Bullying/Harassment - See Policy 443.7 • Non-verbal/Verbal or Written Threats of Physical Harm and/or Damage to Property • Use/Possession of Tobacco Products is Prohibited - See Policy 831 • Gang and/or Cult Symbolism - The use of gang and/or cult symbolism is unacceptable and will be treated as a serious infraction • Network Abuse • Closed Campus Violation - The campus is closed to all 9-12 grade students except for Yost, Supervised Work Experience, Job Shadowing, juniors / seniors that qualify for open campus during Flex Time, Youth Apprenticeship, Dual Credit Options, and Mentorship activities. • Swearing that is directed at a staff member 	<ul style="list-style-type: none"> • Academic Dishonesty / Cheating – Alternate assignment and detention (1st offense), 2 detentions (2nd offense), in-school suspension(s) (3rd and additional offenses) • Removal from the classroom to the Office • Warning • Detention - (can be doubled if a student fails to serve a detention. Repeated failures to serve a detention may result in suspension from school (unless the student has a legitimate excuse approved by the administration for missing the detention) • Suspension (1 day or multiple days) • Meeting with Principal and teacher • Referral to Superintendent for possible expulsion • Completion of alternative assignments or test determined by the classroom teacher • Waterloo Police Department may be called when appropriate for potential citation • Financial restitution may be required for damaged property • Community service • Swearing at a staff member will result in an automatic 1 day out of school suspension. Repeated offenses will increase the severity of the consequences

Category "C" Offenses and Consequences

Category "C" offenses are the most serious violations of school rules that pose immediate dangers within the school environment. Response to these rule violations may include calling the Waterloo Police Department. Category "C" offenses may also bring a recommendation for expulsion.

Category “C” Offenses include, but are not limited to:	Consequences assigned will depend on the severity and amount of disruption to the learning environment created by the behavior. Category “C” Consequences may include, but are not limited to:
<ul style="list-style-type: none"> • Locker Room Privacy Violations - Students may not use a cell phone or any other electronic device to capture, record or transfer a representation of a nude or partially nude person in the locker room or to take any other photo or video image of a person in the locker room. • Making Threats That Pose Immediate Danger - Students shall not make threats to bring weapons to school or make threats that pose immediate danger to the school. • Carrying of Weapons - No person shall possess, use, or store firearms or weapons or any facsimile or look-alike firearms or weapons in school buildings, on school property, in District-owned or sanctioned vehicles, in school buses, or at any school-sponsored function or event. A firearm is defined as any device capable of firing a projectile able to produce physical injury. This includes, but is not limited to, BB guns, pellet guns, and slingshots. A weapon is defined as (1) any device which by its design can produce injury (including, but not limited to, knives, blades, martial arts devices, and metal knuckles) or (2) any device when used as a weapon (including, but not limited to, letter openers, hammers, chains, and wrenches). These definitions are in addition to those set forth in Section 921 of Title 18 of the U.S. Code. • Physical Abuse of School Personnel - incidents of physical assault are not acceptable • Stealing School or Personal Property - no person may take school or personal property • Physical Violence/Sexual Assault to Another Student - Incidents of physical assault are not acceptable. • Use, or Possession of Alcohol and/or Other Drugs or Drug Related Apparatus - Students may not use, possess, or be under the influence of such substances on school grounds, during school-sponsored activities, or while under school supervision while being transported. • Distribution, Purchase, or Sale of Alcohol and/or Other Drugs or Drug Related Apparatus - Students may not sell, purchase, or distribute such substances on school grounds, during school-sponsored activities, or while under school supervision while being transported. • False Reporting of an Emergency, Alarm and/or Other Incidents • Possession of and/or Distribution of Pornography 	<ul style="list-style-type: none"> • Notification of parents/guardians • Removal from the classroom to the Office • Warning • Detention - (can be doubled if a student fails to serve a detention. Repeated failures to serve a detention may result in suspension from school (unless the student has a legitimate excuse approved by the administration for missing the detention) • Suspension (1 day or multiple days) • Meeting with Principal and teacher • Referral to Superintendent for possible expulsion • Completion of alternative assignments or test determined by the classroom teacher • Waterloo Police Department may be called for potential citation or appropriate legal action • Financial restitution may be required for damaged property. • Community service • Confiscation electronic devices • Any student who is found in violation of the weapons policy shall be referred immediately to the local and/or county criminal justice or juvenile delinquency system and shall be immediately suspended and then expelled from school, in accordance with state and federal laws and other Board policies, for a period of not less than one calendar year unless the District Administrator modifies the expulsion requirement, which may be considered on a case-by-case basis based upon state and federal laws. • Appropriate notification of school personnel (counselors, coaches, teachers) • Reinstatement conference following a suspension • Conditional Agreement and/or Behavior Contract • Required participation in support services available • Threats made towards a staff member or student will result in an automatic out of school suspension. Repeated offenses will increase the severity of the consequences

DISCIPLINARY PROCEDURES

The purpose of imposing penalties is to provide guidance and to prevent the reoccurrence of a breach of the rules. Before and after school detentions, noon hour detention, suspensions, and expulsion are penalties that could be imposed.

Detentions

A detention is defined as a student being detained on school days, which may be during the school day or before and/or after school. Each detention issued is equal to 25 minutes of time. Before school detentions for violation of school rules are assigned by the Principal from 7:30 – 7:55 a.m. After school detentions for violation of school rules are normally assigned by the Principal from 3:20 - 3:45 p.m. There may be a lunch time detention period, determined by the Principal according to need. The student is expected to work silently on class assignments. Detentions are to be served when assigned and all detentions must be served before the student will be allowed to take final exams. This includes students who may otherwise be scheduled for athletic practices or contests. A scheduled contest is no excuse for missing a detention.

Teachers may assign detentions. A student assigned a detention by a teacher shall be given one day to make the necessary arrangements in order to serve the detention. This one day arrangement may be waived if mutually agreed to by student and teacher. A record of this rule infraction and detention will become a part of the student's disciplinary record at the discretion of the teacher. Students who fail to serve after school detentions with teachers will be considered insubordinate and will fall under the Category "B" violation of refusing to obey directions of school personnel.

Suspension From School (In or Out)

When suspending a student from school, the Principal:

1. Gives oral and written notification of the nature of the violation and the intended action.
2. Provides the student with the opportunity to tell his/her side of the incident.
3. Contacts the parent(s)/guardian(s) by telephone, if possible, and notifies them of the decision to suspend the student and requests that they come to school to pick up the suspended student.
4. Attempts to arrange a conference with the parents or guardians if appropriate.
5. Notifies the parent(s) or guardian(s), in writing, of the facts and duration of the suspension.
6. Informs the suspended student that appearance on the school grounds during the suspension is considered disorderly conduct and will result in calling the Waterloo Police Department (if the suspension is out of school).
7. A student on out of school suspension may not be on school grounds or attend school functions during non-school hours.
8. A student on an in-school suspension may not participate in co-curricular activities that day.
9. An out of school suspension is considered an excused absence. All students serving a suspension will be allowed to complete any coursework and examinations as specified under the make-up work category.

In-School Suspension/or When Removed from Class

The student will:

1. Sit quietly with good posture.
2. Work on school studies with the exception of lunch.
3. Bring a sack lunch or go through the cafeteria line for lunch.
4. Be in the assigned location from 8:00 until 3:20 if an In-School Suspension.
5. Maintain the cleanliness of the facility.
6. Not communicate with other students.
7. Pick up assignments from teachers before school.

8. Cell phones, electronic devices, food or drink are not allowed in the suspension rooms.
9. If the above procedures are violated, the student will be immediately suspended from school (out of school) and the parents will be contacted to provide transportation.

Expulsion

By state statute, the school board may expel a pupil from school whenever it finds him/her guilty of repeated refusal or neglect to obey the rules, or finds that he/she engaged in conduct while at school or while under supervision of school authority which endangers the property, health or safety of others, and is satisfied that the interest of the school demands his/her expulsion. However, prior to such expulsion, the school board shall hold a hearing thereon. Not less than five (5) days written notice of the hearing shall be sent to the pupil, and if the pupil is a minor, to his parents or guardian, specifying the particulars. The pupil and parent or guardian may be represented at the hearing by counsel. Verdicts may also be further appealed to the state superintendent and then to the circuit court in the county in which the school is located.

HEALTH AND SAFETY POLICIES

School Building Evacuation

When student or staff safety is potentially jeopardized by fire, bomb or hazardous material release, the principal shall initiate a "school building evacuation".

Fire Drills

Fire drills are held monthly as prescribed by law to promote the safe and prompt evacuation of the building. When the fire signal sounds, walk quietly and exit through the appointed exit. Your teachers will give specific directions at the beginning of the year. In the event that you are not in class when the alarm sounds, exit through the nearest exit. Re-enter the building when the all-clear signal is given.

Take every fire drill seriously as if there were a fire. If for some unforeseen reason your exit is obstructed, proceed to the nearest exit in a calm manner.

Modifications may be made in fire drill procedures during building construction.

Take Shelter Alert Plan

The Waterloo Police Department will contact the District when a severe weather or tornado warning has been issued by the National Weather Service. When such notice is received and student or staff safety is jeopardized by severe weather or a tornado, the principal shall initiate a "take shelter alert" with a public address system announcement.

Students will proceed to the nearest designated shelter and sit near the walls with head bend down between knees and the hands placed on the top of the head for protection. Shelter areas will be posted in your classroom. Students should remain with their teachers and class.

The school will carry out a severe weather/tornado drill at least once a year. The staff, under the leadership of the Principal, will review the Take Shelter Alert Plan prior to the drill.

Options Based School Lockdown

When student or staff safety is threatened by an act of violence or is jeopardized by potential violence associated with a sexual assault, racial or gang altercation, weapon(s) in school, assault or suspicious intruder in the school, the principal shall initiate a options based school lockdown.

Emergency School Closing

In the event of adverse weather conditions, information regarding school closing will be distributed to the following stations:

TELEVISION STATIONS

WISC-TV (CHANNEL 3) MADISON
WKOW-TV (CHANNEL 27) MADISON
WMTV-TV (CHANNEL 15) MADISON
WISN-TV (CHANNEL 12) MILWAUKEE

RADIO STATIONS

WTTN 1580 AM WATERTOWN
WBEV 1430 AM BEAVER DAM

Illness, Injuries and Medical Emergencies

There will be times when a student is ill, or a medical emergency occurs. It is required that the parent/legal guardian have a school emergency card on file. Parent(s) or guardian(s) are also requested to keep the school informed and updated regarding the health status of their children so that we may be prepared to deal with specific problems or needs. If a parent or guardian wishes for their child to receive medical attention, we must have written authorization for treatment to be performed.

If a student becomes ill during the school day, the student should ask the classroom teacher to be sent to the sick room in the high school office. The office will call the parent or guardian to obtain permission for the student to leave school and to arrange for transportation for the student. Students will remain at school until picked up by the parent or guardian or emergency contact person. In cases of emergency, the school will contact Waterloo EMS to have the student transported to the location as directed by the emergency card and then notify the parent(s) or guardian(s).

Accident Procedures

Regardless of the type of accident or the severity of the accident, the accident must be reported to the high school office to be documented. Students are asked to report injuries incurred during the school day to the office the same day that the injury occurs if at all possible, or as soon as they are aware that an injury has occurred.

Unreported accidents occurring at school or while participating in school events: In cases where a child receives an injury during the school day or while participating in school-sponsored activities and the injury does not become evident until the child has left school or the school activity, the parent or guardian should make contact with the Principal as soon as possible.

A sick room is available to students who become temporarily ill during the school day. Students wishing to use the sick room should report first to their class to receive any assignments or directions. The teacher will issue a pass to the health room. Generally, students will be allowed to spend no more than 20 minutes in the health room.

Medication

Due to the changes in law, Waterloo School District will no longer supply any over the counter medications. The new law states that all medication must be supplied by the parent or guardian. These medications will still be administered as long as our district policy is followed.

Medication should be administered at home whenever possible. If it is necessary for a student to take medication at school, please follow the listed procedures taken from the district policy:

Non-prescription Medication

- If your child needs to bring in his/her own supply of medication (Tylenol, Advil, Benadryl, cough medication, etc.) please complete and sign the "Request for Giving Medication at School – For Non-Prescription Medication" form and return it to the high school office.
- Medication must be in the original container (no envelopes or baggies will be accepted). Medication must have a clear expiration date and be labeled with the student's name.
- Dose of medication cannot exceed the manufacture's recommended dosage; otherwise a physician's signature will also be needed.

Prescription Medication

- If your child must take a prescription medication during school hours, you must complete and return the "Request for Giving Medication at School – Prescription Medication" form signed by both parent/guardian and physician/dentist authorizing school staff to give that medication.
- Medication must be in a labeled bottle containing the name and number of the pharmacy, student's name, name of physician/dentist, name of drug and dosage to be given.
- Ask your pharmacist for a free, additional pharmacy labeled container to send the medication for school in. Do not send

in a large amount of medication at one time. It is your responsibility to make sure the school has a safe delivery and adequate supply of medication for your student.

- If there is a change/discontinuation in a prescription medication, parents must have written direction from the physician.
- Unless an antibiotic needs to be given 4 or more times during the day, the antibiotic should be administered at home.

Emergency Medications

- Students are allowed to carry the following emergency medication with them at school: EpiPens, Glucagon, and Asthma Inhalers. Completed medication administration forms will need to be turned into the office for these medications annually.
- There is a special Asthma Plan form that must be completed annually by the parent and health care provider for all students that use a rescue inhaler at school.
- There is a special Emergency Health Care Plan for Severe Allergic Reactions which must be completed annually by both the parent and health care provider for all students who require EpiPens in school

For the safety of our students, school staff will not be able to administer medication at school until the above steps are completed. Parents are responsible for restocking and safe delivery of medication to school. Parents will need to make arrangements for the removal of medication from school within two weeks of the end of the school year or it will be disposed of by school personnel. If you have questions about medication at school, please contact the district school nurse, Sarah Borchert at 920-478-3633 x2340.