Watertown High School
Student Handbook

2024-2025



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NON-DISCRIMINATION

It is the policy of the Watertown Unified School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, career and technical education, co-curricular, student services, recreational, or other programs or activities because of the student's sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by S.118.13, Wis. Stats.

If you have questions about procedures or wish to file a grievance, please contact the Director of Pupil Services. *(School Board Policy #5360 and 5360.1)*

Welcome

Welcome to Watertown High School! We are extremely excited to begin another fantastic school year and look forward to supporting you as a member of the Watertown High School community! As a comprehensive high school, we pride ourselves on providing a wealth of opportunities for all students and strongly encourage you to take full advantage of the countless options available to you through classes, clubs, and extracurricular activities.

If you have any questions about the rules or procedures, please consult the handbook. When you have questions or need support during the school year, remember that faculty, staff, and administration are here to help. Please let us know how we can be of assistance as you work hard to make your goals and dreams a reality.

Have a great school year! Go Goslings!

Sincerely,



Josh Kerr, WHS Principal

WHS Vision

The mission of Watertown High School is to ensure that all students graduate with a well-rounded education and are inspired to become life-long learners who have attained the necessary skills to contribute positively to our diverse society.

In order to accomplish this mission, we believe the following:

- Students, parents, staff, and community members must take responsibility in developing the motivation to learn.
- Students will be provided with quality curriculum that is meaningful and meets their academic and social needs.
- Students will be provided with a safe climate where learning is the expectation.
- Students are encouraged to strengthen, maintain, and promote a healthy environment where everyone is valued and respected.

Foreword

Watertown High School is a comprehensive academic institution committed to high academic and behavioral standards. Watertown students, teachers, and administrators are committed to personal and academic excellence. The purpose of this handbook is to help each student understand the expectations for success. We consider WHS a safe and secure environment to allow our students to reach their potential. Many of the rules described in this handbook are written to assist in providing a safe, caring, and positive atmosphere. **We encourage all students and their parents to read this handbook cover to cover in order to understand the rules and procedures! It is your responsibility to be familiar with this information and act accordingly.**

The top priority of the WHS staff is to provide each student with a comprehensive academic program that will assist each student in becoming a responsible adult and to provide a strong and stable foundation for success later in life. We are constantly working to develop curriculum to meet the needs of all students. WHS also strives to develop the traits of self-discipline and responsibility. The WHS staff would like to challenge each student to maximize their potential. The student is the most important focus of our school. WHS will strengthen positive attributes for life. Each student has a responsibility to themselves, their parents, their school, and to the Watertown community to be the best they can be.

Best wishes on the start of the school year. May you become a better person academically, emotionally, and physically, and may your Watertown High School years be some of the best years in your life!

Introductory Information
PEOPLE TO KNOW

Administrators:

Principal	Mr. Josh Kerr
Associate Principal A-L	Ms. Jen Pennington
Associate Principal M-Z	Mrs. Jennifer Bault
Athletic Director/Associate Principal	Mr. Jamie Koepp
Dean of Students	Mr. Chad Hayes

Office Staff:

Principal's Administrative Assistant	Ms. Katie Pirkel
Associate Principals'/	
Athletic Director's Administrative Assistant	Mrs. Kelley Piasecki
Student Services Registrar	Mrs. Jill Geske
Student Services Administrative Assistant	Mrs. Jean Heiden
Attendance Administrative Assistant	Ms. Vian Abdulrahman
Bookkeeper	Mrs. Kathy Klinger

School Counselors:

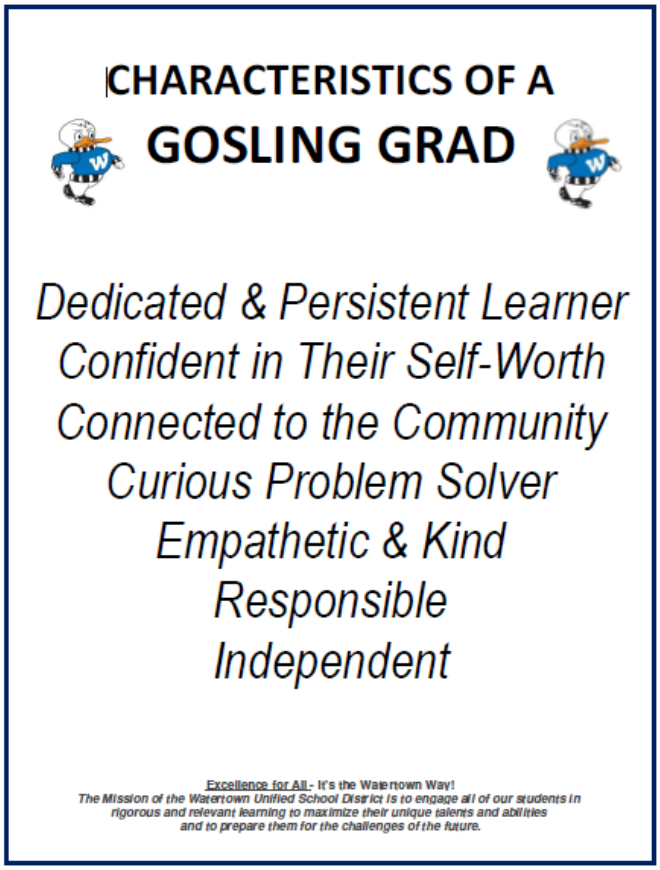
Students A-He	Ms. Amy True
Students Hi-Ph	Mrs. Erikka Olson
Students Pi-Z	Ms. Avery Harris/Mr. Matthew Dunn

Student Services Staff:

School Psychologist	Mr. Liam Champeau
Social Worker	

Community - School Resource Officer:

Police Officer	Officer Evan Bresser



Watertown High School Daily Schedule

Monday, Tuesday, Thursday, Friday

A Lunch		B Lunch	
Early Bird	6:30 - 7:50	Early Bird	6:30 - 7:50
Hour 1	8:00 - 9:12	Hour 1	8:00 - 9:12
ELT	9:17 - 9:52	ELT	9:17 - 9:52
Hour 2	9:57 - 11:09	Hour 2	9:57 - 11:09
A Lunch	11:09 - 11:39	Hour 3	11:14 - 12:26
Hour 3	11:44 - 12:56	B Lunch	12:26 - 12:56
Hour 4	1:01 - 2:13	Hour 4	1:01 - 2:13
Hour 5	2:18 - 3:30	Hour 5	2:18 - 3:30

Wednesday

A Lunch		B Lunch	
Early Bird	6:30 - 7:50	Early Bird	6:30 - 7:50
Hour 1	8:00 - 8:57	Hour 1	8:00 - 8:57
ELT	9:02 - 9:37	ELT	9:02 - 9:37
Hour 2	9:42 - 10:39	Hour 2	9:42 - 10:39
A Lunch	10:39 - 11:09	Hour 3	10:44 - 11:41
Hour 3	11:14 - 12:11	B Lunch	11:41 - 12:11
Hour 4	12:16 - 1:13	Hour 4	12:16 - 1:13
Hour 5	1:18 - 2:15	Hour 5	1:18 - 2:15

WHS Early Release Schedule

Early Bird	6:30 - 7:50
Hour 1	8:00 - 8:38
Hour 2	8:43 - 9:21
Hour 3	9:26 - 10:04
Hour 4	10:09 - 10:47
Hour 5	10:52 - 11:30

STUDENT ATTENDANCE

WISCONSIN STATE ATTENDANCE LAWS:

School attendance is crucial in order for students to have success in school. Parents are encouraged to have their son/daughter attend school every day possible.

The compulsory attendance law states that all students must attend the designated school day, which is defined as classes, lunch, and study hall. Parents are encouraged to schedule student appointments at times other than hours school is in session. Academic success is linked directly to school attendance. Parents should make every effort to have their student in all classes throughout each school day.

Consistent with state law, any student who has been absent ten or more days in that school year cannot be excused for an absence unless a medical slip is submitted to the Attendance Office.

WUSD ACCEPTABLE REASONS FOR ABSENCES:

In accordance with Wisconsin Statue 118.15(3)(b), students will be excused from school attendance by the designated attendance officer for the following reasons if such absence is with knowledge and approval of the student's parent or legal guardian:

- Personal illness (a medical excuse may be required for more than three (3) consecutive days of illness)
- Severe illness or death in the family
- Religious observance
- Impassable roads or extreme weather conditions
- Required court appearance
- Health appointments
- Post-High School Exploration
    - Junior and senior students are permitted two (2) post-high school exploration visits per school year, provided appropriate documentation of the visit is submitted to the Attendance Office. Students may use this option for college visits, meetings with military recruiters, or job-shadowing opportunities. Additional days may be granted with administration approval.
- Special cases at the discretion of the Principal
    - Vacation
    - Job Interview

Parent/guardian notification is required if the student is absent from school. In addition to the reasons above, and according to State Statute, 118.15(3)(c), a student who is excused in writing by his/her parent/guardian before an absence occurs will be excused from school. A parent/guardian may not excuse a student under this paragraph for more than ten (10) days per school year. Parents/guardians are encouraged to provide a medical or other documented excuse for their son/daughter's absence whenever possible.

Students whose absence from school is excused by the attendance officer or parent will be provided with the opportunity to complete coursework assigned during the absence, as well as take any trimester or grading period examinations or other assessments.

PROCEDURES FOR EXCUSING ABSENCES:

1. Absences shall be reported to the high school attendance personnel by telephone the day of the absence (midnight).
2. Medical excuse must be presented to the high school attendance office within 24 hours of the absence.

If this method for excusing absences is not followed, the student will be referred to an associate principal who will provide a consequence to the student. A student will be considered truant and cannot be excused by a parent or guardian when the student is absent due to non-Board approved reasons.

LEAVING THE BUILDING DURING SCHOOL HOURS:
A student may not leave the building for any reason during the school day without signing out with the attendance secretary**.** All students may only leave through the Main Entrance**. All students leaving the building will be required to phone a parent or guardian for permission. Students leaving the building without signing out at the attendance office or without parent consent will be considered truant and will receive a consequence for failure to sign out. Students who leave in a vehicle without parent consent or without signing out at the attendance office could lose parking privileges.** Students may not go to their vehicles during the school day without being escorted by a staff member. Skipping days/hours or leaving campus for lunch is not included as excused absences.

TRUANCY:
Truancy is defined as any absence for part or all of one or more school days during which the attendance office has not been notified of the official, board approved cause of such an absence by the parent or guardian. This also includes intermittent absences carried out for the purpose of defeating the compulsory school attendance law or Watertown School Board policy relating to school attendance. Examples of truancy includes when a student:

1. Leaves the building without an official pass.
2. Leaves a classroom, study hall, work area, or teacher's supervision without having permission.
3. Does not report to the office or any other designated location after being sent by a staff member.
4. Is in any unsupervised area of the building without a pass when classes are in session.
5. After securing the proper permission to leave a classroom is gone an excessive amount of time.
6. Goes to any location in or out of the building rather than their assigned class for that hour.

HABITUAL TRUANT:
Wisconsin Law defines habitual truancy as a student who is truant for part or all of ten or more days each year during which school is normally held. These students will be referred for legal action according to state law (Wisconsin Statutes 118.51 (1)(a) and 947.16) and/or local municipal ordinance (Watertown Municipal Ordinance #11.117 (1) (b)). Habitual Truants could be subject to loss of parking privileges, co-curricular privileges, and may not be eligible for a work permit.

TARDINESS:
Tardiness is disruptive to students and the teacher of the class. Tardiness also results in a loss of education for the tardy student. Students are expected to be in their classrooms when the bell rings at the beginning of each hour. The student must report to and remain in class.

Students are allowed three tardies per class per trimester before an office referral is made.

- Classroom consequences may be issued for the first three tardies per classroom policy.
- A ½ hour lunch detention may be issued for subsequent tardies.
- Any additional tardies may be subject to additional lunch detentions, after school detentions, restorative actions, or referrals to the School Resource Officer for a written warning and the possibility of a written citation.
- Repeated tardiness may result in a county truancy referral.

MAKE-UP WORK FOR EXCUSED ABSENCES:
It is the student's responsibility to gather information allowing him/her to complete make-up work for excused absences. A student should see his/her teacher before or after school or some other mutually agreed upon time.

All school work missed as a result of excused absences must be made up in a timely fashion. Tests and quizzes must be taken the day the student returns. Any work assigned prior to the absence is due on the day of return. Students must make up any assignments given during the absence within a time frame mutually agreed upon by teacher and student. If the work is not made up, the student will receive zero points.

If an absence extends for more than three days, arrangements for homework can be made by contacting the front office. All homework is expected to be picked up within 24 hours of the request. If the student does not choose to or cannot do homework while ill, it will be the student's responsibility to obtain all make-up work from teachers immediately upon returning to school.

MAKE-UP WORK FOR TRUANCIES & UNEXCUSED ABSENCES:
Truant students will not be given the opportunity to make up work other than summative assessments. The classroom teacher will determine when summative assessments will be made up.

MAKE-UP WORK FOR SUSPENSIONS:
A suspended student shall not be denied the opportunity to take any trimester examinations or to complete missed work assigned during a suspension. It is the student's responsibility to make arrangements with his/her teachers for makeup work.

When suspended, the student is entitled to makeup days equal to the number of days suspended. For example, a student who is suspended one school day is allowed one school day to make up work; a student suspended three days is allowed three days, etc.

PHYSICAL EDUCATION – MEDICAL EXEMPTION:
All freshmen, sophomores, and juniors shall take an active part in the physical education program. Students who temporarily cannot participate actively in the program must present their physical education teacher with a written excuse from a doctor. It is the student's responsibility to return to active participation at the prescribed time on the doctor's note.

Students who are unable to participate may remain with the physical education class or may be temporarily scheduled into a study hall until such time the student is able to return and participate in physical education.

STUDENT DISCIPLINE

All disciplinary incidents not specifically covered in the WHS Student Handbook will be dealt with at the discretion of the high school administration in accordance with school board policy and state law.

DISCIPLINE PROGRESSION:
Watertown High School will communicate expectations to students and parents. Students are expected to follow all school rules and accept the consequences for not doing so. The associate principals and principal will be actively involved in meeting with parents and students in an effort to solve behavior issues, repair damaged relationships, and reteach expectations. Students with repeated referrals will be required to meet with their parents and appropriate school officials.

STUDENT CONSEQUENCES:
If a student violates a rule set forth in the WHS Student Handbook, the following consequences will be assigned at the discretion of the high school administration. Consequences are determined by the severity and/or frequency of the offense and may not follow the order listed.

Students may not be allowed to attend school sponsored activities or dances if all consequences are not completed prior to the dance.

1. Classroom Based Consequences
For Level 1 offenses, teachers will determine appropriate consequences. This may include individual meetings, parent communication or meeting, restorative actions, a detention with the teacher, or another response determined appropriate through administrative and teacher collaboration. If assigned a detention, these detentions will be served in classrooms, at times designated by the assigning teacher. Failure to serve a teacher detention will result in a consequence from an Associate Principal.

2. Administrative Conference
For Level 2-4 offenses, students will meet with their assigned administrator to discuss the offense and set expectations for future behavior. Depending on the severity of the offense, a meeting with the principal may be required.

3. Removal of Privileges
As determined by the student's actions, students may lose privileges, including but not limited to, the ability to possess an electronic device, attend extracurricular activities, park in the student parking lot, or be placed on the No Pass List.

4. Parent Meeting
Parent, student, and administrator will meet to discuss the offense and set expectations for future behavior. Depending on the severity of the offense, a meeting with the principal may be required.

5. Administrative Detention
Student will be assigned a detention to be served at a time designated by teacher or administration. The student must serve the detention by the date assigned by the assigned teacher or administrator or further consequences will result. Students will be asked to turn in their cell phones. Students who refuse to turn in their cell phones will be subject to a cell phone violation and subsequent consequences.

Lunch detentions will be served no later than the day after they are assigned. Students who fail to serve their assigned lunch detention may be subject to additional consequences including but not limited to additional lunch detentions and after school detention.

Detentions will be served on the date assigned.

- Failure to serve a lunch detention will result in an administrative after school one-hour detention.
- Failure to serve an administrative one-hour detention results in a half day in-school suspension.
- Conflicts must be resolved prior to the scheduled detention.

6. In School Suspension
Students who fail to attend their scheduled detentions during the week may be issued an in-school suspension. During in-school suspensions students are expected to submit electronic devices to the main office and work on coursework.

7. Out of School Suspension
Student will be suspended from school for a maximum of five consecutive school days unless a notice of expulsion hearing has been set. In this case, the student may be suspended for a maximum of fifteen consecutive school days. The length of suspension will be determined by the severity and/or frequency of the offense (Wisconsin Statute 120.13).

Students who are suspended out of school are not allowed on school property without administrative permission. During the suspension, the student may not take part in any school activity, either as a participant or spectator.

8. Police Referral
Any school related offense that may be considered illegal will be reported to the police. School consequences may be assigned for the same incident.

9. Expulsion
A student can be expelled from school for reasons outlined in Wisconsin Statute 120.13. Students that commit severe offenses or that repeatedly violate school rules may be considered for expulsion.

SUSPENSION: (School Board Policy #5310 and #5310.1)
Students who violate school rules, disrupt the educational process or the teaching and learning environment of the school and/or attempt to encourage others to do so may be suspended and may be referred to the Board with a recommendation for expulsion and may be referred to civil authorities for prosecution. This includes, but is not limited to, damage of school property, threats to personal safety, assaults, conduct that restricts or limits school activities and the learning environment, or violates school rules.

The district administrator or any principal may suspend a student for not more than five (5) school days or, if a notice of expulsion hearing has been sent, for not more than a total of 15 consecutive school days for noncompliance with such rules or school board policies.

EXPULSION: (School Board Policy #5451 and #5441.1)
The administration can only recommend expulsions to the school board. Expulsion may be recommended in instances such as: willful disobedience; major vandalism; disruptive conduct; use, sale, or possession of drugs and alcohol; arson, possessing or using a deadly weapon; intimidation or threatening behavior; theft; extortion. Expulsions can only be decided by vote of the school board. Expulsion lengths are determined by school board decision. Specific grounds for expulsion from Watertown High School include:

1. Repeated refusal or neglect by the student to obey school rules and policies;
2. Conveyed or caused to convey any threat or false information concerning an attempt or alleged attempt being made to destroy any school property by means of explosives;
3. Engaging in conduct while under the supervision of a school authority which endangers the property, health, or safety of others;
4. While not at school or while not under the supervision of a school authority engaging in conduct which endangers the property, health, or safety of others;
5. Endangering the property, health, or safety of any employee or school board member of the school district in which the student is enrolled;
6. When the student is at least 16 years of age and has repeatedly engaged in conduct while at school or under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority;
7. Possessing a firearm while at school or while under the supervision of a school authority, as defined in 18USC921 (a)(3),]

Level I – Behavioral Responses

Level I offenses are minor acts that interfere with a safe and respectful classroom or school-related event. These offenses are typically handled by classroom teachers but may be referred to administration if they happen repeatedly. Repeated instances of this behavior will be documented in Skyward. See WHS Student Handbook for further clarification. *All disciplinary actions are subject to administrative discretion.*

Infraction	Teacher Managed
Tardy (1st-3rd offense)	Unexcused late arrival to school or class. On the 4th tardy, this is reported to the administration as a Level 2 offense.
Academic Integrity	The use of someone else's work as your own or the use of AI generated work. This will be documented in Skyward each time it occurs. Successive instances may become Level 2 or higher. *Per school board policy #5215, additional consequences may be incurred per administration that include, but are not limited to, loss of/reduced credit, detention, removal from a class, suspension, and expulsion.*
Refusal to Work	Not completing classwork and causing a disruption to one's **own** learning.
Minor Disrespect	Behavior that is not polite towards others. This includes behavior that lacks regard, civility, politeness, and/or courteous consideration towards other students or a staff member.
Insubordination (1st-3rd offense)	Refusing or failing to follow directions.On the 4th instance, this is reported to administration as a Level 2 offense.
Classroom Disruption	Behavior that does not cause injury but interferes with or disrupts the orderly process of the school environment and interferes with teaching and learning.
Dress Code	Wearing clothing that does not align with the dress code in the student handbook. This offense may escalate to a Level 2 if a student does not change attire. Administration will assist with this upon request.
Electronic Device Use	Student use of any electronic device is prohibited during classroom instruction, except as specifically authorized by a district employee. Students may be provided one warning per class. This offense may escalate to a Level 2 if a student does not comply with classroom policy.

Positive Behavior Supports

- Parent/guardian contact by a teacher
- 1:1 conversation between teacher and student
- Reinforce positive behaviors
- Relationship-building strategies
- Use of VABB Strategies (Validate, Affirm, Build, Bridge)
- Relationship-building strategies
- Redirection of student to appropriate behavior
- Modification of assignments
- Environmental adjustments
- Restorative Circle or action
- Student services referral
- Emotional Regulation Plan
- Check-in, Check out

Possible Consequences

- Warning
- Teacher conference with parents
- Withdrawal of privileges
- Classroom detention
- Change of attire
- Loss of credit for work completed
- Required redo of assignment
- Temporary removal from the classroom (remainder of class period and/or subsequent class periods)
- Submit electronic device to a staff member
- Placement of cell phone in the office for the remainder of the class period or day

These are teacher-managed offenses. Admin may be contacted or a referral written after a private student meeting, parent contact (document parent contacts in Skyward), and classroom level support/ consequences have been utilized.

Level II – Behavioral Responses

Intermediate acts of misconduct that are more serious or disruptive examples of the offenses in Level I. Level II also includes repeated acts of misconduct from Level I and acts directed against people or property that do not seriously endanger the health or safety of others. See WHS Student Handbook for further clarification. *All disciplinary actions are subject to administrative discretion.*

Infraction	Administrator Managed
Multiple Minor Infractions • Electronic Device • Insubordination • Tardy	Repeated misconduct which tends to disrupt an orderly school environment or extracurricular/co-curricular program or activity. This includes the 4th offense involving an electronic device, insubordination, tardiness to a class, or other minor infractions.
Missed Teacher Detention	Failure to report to teacher-assigned detention.
Truancy	Not being in the assigned location at the assigned time, leaving an assigned location without permission, not reporting to the office or other building location after being sent by a staff member, or leaving a classroom for an extended period of time.
Harassment • Minor Physical • Minor Verbal • Minor Electronic • Minor Sexual • Vulgar Language	Aggressive, intimidating, or threatening behavior that is directed toward another person on school property or using an online platform that adversely impacts the educational environment for students or staff. Students may not bully, haze, threaten, attack, tease or repeatedly annoy others in a way that adversely affects the educational environment. Sexual jokes, racial slurs, innuendos, etc that cause the discomfort of others are included.
Threatening Behavior	Verbal or physical threat towards a student or staff member.
(Physically) Disruptive Behavior	Minor disruption, physical contact between two or more students, or other behavior that is harmful or disruptive, but is quickly de-escalated. May include lunchroom disruptions.
Minor Vandalism (< $100)	The destruction of school property or the property of others.
Smoking/Vaping	The possession, use, distribution, or sale of an incendiary device, nicotine, or tobacco-related products. This includes vapes, vape juice, Juuls, etc.
Theft (under $50)	Taking property without permission of the owner.
Other Serious Misconduct	Any other intermediate act of misconduct or any more serious, harmful, or disruptive example of any of the offenses described in Level I.
Bus Misconduct	Repeated or serious misconduct which interferes with the orderly, safe, and expeditious transportation of riders on the school bus or other authorized school transportation.

Positive Behavior Supports

- Mandatory parent/guardian contact
- 1:1 student conference, counseling, and redirection
- Relationship-building strategies
- Reteaching of routines and procedures
- Restorative Circle or action
- Environmental adjustments
- Student services referral
- Emotional Regulation Plan
- Readmit meeting after a suspension
- Check in/Check out
- Smoking prevention program or referral for services

Possible Consequences

- Teacher conference
- Withdrawal of privileges or schedule change
- Lunch detention or after-school detention
- In-school suspension (½ day-5 days)
- Out of school suspension (1-3 days)
- Bus suspension (1-5 days)
- Referral to School Resource Officer
- Return of property or restitution for item/damages
- Suspension of phone privileges at school
- Extracurricular consequences
- Behavior plan/contract

Level III – Behavioral Responses

Level III infractions are major acts of misconduct. They include repeated misconduct acts from Level II; serious disruptions of school order; threats to the health, safety, and property of others; and other acts of serious misconduct. See WHS Student Handbook for further clarification.
All disciplinary actions are subject to administrative discretion.

Infraction	Administrator Managed
Disorderly Conduct	Any major act of misconduct that seriously disrupts the orderly operation of the school or school-related event.
Assault	When one student physically attacks another student with the intent to do bodily harm.
Fighting	Physical contact between two or more students, which is harmful or disruptive. *Note: Self-defense is described as an action taken to block an attack by another person or to shield yourself from being hit by another person. Retaliating by hitting a person back is not self-defense and will be considered as fighting.*
Trespassing	Students may not unlawfully enter or attempt entry into a school building or structure.
Vandalism (over $100)	The destruction of school system property or the property of others.
Possession of Contraband Material	Possession and/or distribution of materials or dangerous items on school grounds, other than weapons or firearms, which are forbidden. Examples may include pepper spray, mace, sharp objects, etc.
Theft ($50 to $300)	Taking property without permission of the owner.
Repeated Refusal	Repeated misconduct which tends to substantially disrupt the orderly conduct of school, a school function, or extracurricular/co-curricular activity.
Endangering Behavior	Behavior that affects the health and safety of others in school, a school function, or extracurricular/co-curricular activity.
Harassment • Physical • Verbal • Electronic • Sexual • Vulgar Language	Repeated, serious, aggressive, intimidating, or threatening behavior that is directed toward another person on school property or using an online platform that adversely impacts the educational environment for students or staff. Students may not bully, haze, threaten, attack, tease or repeatedly annoy others in a way that adversely impacts the educational environment. Sexual jokes, racial slurs, innuendos, touching, etc that causes the discomfort of others or creates an adverse, uncomfortable, or threatening environment.

Positive Behavior Supports

- Mandatory parent/guardian contact
- Student conference, counseling, and redirection
- Restorative Circle
- Student services referral
- Emotional Regulation Plan
- Readmit meeting after a suspension

Possible Consequences

- Meeting with parent or guardian
- Withdrawal of privileges or schedule change
- Return of property or restitution for item/damages
- After-school detention
- In school suspension (1-5 days)
- Out of school suspension (½-5 days)
- Bus suspension (1-10 days) or expulsion from bus
- Referral to school resource officer
- Temporary or permanent removal from participation in extracurricular/co-curricular program
- Behavior plan/contract

Level IV – Behavioral Responses

Level IV acts of misconduct are the most serious. Any Level IV will result in a mandatory out-of-school suspension with consideration for a recommendation for expulsion. See WHS Student Handbook for further clarification. *All disciplinary actions are subject to administrative discretion.*

Infraction	Administrator Managed
Alcohol Related	Students are prohibited from the manufacture, sale, purchase, transportation, possession, or consumption of alcohol.
Arson	Damaging or attempting to damage any school or personal property by fire or incendiary device. Firecrackers, fireworks, and matches may be included in this category.
Assault	Intentional touching or striking of a school employee, volunteer, or student against his/her will or intentionally causing bodily harm to an individual.
School Threats	Any communication which has the effect of threatening to do malicious, destructive, or bodily harm to school system property or to a person or persons in or on that property or attending the function.
Drug Related	Using, possessing, or being under the influence of illegal or illicit drugs, substances capable of modifying mood or behavior, or substances presented as drugs. This includes prescription drugs not prescribed to the possessor/user & drug paraphernalia.
False Fire Alarm	The willful and/or malicious activation of a fire alarm system or the willful and/or malicious reporting of a false fire.
Dangerous Weapon	No person shall possess, use, or store a dangerous weapon or look-alike on school premises, school buses, or other vehicles, or at any school-related event at any time before, during or after normal school hours. No student may use any weapon or anything resembling a weapon to threaten, intimidate, or injure another person.
Sexual Misconduct	Any willful and/or deliberate act, behavior, or conduct intended to instill fear/humiliation in another person and/or result in sexual gratification for the aggressor/participant, or any acts, lewd or lascivious in nature; any unsolicited sexual proposal or offensive touching of another person; or any act of indecent exposure, including streaking.
Repeated Misconduct of a More Serious Nature	Repeated misconduct which tends to substantially disrupt the orderly conduct of a school, school function, or extracurricular/co-curricular program or activity.
Other	Any other intentional or wanton act which significantly harms or poses a realistic threat of serious harm to oneself or another person and/or which is clearly beyond the bounds of acceptable and tolerable student conduct in the community.

Possible Consequences

- Mandatory parent/guardian contact
- Mandatory referral to school resources officer
- Mandatory 3-5 day suspension from school with consideration of a recommendation for expulsion
- Behavior Plan or Pre-Expulsion contract
- Possible Superintendent contact
- Possible Director of Teaching and Learning contact
- Referral to substance abuse program for first time drug or alcohol violations
- Re-admit meeting after suspension

STUDENT DISCIPLINE (OFFENSES)

ACADEMIC INTEGRITY: (School Board Policy #5215)
The Watertown Unified School District regards academic honesty as a core value of its educational mission. It is expected that all schoolwork submitted for the purpose of meeting course or class requirements represent the original efforts of the individual student. Administration, faculty, students, and their families are all-important contributors to the upholding of this academic integrity in our school community. To this end, it is important that all involved understand their integral role in helping to promote this climate of academic honesty.

Any form of academic dishonesty is prohibited. Academic dishonesty includes, but is not limited to: plagiarism, forgery, copying or stealing another person's work, allowing another person to copy one's own work, doing another person's class work, creating more than one copy of one's work for distribution, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own, unauthorized use of hard copy or software to develop one's own software. Faculty and building administrators will have the responsibility for monitoring the above actions.

Actions to be taken:

1. Classroom instructor communicates "academic integrity" violation to student and parent
2. Appropriate disciplinary action includes but is not limited to, loss of credit for work submitted, detention, administrative conversation with parents, or removal from a class. In cases of repeated or gross violations of academic integrity, discipline may include suspension and/or expulsion.
3. This is a cumulative policy, which means throughout the student's WHS career (it does not start over every school year).

ALCOHOL OR DRUG OFFENSES: (School Board Policy #5314)
Students have the right to attend school in an environment that is free from the use of alcohol and controlled substances. These substances interfere with the learning environment of students and the performance of students and employees.

The following actions are prohibited by students on WUSD premises, in any WUSD-owned or contracted vehicle, and at all school-sponsored activities, whether on or off campus:

- The use, possession, concealment, distribution, manufacture, transfer, sale, or possession with intent to sell: alcohol; controlled substances; drug paraphernalia (as defined by local, state and federal statutes); inhalants; copycat or synthetic drugs or alcohol; look-alike drugs or alcohol (substances that are represented as a drugs or alcohol regardless of the true nature of the substance); and any substance intended to be used for mind-altering effects.

- Being under the influence of: alcohol; controlled substances; inhalants; copycat or synthetic drugs or alcohol; and any substance intended to be used for mind-altering effects.

Prescription medication will be exceptions to this policy when used by the individual for whom they were prescribed in the manner and amount prescribed, and in keeping with established WUSD procedures. Prescription medication must be kept in original container. The student must inform the school's administration when taking prescription medication. Over-the-counter medications will be exempt from this policy when used consistently with the stated purpose of the medication in the manner and amount directed and in keeping with established WUSD procedures. Over-the-counter medications must be kept in original container.

A student may be required to submit to a breathalyzer test to determine the presence of alcohol if a designated school official or law enforcement officer has a reasonable suspicion that the student is under the influence of alcohol in violation of this policy. Such test shall be administered by a law enforcement officer or trained school official. A student may be disciplined for refusing to submit to a required

breathalyzer test.

The Board is also committed to providing student, staff, and visitors with a tobacco-free and smoke-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second hand smoke, are well-established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.

Accordingly, the Board prohibits students from using or possessing tobacco in any form on WUSD premises, in any indoor facility leased or contracted for by the WUSD, in any WUSD-owned or contracted vehicle, and at all school-sponsored activities, whether on or off campus. For purposes of this policy, tobacco includes: loose tobacco; pipe tobacco; cigarettes (including clove cigarettes, bidi cigarettes, electronic cigarettes, nicotine vaporizers, and other substitute forms of cigarettes); cigars; smokeless tobacco (including dipping tobacco, chewing tobacco, and snuff); liquid nicotine; any other substances containing tobacco or nicotine; tobacco pipes; rolling papers; and other devices used to smoke tobacco or inhale nicotine.

Parents/guardians and students will be informed annually of the established standards of conduct and possible sanctions related to the use and possession of alcohol, tobacco and controlled substances. Failure to abide by this policy will result in disciplinary action, up to and including suspension or expulsion from school. Such disciplinary action shall be done in accordance with state law and established procedures. Violation of this policy may also result in referral to law enforcement officials for prosecution under specific local, state or federal laws.

Student athletes or students involved in extracurricular activities may be subject to additional rules and/or discipline based on the athletic code of conduct.

The WUSD shall assist students, parents/guardians and staff to be aware of procedures that exist to deal with the problems associated directly or indirectly with controlled substance and alcohol use and abuse. The WUSD will participate in programs, including Student Assistance Programs, which focuses on intervention and prevention of alcohol, tobacco and drug problems. These programs should be part of a network of community services and be provided through both school and community efforts.

Disciplinary Procedures for Student Drug and Alcohol Abuse (School Board Policy 5314.1)
Any student of the WUSD found using or in possession of alcohol; controlled substances; drug paraphernalia (as defined by local, state and federal statutes); inhalants; copycat or synthetic drugs or alcohol; look-alike drugs or alcohol (substances that are represented as a drugs or alcohol regardless of the true nature of the substance); and any substance intended to be used for mind-altering effects on school property or at a school-related activity may be subject to the following:

First Violation:
1. Three to five day suspension
2. Parent/guardian notification of suspension and reinstatement conference
3. Police notification
4. Referral to Student Assistance Program or Student Services Staff for screening/counseling
5. Possible recommendation to the Board for expulsion.
6. If expulsion is not recommended, recommendation for a pre-expulsion contract in lieu of expulsion.

Second Violation (Significant Violation of Pre-Expulsion Contract):
1. Ten day suspension, with up to fifteen day suspension, pending expulsion hearing
2. Parent/guardian notification of suspension and pending expulsion hearing
3. Police notification
4. Recommendation to the Board for expulsion

Exchange, Distribution, Sale or Giving Away of Alcohol or Controlled Substances:
Any student of the WUSD found to be exchanging, distributing, selling or giving away alcohol; controlled substances; drug paraphernalia (as defined by local, state and federal statutes); inhalants; copycat or synthetic drugs or alcohol; look-alike drugs or alcohol (substances that are represented as a drugs or alcohol regardless of the true nature of the substance); and any substance intended to be used for mind-altering effects, in the school building, on school property, or at any school-related activity (whether participating in or attending) will be subject to the following:

1. Ten day suspension, with up to 15 day suspension, pending expulsion hearing
2. Parent/guardian notification of suspension and pending expulsion hearing
3. Police notification
4. Recommendation to the Board for expulsion

All cases will be handled on an individual basis using any or all of the above consequences.

Drug Paraphernalia (School Board Policy 5316)

No student may use, possess with the sole intent to use, deliver, possess with intent to deliver or manufacture drug paraphernalia on school premises.

"**Drug paraphernalia**" means all equipment, products and materials of any kind that are used or solely intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance.

"**Drug paraphernalia**" includes, but is not limited to, any of the following:

A. Kits used or solely intended for use in planting, propagating, cultivating, growing or harvesting of any species of plant that is a controlled substance or from which a controlled substance can be derived.
B. Kits used or solely intended for use in manufacturing, compounding, converting, producing, processing or preparing controlled substances.
C. Isomerization devices (devises used to change drugs into a different form) used or solely intended for use in increasing the potency of any species of plant that is a controlled substance.
D. Testing equipment used or solely intended for use in identifying, or in analyzing the strength, effectiveness or purity of controlled substances.
E. Scales and balances used or solely intended for use in weighing or measuring controlled substances.
F. Diluents and adulterants, such as quinine hydrochloride, mannitol, mannite, dextrose and lactose, used or solely intended for use in cutting controlled substances.
G. Separation gins and sifters used or solely intended for use in removing twigs and seeds from, or in otherwise cleaning or refining, marijuana.
H. Blenders, bowls, containers, spoons and mixing devices used or solely intended for use in compounding controlled substances.
I. Capsules, balloons, envelopes and other containers used or solely intended for use in packaging small quantities of controlled substance.
J. Containers and other objects used or solely intended for use in storing or concealing controlled substances.
K. Objects used or solely intended for use in ingesting, inhaling or otherwise introducing marijuana, cocaine, hashish or hashish oil into the human body, such as:
    1. Metal, wooden, acrylic, glass, stone, plastic or ceramic pipes with or without screens, permanent screens, hashish heads or punctured metal bowls
    2. Water pipes
    3. Carburetion tubes and devices
    4. Smoking and carburetion masks

5. Roach clips: meaning objects used to hold burning material, such as a marijuana cigarette, that has become too small or too short to be held in the hand
6. Miniature cocaine spoons and cocaine vials.
7. Chamber pipes
8. Carburetor pipes
9. Electric pipes
10. Air-driven pipes
11. Chilams
12. Bongs
13. Ice pipes or chillers

Any student found violating this policy shall be subject to Disciplinary Procedure for Student Drug and Alcohol Abuse (Section 5314.1) including confiscation of illegal drug paraphernalia which will be turned over to the police.

An exemption to this policy may be allowed for the use or possession of such a device if the Board's designee (building Principal or Superintendent) determines that the device is to be used for or is possessed for medical, educational, vocational, or other legitimate use and permission is granted by the designee in writing.

Breath Test for Alcohol (School Board Policy 5317)

No student shall use, possess, distribute, sell or be under the influence of alcohol on school premises, in a school vehicle or while engaged in or attending school-sponsored activities or while under the supervision of school personnel. This prohibition does not apply to the authorized use of prescription drugs by a student with the written permission of a parent/guardian and physician.

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

Students who violate this policy shall be subject to appropriate disciplinary action, up to and including student suspension and/or expulsion, and referral to law enforcement authorities. In all cases, the student shall be referred to the District's student services staff for follow up.

Actions to be taken:
1. Student interview
2. Notification of police
3. Notification of parents/guardians
4. Suspension

Consideration of student for expulsion: A copy of this policy and related disciplinary procedures shall be made available to students and their parents/guardians annually through the student handbook and/or through other means deemed appropriate by the building principal.

ANTI-BULLYING/RESPECT & RELATIONSHIPS: (School Board Policy #5362)
The Watertown Unified School District is committed to making our schools a safe, secure, and respectful learning environment for all students in school buildings, on school grounds and school buses and at school – sponsored activities. Bullying has a harmful social, physical, psychological, and academic impact on bullies, victims, and bystanders. It is the policy of the WUSD to provide a working and learning environment free from all forms of harassment including incidents of sexual harassment, intimidation, or bullying. Our schools work to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying is unwanted, aggressive behavior among school age children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

Examples of bullying and disrespectful behavior include, but are not limited to, the following:

- Hurting someone physically or threatening to hurt someone (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
- Ganging up on someone
- Teasing in a hurtful way or using put-downs
- Insulting someone's physical appearance, race, gender, appearance, socioeconomic status, religion or sexual orientation, mental ability or disability status, or social, economic or family status.
- Starting or spreading rumors
- Intimidation through gestures
- Purposely excluding someone in a mean way
- Stealing or defacing someone's personal property
- Getting another person to assault someone
- Threatening someone via written means including electronic communication (Cyberbullying).
- Using digital technologies to generate or repeat hostile or damaging content intended to harm others including, but not limited to: e-mail, cell phones, text messages, instant messages, chat rooms, and social media (i.e. Instagram, Twitter, Facebook, or Snapchat). Cyber-bullying is prohibited and treated the same as all other types of 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. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for Reporting/Anti-Retaliation:
All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to their building administrator or his or her designee. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to their building administrator, or his or her designee, or a member of the Student Services team. The WUSD Bullying/Harassment Incident Report Form can be found on the WUSD website.

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.

The school official receiving a report of bullying shall immediately notify the school district employee assigned to investigate the report. The following school district employees have been identified as the investigator: (a list that contains the names of district employees and schools who have the responsibility to receive the information and conduct the investigation). The investigator shall promptly begin an investigation into the complaint, which may include conducting interviews of those involved in the reported incident(s).

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action. If during the course of the investigation, the investigator determines that the conduct may have created a hostile learning environment and/or constitutes discrimination or harassment under Board Policies 5360, 5401 or 5435, the investigator shall refer the complaint to the appropriate Complaint Coordinator.

Parents and /or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. 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 behaviors or retaliated against anyone due to the reporting of bullying behavior, the school district administration and/or 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 all involved.

Actions to be taken:
1. Student interviews
2. Notification of police/SRO
3. Notification of parents/guardians
4. Detention, suspension, police contact, etc.
5. Consideration of student for expulsion

CONDUCT AT SCHOOL EVENTS:
The Watertown Unified School District encourages students to attend athletic and other co-curricular events. All students are expected to behave in an orderly fashion and to exhibit a positive attitude during the events. Behaviors that will not be tolerated include, but are not limited to, the use of profanity, inappropriate gestures, taunting, fighting, booing, or heckling of players, coaches and advisors, officials, and other fans.

Students that behave inappropriately will be asked to leave the event and will lose the privilege of attending future events. School discipline may also be assigned for misbehavior at school events.

FIGHTING OR PHYSICAL VIOLENCE:
Per WUSD Policy #5309, the WUSD believes that a positive learning environment is based on a foundation of respect and effective discipline. The WUSD cannot and will not accept nor tolerate behaviors or actions of students that are disrespectful of the basic rights of others that endanger health or safety, that are disruptive to the teaching and learning process, and that do not respect the property of the WUSD or others.

Fighting, physical assault, battery (obvious willful attempt with force or violence to do harm to another) without regard to the health and safety of others is strictly prohibited at Watertown High School. This applies to any school sponsored function. See WUSD Policies #5309, #5309.1, #5309.2, #5310, #5310.1, #536.

Actions to be taken:
1. Student interview
2. Notification of police
3. Notification of parents/guardians
4. Suspension
5. Consideration of student for expulsion

GAMBLING:
No gambling of any kind is permitted at school or at any school sponsored function.

HALLWAY PASSES:
Any time that students are in the hallway during a class period, they must have a valid hallway pass in their possession. WHS staff will give passes to students as deemed necessary. A student in possession of a forged or invalid pass will be disciplined accordingly.

HARASSMENT:
Every student at Watertown High School has a right to not be harassed and to feel safe at school and at all school activities. Harassment is any unwanted or unwelcome behavior that violates an individual's personal rights. Any form of harassment is unacceptable and will not be tolerated. Students who are harassed should tell the harasser to STOP. If the unwelcome or unwanted behavior continues, the incident should be brought to the attention of a teacher, counselor, administrator, or school resource officer.

Harassment occurs in many forms including sexual, verbal, racial, and physical intimidation. Sexual harassment includes unwelcome behavior of a sexual nature including but not restricted to inappropriate gestures or touching, sexual remarks, name calling, spreading rumors, or displaying offensive pictures. Verbal harassment includes unwelcome teasing, humiliating, or causing embarrassment. Racial harassment includes name-calling or any unwanted or negative comments about ethnic groups or one's ethnic background. Physical harassment or intimidation includes verbally threatening or causing physical harm to another (defined legally as assault, battery, disorderly conduct).
Actions to be taken:

1. Student interview
2. Notification of parents/guardians
3. Appropriate consequence (verbal warning, detention, suspension, police contact, etc.)

LOITERING:
Students found in areas of the building or on campus without authorization during a scheduled class or study hall will be considered to be loitering and truant. Students will be asked to return to their assigned area, assigned a consequence, and may be referred to the School Resource Officer.

MISUSE OF TECHNOLOGY:
Students have the opportunity to utilize many types of technology that support instruction and learning. The misuse of this technology for non-academic purposes could result in the loss of privileges to utilize technology and the possibility of other disciplinary actions.

PERSONAL ELECTRONIC DEVICES: (School Board Policy #5315)
Students are permitted to possess a cellular phone, personal digital assistant, personal music/video/gaming device (ex: iPod), camera, or other personal electronic device with communications functions or the capability to capture/record voice or image information (collectively within this policy, "Device" or "Devices"), provided that the Device remains stored, powered off, and unused (1) during the school day unless authorized by the principal or classroom teacher, and (2) at all times in any school bathroom, locker room, or other dressing area. An electronic Device shall be considered stored if it is outside of view and reasonably secured in a locker, backpack/purse, or pocket. Headphones, ear pieces, or similar equipment associated with a Device shall also be stored and not worn.

Any student who possesses or uses a Device and/or associated equipment that is not stored, that is not powered off, or in a manner that violates this Board policy or any other policy or school rule shall be subject to consequences, including, but not necessarily limited to, disciplinary action, required surrender of the Device, and/or potentially having his/her right to possess a Device at school further restricted by the school principal or his/her designee. In any case where a Device is confiscated by a school official, the Device shall be returned to the student or to a parent/guardian at an appropriate time.

Students who possess a Device do so at their own risk to possible loss, damage or liability.

Failure to follow this policy will result in the following consequences:

1st offense – The classroom teacher will collects the student cell phone for the hour, discusses with student, return the cell phone to the student, and communicate to parent or guardian;
2nd offense – The classroom teacher collects the cell phone from the student and brings the cell phone to the office where it will be kept until the end of the school day. A disciplinary referral will be written and the teacher will communicate to a parent or guardian;

3rd offense – The classroom teacher will collect the cell phone from the student and bring the cell phone to the office where it will be kept in the office until a parent or guardian can pick it up. Any subsequent offenses will result in escalating consequences as determined by WHS administration.
4th Offense – The classroom teacher will collect the cell phone from the student and bring the cell phone to the office where it will be kept in the office until a parent or guardian can pick it up. A disciplinary referral will be written and the teacher will communicate to a parent or guardian. The student will also turn in their phone to the office for the next 20 days and will serve an in-school half day suspension.
5th Offense - The classroom teacher will collect the cell phone from the student and bring the cell phone to the office where it will be kept in the office until a parent or guardian can pick it up. A disciplinary referral will be written and the teacher will communicate to a parent or guardian. The student will also turn in their phone to the office for the next 20 days and will serve an in-school full day suspension. A parent/guardian meeting will be required.
6th Offense - The classroom teacher will collect the cell phone from the student and bring the cell phone to the office where it will be kept in the office until a parent or guardian can pick it up. A disciplinary referral will be written and the teacher will communicate to a parent or guardian. The student will also turn in their phone to the office for the next 20 days and will serve an in-school full day suspension. Students may be recommended for further administrative consequences from the Board of Education.

All disciplinary actions are subject to administrative discretion. An exemption to this policy may be allowed for the use or possession of such a device if the Board of Education's designee (Principal or Superintendent) determines that the device is to be used for or is possessed for medical, educational, vocational, or other legitimate use. The designee must grant permission in writing.

PRESCRIPTION MEDICINE:

Any student needing prescription medicine should contact the Health Room Assistant located in the Main Office where the medication will be kept and appropriate paperwork can be obtained. Prescription medicine should only be dropped off by a parent/guardian and then at the end of the school year can only be picked up by a parent/guardian. No medicine should be dropped off or picked up by students.

At no time, will a student transfer medication to another student. Students are not to possess or use prescription medication without a valid prescription. The sale and/or delivery of prescription medication are also strictly prohibited. Failure to follow this policy will result in disciplinary actions.

Actions to be taken:

1. Student interview
2. Notification of police
3. Notification of parents/guardians
4. Suspension
5. Consideration of student for expulsion

PUBLIC DISPLAY OF AFFECTION:

School is not the proper location for public displays of affection between students. Failure to comply may result in school disciplinary consequences.

RESTITUTION:

On February 11, 2009, the Wisconsin Court of Appeals upheld a lower court order requiring a student to pay restitution to a Wisconsin public school district for more than $15,000 in salary and benefits paid to teachers and other staff during the evacuation of a school building following a threat.

Please understand that the Watertown Unified School District does not condone any behavior that disrupts the learning environment of our students. Consistent with the above court decision, any Watertown High School student found responsible for any threat that disrupts the school day will be responsible for full restitution.

SKATEBOARDS, ROLLER BLADES AND OTHER WHEELED DEVICES:
Skateboards, roller blades and other wheeled devices are not to be used on high school property unless they are utilized for transportation to and from school. These items must be stored in the student's school locker and are not be used in the building for any reason. Failure to comply may result in school disciplinary consequences.

SMOKING AND POSSESSION OF SMOKING MATERIALS: (School Board Policy #5314)
In accordance with the State Statute 120.12, use of any tobacco or smoking products is prohibited in school buildings or on school grounds. The law also means tobacco will be forbidden at athletic events held in any city park, as the event is "under the control" of the school board. Anyone using tobacco or smoking products will receive school consequences and be referred to law enforcement.

In accordance with WUSD School Board Policy #5314, school consequences and potential referral to law enforcement will also be issued for possession, use, or distribution of look-alike tobacco products, including electronic cigarettes, Juul pens, vape pens, or similar devices.

In accordance to State Statute 254.92, possession of tobacco products by a minor is prohibited. Anyone found in violation of state law will be subject to confiscation of materials, school consequences, and referral to the police.

Actions to be taken:
1. Student interview
2. Notification of police
3. Notification of parents/guardians
4. Detention or Suspension
5. Consideration of student for expulsion

THEFT:
Students may not at any time be in possession of the property of another individual/organization without the consent of that individual/organization. This includes, but is not limited to personal belongings, property of the school district, and items from food service. Failure to follow this policy will result in the following consequences:

Actions to be taken:
1. Student interview
2. Notification of police
3. Notification of parents/guardians
4. Detention or Suspension
5. Consideration of student for expulsion

If a student is missing an item and believes it has been taken without consent, that student must contact his/her assigned administrator immediately. At that time, a police report will be generated and forwarded to the Watertown Police Department.

Students are encouraged to keep all personal belongings locked-up at all times. This includes after school activities as locker rooms are provided for students.

VANDALISM:
A student shall not cause or attempt to cause damage to school or private property. Failure to follow this policy will result in school consequences.

Actions to be taken:
1. Student interview
2. Notification of police
3. Notification of parents/guardians
4. Students and parents will be liable to pay restitution for the damage

5. Detention or suspension
6. Consideration of student for expulsion

WEAPONS: (School Board Policy #5454)
According to Wisconsin State Statute 948.61, any person possessing a dangerous weapon on school premises is guilty of a misdemeanor or felony, depending on the severity of the offense.

In accordance with School Board Policy #5454, schools must be highly conscious of the safety, health, and welfare of students, staff, and community members who utilize district facilities. In this regard, no person shall possess, use, or store a dangerous weapon or look-alike on school premises, school buses or other vehicles, or at any school-related event at any time before, during or after normal school hours.

No student may use any weapon or anything resembling a weapon to threaten, intimidate, or injure another person. Failure to follow this policy will result in the following consequences:

Actions to be taken:
1. Student interview
2. Notification of police
3. Notification of parents/guardians
4. Suspension
5. Consideration of student for expulsion

GENERAL ACADEMIC INFORMATION

ACADEMIC INTERVENTIONS and EXTENDED LEARNING TIME (ELT):
There are opportunities for academic intervention scheduled throughout the course of the school day for students to receive additional help. Families will be notified if your student is required to attend. Students are expected to request help from their teachers during ELT if they need support. Additional information about how students can use Securly Flex to request support from classroom teachers will be shared at the beginning of the school year

ACADEMIC LETTERS:
Academic letters are awarded to students who carry a minimum of two credits per trimester and earn a 3.50 grade point average or better for all three trimesters of the previous academic year. A special recognition program will be held for honor students achieving this distinction.

CLASS STATUS:
Class status is determined by the student's year in school. Students in their first year of high school are considered freshmen, students in their second year of high school are considered sophomores, students in their third year of high school are considered juniors, and students in their fourth year of high school are considered seniors.

COURSE CHANGES:
Once the registration process has been completed, any student or parent requesting a course change must meet one or more of the guidelines outlined on the Schedule Change Request Form.

In order to request a course change, students must complete the Schedule Change Request Form and submit the completed document to the Student Services office. School counselors will review the Schedule Change Request Forms and notify students via school email the decision made.

COURSE FEES:
Course fees are charged to students who enroll in some courses where college credits are awarded or items remain the property of the student (technology education, physical education, health sciences). **Students will not be allowed to participate in graduation ceremonies if accumulated fees are not paid**. In addition, students with outstanding fees will also be referred to a credit collection agency.

COURSE SELECTION:
Students select courses via Skyward for the next school year during the previous spring. School Counselors will review student credits and requirements with each student. After a student registers for classes, they must submit a parent signed print out of their course registration. Students are encouraged to register for alternate choices in case your first choice is not available. Any student who fails to complete the process will have classes picked for them by their school counselor.

DROPPING COURSES:
Students may drop a class prior to the beginning of the trimester without a penalty as long as they maintain full-time status. Students may drop a course during the first **three** school days of the trimester with parent and school counselor approval. Students dropping a course after the first three days of the trimester will be dropped with an "F" grade unless the principal approves the course drop.

ENROLLMENT:
The Watertown Unified School District School Board has mandated that all high school students must be enrolled as full-time students. During each trimester of attendance at Watertown High School, a student must maintain enrollment in no fewer than five (5) classes or two and half (2.5) credits.

GRADE POINT AVERAGE:
Grade point average is computed for each grade reporting period. Accumulated grade point average is computed only using trimester grades. Grade point average is computed by adding the grade points earned in all courses and dividing that total by the number of grade points possible. Watertown High School does not use a "weighted" grading system.

A+=4.000, A=4.000, A-=3.667, B+=3.333, B=3.000, B-=2.667, C+=2.333, C=2.000, C-=1.667, D+=1.333, D=1.000, D-=0.667, F=0.000

GRADUATION HONORS:
Seniors are eligible to graduate with academic honors based upon their cumulative grade point average after eleven (11) trimesters. An honor cord will be given to each senior and the honor status will be noted in the graduation program. Honor graduates are defined:

3.800 and higher:	Honors with Distinction – Gold Cord
3.500 – 3.799:	High Honors – White Cord
3.200 – 3.499:	Honors – Blue Cord

Seniors accepted to the National Honor Society, Tri-M Music Honor Society, Spanish Honor Society, French Honor Society, German Honor Society, National Art Honor Society and National Technical Honor Society will wear an honor cord or stole during the graduation ceremony.

GRADUATION REQUIREMENTS: (School Board Policy #5240)
Certain subjects are required of all students in grades 9-12. These requirements are set by the State of Wisconsin and the Watertown Board of Education. To graduate, a student must enroll in, and successfully complete the following courses:

Required: 25.0 credits

English (English 9, English 10, English 11, English 12)	4.0 credits
Math	3.0 credits
Science (Biology, Physical Science, Elective)	3.0 credits
Social Studies (Government, US History, Elective)	3.0 credits
Humanities (Art, Music, World Language)	0.5 credits
Career & Technical Education	0.5 credits
Physical Education (PE 9)	1.5 credits
Health	0.5 credits
Financial Literacy (Money 101, Economics, or Personal Finance)	0.5 credits
Electives	8.5 credits

In order to be eligible for a Watertown Unified School District high school diploma, a student must have taken and successfully completed a course (0.5 credit minimum) that provides a post high school course experience. This could include, but is not limited to, AP, Dual Credit, Transcripted, and Articulated Courses. The post high school course can be applied to an elective or required class (i.e. AP Biology would count for both Science and the post high school requirement).

In order to be eligible for a Watertown Unified School District high school diploma, a student must have taken and successfully completed the state-required civics test while enrolled in the high school grades in the District or, as determined by the administration, in another qualifying school or program. A student with a disability for whom an individualized education program (IEP) is in place must also take the civics test; however, his/her graduation shall not be contingent on the successful completion of the test.

EARLY GRADUATION:

Students who have met the graduation requirements and are seeking early graduation must complete the early graduation form, discuss with their counselor, and meet with administrative staff to determine approval. Administration will review the request and make decisions on a case by case basis.

Once the requirements for early graduation have been met, and the request for early graduation has been approved, early graduates are no longer considered active students at WHS. The following policies and practices apply to early graduates:

- **Visiting WHS**: Early graduates are considered guests at WHS and must follow guest sign in procedures when meeting with their counselor. To visit with a classroom teacher, you must have made an appointment previously. Early graduates are not allowed to come and visit or eat with other students at lunch.
- **Field Trips**: Early graduates are not allowed to attend class field trips.
- **Extra-Curricular Activities**: Early graduates are not eligible to participate in extra-curricular activities, including athletics. Early graduates may attend sporting events as a spectator.
- **Dances**: Early graduates may attend dances as a **guest** of a current student who must submit a guest pass for approval.
- **Communication**: Early graduates are responsible for making sure their contact information is updated prior to their last day of attendance in order to receive important senior class information.

HONOR ROLL:

Honor roll and high honor roll are computed on a trimester basis. A list of honor roll students will be posted in the Watertown High School Student Services Office. **Students must be enrolled in a minimum of four classes to qualify for honor roll.**

- 3.500 and higher: High Honors
- 3.200– 3.499: Honors

INCOMPLETE GRADES:

Students receiving an incomplete (I) on their report card are allowed up to three weeks after the last day of the grading period to complete the work or the incomplete will be changed to an “F.” Any exceptions to this policy must be approved by the principal.

LAUDE SYSTEM:

The Laude system is a point-based system that is combined with a student’s GPA. Laude will reward a student for taking designated honors courses and will earn the student one honor point per trimester for designated courses. (*Please note that a student must successfully complete the course to earn honor points*.) Under this system, students taking Advanced Placement courses, Youth Options courses, articulated courses, Capstone courses, and other courses designated as Dual Credit, Advanced Standing or Honors will receive one honor point per trimester for each successfully completed course.

Class rank will not be routinely provided to colleges for admissions purposes. The transcript will report the student's cumulative grade point average with an accompanying Laude point score and distinction.

To Qualify for Cum Laude or Higher: A student must have a cumulative GPA of 3.0 or higher and have earned a minimum of **60** honor points. *Please note that the number of Laude Courses that will be included in the Laude Score will be capped at 36.*

Once a student meets these requirements, they can earn one of the following distinctions:

- Cum Laude (with honor/distinction) **60-79** honor points
- Magna Cum Laude (with great honor/distinction) **80-99** honor points
- Summa Cum Laude (with highest honor/distinction) **100 +** honor points or more

Laude Recognition Process
Students will be eligible for the Summa Cum Laude, Magna Cum Laude, or Cum Laude recognition by multiplying their cumulative grade point average at the end of the second trimester of their senior year times the total number of advanced classes successfully completed throughout their four years of high school. This would include classes one is registered for during the third trimester of the senior year. *Please note that the number of Laude Courses that will be included in the Laude Score will be capped at 36.*

NATIONAL HONOR SOCIETY (NHS):
The NHS is a select group of sophomores, juniors and seniors who have demonstrated exceptional character, leadership, service and academic skills. A 3.5 cumulative GPA after a student's fourth trimester is the first major acceptance requirement (be aware: a 3.5 GPA does NOT guarantee selection!). Teacher recommendations citing character and leadership are needed as well as verifiable volunteer services to the school, local, state or national community. The NHS is a nationally recognized organization that meets monthly and provides services to other various groups such as mentoring, food drives, book drives and sponsorship of various charitable organizations.

REPORT CARDS/PROGRESS REPORTS:
All trimester report cards will be available online approximately one week following the end of the trimester grading period. Progress reports will be available on Skyward. Grading printouts will be available in the Student Services Office upon request.

SCHOOL TRANSCRIPTS:
Watertown High School transcripts are available in the Student Services Office and also via http://exchange.parchment.com/students/ (which can be found on the high school website.)

SENIOR PRIVILEGE PROGRAM:
Seniors who meet the requirements and maintain expectations listed below are eligible for the Senior Privilege Program.

The Senior Privilege Program entitles a senior to the following rewards:

1. Open Campus for Study Hall – the senior would not be assigned to a study hall for attendance. Seniors may leave the campus during study hall time.
2. Open Campus for Lunch – the senior may leave the campus during lunch time.

Academic Expectations

- Trimester grades will be used to determine initial eligibility.
- Students must earn a 3.2 GPA after each trimester, and be passing all classes with a C- or better to be eligible for Senior Privileges.
- Grades will be checked at trimester. Trimester grades are used to determine continued eligibility until the next trimester.
- Students must have earned 20 credits going into Trimester 1, 22 credits going into Trimester 2, and 24 credits going into Trimester 3.

Attendance Expectations

- Students who are considered habitually truant (5 or more days with a U-TR) are ineligible for Senior Privilege Release until the next trimester.
- All students, regardless of senior privilege status, will be required to attend ELT.

Behavioral Expectations

- Detentions will be served no later than the day after they are issued. Any student with unserved detentions will be ineligible for Senior Privilege until the next trimester.
- Students who are suspended (in-school or out-of-school) are ineligible for Senior Privilege until the next trimester.

Permission Required

- Parent/Guardian permission is required for Senior Privilege and must be on file in the Main Office.

If a student in the program receives a referral, is unexcused from school, or grades fall below requirements, they will be assigned to a regular study hall. Seniors in the Senior Privilege Program are also not allowed to transport students not in the program. If this occurs, the senior will be removed from the program. All students must enter and exit the building through the main entrance.

In order to participate in the Senior Privilege Program, seniors who are eligible must apply for and secure an honors pass. This pass will verify the student's eligibility.

STUDENT APPEAL PROCEDURES:

If a student or parent/guardian perceives that a school regulation or procedure has been wrongfully interpreted or applied to the student, an appeal can be scheduled. This appeal should be scheduled with the high school principal.

SUMMER SCHOOL:

Students at Watertown High School may be eligible to attend summer school courses in June and July. Summer school is an opportunity for students to earn credit for courses failed during the regular school year. In-Person attendance is strictly enforced during summer school.

TRANSFER OF CREDITS:

Credits earned at another institution of learning will be reviewed by the principal to determine if the credits will transfer to Watertown High School. The basis of evaluation will be the accreditation status of the school. Credits from a vocational/technical school or college will be counted according to the following: 3-credit course = .75 Watertown High School credit. The principal prior to enrollment must approve courses from a correspondence school. An official transcript must be received at least one week before the end of the trimester in order for credit to be officially awarded at Watertown High School.

SCHOOL TO CAREER PROGRAMS:

Students may be enrolled in a work-based learning program during the school day. The programs available include Cooperative Work Programs (seniors only), Apprenticeship Programs, and Internships. A coordinator will review applications of students for the work-based program. Students must maintain at least 95% attendance and no ‘D’ or ‘F’ grades to be eligible for the program. If a student receives a referral, continuation in the program will be reviewed by the coordinator and administration. Students must maintain the status of good academic standing while participating in career-based programs to receive early release from WHS. Failure to maintain good academic standing may result in the loss of early release for career-based programs.

If the student is absent for **any** part of the school day, the student should **not** report to work that day.

INFORMATION FOR STUDENTS/PARENTS

AFTER SCHOOL HOURS:

At the end of the school day, students are required to exit the building by 4:00 p.m. unless they have practice with a coach affiliated with Watertown High School, have a meeting or club responsibility with a

certified WHS staff member, have detention or school service to complete, or have an educational responsibility to fulfill that has been previously approved by a teacher or other WHS staff member.

BUS TRANSPORTATION: (School Board Policy #5311)
The school bus is considered an extension of the classroom; therefore, students shall conduct themselves while on the bus in a manner consistent with established standards for classroom behavior. A set of bus rider rules shall be developed by the administration and distributed annually to all students who qualify for bus transportation. When a student fails to conduct him/herself properly, such misconduct should be brought to the attention of the administration by the bus driver. Where continuing or extremely serious problems exist, the student's bus riding privileges may be suspended in accordance with established procedures.

BUS CONDUCT: (School Board Policy #5311.1)

1. All riders are to remain seated while the bus is in motion. (No climbing on or under the seats at any time.)
2. Windows are to be kept closed unless permission is given by the driver to open them. Riders are to keep hands, head, and arms inside the bus should windows be open.
3. Riders are not permitted to litter on the bus or throw any materials or objects from the bus.
4. Riders are expected to obey the driver, who has full authority to operate the bus in the best safety and convenience of the rider. The driver has full authority to assign seats or restrict privileges, if necessary.
5. Riders are to keep books, packages and musical instruments out of the aisle and place them on their laps. Objects that cannot be held on the lap should not be carried on the bus, unless specific permission has been given by the driver. Animals are never to be brought on the bus.
6. Objects that may be dangerous or potentially harmful to other riders are strictly forbidden.
7. Card games and disruptive electronic devices inappropriate for bus riding are not permitted.
8. All riders are expected to respect all bus equipment and the possessions of other riders. The rider and/or parents of the rider will be held responsible for any damages incurred to the bus, its equipment, or the possessions of other riders.
9. Obscene language, gestures, or inappropriate sexual contact are forbidden.
10. Scuffling, fighting, yelling, etc. is forbidden.
11. Smoking is never permitted on the bus.
12. Eating, drinking, or chewing gum on the bus is not permitted to and from school.

CHANGE OF ADDRESS/PHONE NUMBER:
Any change of address or phone number during the school year must be provided to the main office to update our records or updated in Skyward. If a student moves out of the school district at any time during the school year or during the summer, the parent/guardian must notify the school immediately.

CLOTHING AND DRESS: (School Board Policy #5320)
The Board of Education believes that a student dress code is an important part of creating a school environment that is safe, conducive to learning and free from disruption. With that in mind, the following student dress code standards shall be enforced in the District during the school day and at all school-supervised activities and functions:

1. Students shall dress appropriately for the school environment. Student attire that causes, or is likely to cause, a material interference with school operations or a substantial disruption to the school environment will not be permitted. School staff shall consider the link between the potential disruption or interference and the student's attire at issue when making decisions under this provision.
2. No student shall be permitted to wear any clothing that depicts, promotes or advertises alcohol/taverns, illegal drugs, tobacco products, weapons that convey threats or promote violence, gang affiliation/activity, profanity, violence, or pornography.
3. Students shall wear protective clothing and/or safety equipment when working in science labs, tech education, family and consumer education, school cafeterias, and other program areas as required to comply with health and safety codes and regulations.

4. Clothing and/or accessories that cause excessive maintenance problems or cause injury to anyone or damage to property may not be worn.
5. Students participating in activities or events representing the school before the public shall be expected to dress appropriately so as not to detract from the group or the occasion.

WHS CLOTHING GUIDELINES:

1. Students Must Wear: *
   - A shirt (with fabric in the front, back, and on the sides under the arms), AND
   - Pants/jeans/shorts or the equivalent that cover the entirety of the student's backside (for example, a skirt, sweatpants, leggings, a dress, etc.), AND
   - Shoes
   - Undergarments should not be visible (excepting bra straps) bra cups and bands must be covered by a shirt. Pants cannot be worn exposing the top of undergarments. Rips/tears in clothing cannot expose undergarments.
   - Sports bras cannot be worn without a shirt over the top. Students that wear a shirt that too closely resembles a bra will be asked to put something on over it. A midriff-baring top must cover the ribs.

   *Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).

2. Students May Wear, as long as these items do not violate Section 1 above:
   - Hats facing straight forward or straight backward. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff
   - Religious headwear
   - Hoodie sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff)

3. Students Cannot Wear:
   - Violent language or images
   - Images or language depicting drugs or alcohol (or any illegal item or activity)
   - Hate speech, profanity, pornography
   - Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups
   - Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
   - Swimsuits (except as required in class or athletic practice)
   - Accessories that could be considered dangerous or could be used as a weapon.
   - Any item that obscures the face or ears (except as a religious observance)
   - Clothing that exposes nipples, buttocks, or genitalia

GANG IDENTIFIERS:

Students are not permitted to display any article of clothing or item that may be interpreted as identification with a gang. These may include, but are not limited to: caps, coats, tattoos, hand signals, graffiti, jewelry, handcuffs, haircuts, belt buckles, bandannas, handkerchiefs, gloves, raised pant legs, colors, and straps. A school official and/or School Resource Officer will determine if something is a gang identifier. The first instance will result in a warning and the student will immediately remove or cover the identifier. Alternate clothing will be offered to the student or, with a parent's permission, they may be excused to go home and change. Students who fail to change will be sent home. A second violation will result in school discipline.

COMMONS EXPECTATIONS:

It is the expectation at WHS that all students treat the commons area, as well as all other areas of the building with respect. Students who show disrespect for these areas by: throwing food, leaving trash on tables and floors, or failing to return trays will be referred to administration. Engaging in this type of behavior may result in a citation from the school resource officer, a restorative action, or disciplinary action. **Students are not allowed to order food to be delivered to school.** In addition, students are not to engage in disruptive behavior during the lunch period (e.g. running around commons, playing hacky sack). Students are required to remain in the commons area for the entirety of lunch; they are not allowed to go to elsewhere in the building without a pass.

CLOSED CAMPUS:

Watertown High School has a closed campus policy. Students are to remain in the building at all times during the school day unless:

- The student is with a teacher
- The student signed out at the attendance office, with parent consent, to leave campus
- Lunch visitors need to be approved in advance by an administrator
- The student has Senior Privileges for the current trimester

Students may not leave the building between classes. Students are expected to eat at the lunch tables and stay in the commons area.

BREAKFAST LINE/SNACK BAR:

The Breakfast Line will close daily five minutes before the start of first period. Students who eat breakfast at WHS should plan accordingly, so they arrive to their first hour class on time. The Snack Bar will close five minutes before the end of the lunch hour.

DANCE REGULATIONS:

A recognized school club or organization must sponsor all dances or social events. Arrangements for dances/social events must be made through the Office of the Principal at least one month in advance of the planned activity.

Only students of Watertown High School will be admitted to dances unless a guest pass has been obtained from the main office. Dances where persons other than WHS students may attend are Homecoming and Prom. All dance passes are due the Tuesday prior to the dance. Guests may be no older than 19 years old and in good standing at their current school. Guest passes will be checked by the school resource officer for approval. Any guest that has a previous history of criminal behavior will be denied admittance to the dance. **WHS students must show a valid high school photo identification card for admittance. Any WHS student without a current high school photo identification card will not be allowed into the dance.**

No students will be admitted to a dance after 9:30 pm. Students may not re-enter a dance after leaving the building. Students disrupting the event will be asked by staff members to leave the event and also are subject to school discipline. Students may receive additional disciplinary consequences for behavior exhibited at school events.

Students who are suspended from school, who are classified as habitual truants, (including detentions to be served) or who have discipline records will be excluded from dances.

DISTRIBUTION OF MATERIALS:

Any distribution of non-school materials must have the prior approval of administration. Students who distribute any non-school materials without prior approval may be subject to disciplinary consequences.

ELECTRONIC SURVEILLANCE:

Video surveillance equipment is installed and running both inside and outside of Watertown High School. The purpose of having this equipment is to protect the school building and to enhance safety for students, staff, faculty, and visitors. The following guidelines exist for the use of such equipment:

- Camera placement and use allows the recording of students, staff, faculty, authorized visitors, and other persons present on school grounds.
- School administrators may, in accordance with state and federal law, use video images to investigate student behavior and support student discipline, including in suspension and expulsion proceedings. If appropriate, video images may be disclosed to law enforcement representatives in connection with the investigation and/or prosecution of suspected criminal activity. Disclosure of video images in a civil action or administrative proceeding shall not occur absent service of a valid subpoena.

EMERGENCY PROCEDURES:
Watertown High School has regularly scheduled fire, tornado, and crisis drills. Fire exits and emergency procedures for emergency conditions are posted in each classroom. The public address system may be used to direct students and staff in some emergency situations. **Students are required to follow all mandated safety procedures.**

FIELD TRIPS/GUEST SPEAKERS:
Field trips are optional for all students. If a student decides not to participate in a field trip, the student must attend school and the classroom teacher will design an appropriate alternate activity. In all cases, a field trip is an extension of the school day. All WHS behavioral guidelines and expectations are in effect for the entire field trip time. **Fees for field trips must be paid prior to the field trip**. Failure to pay will result in the student remaining on the campus for the day. In the event that a student is absent on the day of the trip, refunds will not be awarded. Students who have violations of school rules, are habitual truants, or are failing classes may lose the privilege of attending field trips.

ID CARDS:
Student must have and carry their current student ID at all times during school hours and while attending school activities. The cards must be available upon request of any staff member. Photo sessions for ID cards are provided at the beginning of the school year. Replacement IDs can be requested from the Bookkeeping Office with a $5.00 fee.

ILLNESS OR INJURIES AT SCHOOL:
Students that feel ill or are injured are to report to the Health Room located in the main office. Attendance Office personnel or Health Room staff will call a parent or guardian if the student is unable to continue for the day. **Students leaving the building without signing out at the attendance office will be considered truant and will receive a consequence for failure to sign out.**

LOCKERS:
Each Watertown High School Student is assigned a hallway locker.
- Students are not allowed to share lockers or combinations.
- Students who suspect their lock is malfunctioning or that another student knows their combination should report to the Bookkeeping Office.
- Students who are enrolled in Physical Education will be assigned a locker in the locker room. Students are to lock up all belongings.
- Any personal items left on the floor or in the open are vulnerable to theft.
- **Only locks issued by WHS may be used on school lockers and must be on the locker correctly.** Personal locks will be cut and removed by school personnel.
- Watertown High School cannot guarantee full security to items stored in lockers.
- Lockers are the property of the school and are not to be written on or in. Students that write on or in their lockers are required to clean all markings from the locker at the end of the school year. Students who fail to empty out and clean all markings from their locker could be assessed a cleaning fee.

LOST AND FOUND:
The lost and found is located in the main office. Items are kept for one week and are then donated to charity or thrown away. Textbooks are kept for one week and then returned to the department.

PARKING REGULATIONS:

Students driving and parking at WHS must purchase a parking permit and abide by all parking regulations. This privilege may be withdrawn at any time and such a decision is solely the prerogative of the school administration. Student parking permits may not be shared; a student may only use his/her parking permit on the vehicles registered in the bookkeeper's office. **Sharing of permits by students will result in forfeiture of the fees and permits for all students involved.**

Students may not loiter in or around or sit in or on parked cars. Students may **not** go to their vehicles during the school day without being escorted by a staff member. Students who park their vehicles on school property do so at their own risk. The Watertown Unified School District is not liable for any losses or damages incurred on school property.

Students are required to use common sense when driving on school property. Students driving on school grounds in an unsafe or inappropriate manner will receive consequences, including revocation of their permit to park on school grounds. Students are required to park between the yellow lines.

PARKING PERMITS:

Parking permits are $100.00 for all three trimesters. The parking fee will be reduced at the beginning of each trimester: second trimester $65 and third trimester $30.00. Students will receive a hang tag for their vehicle(s). The hang tag must be hung from the rear view mirror. Both the primary and secondary vehicles must be registered with the bookkeeper. If a student uses an unregistered vehicle, he/she must register that vehicle with the bookkeeper before the start of the school day and pay a $2.00 parking fee.

- When obtaining the hang tag, the student/parent must supply all necessary information (driver's license, vehicle year, make, model, color, proof of insurance, and license plate number). Students will not be provided with a parking permit unless the above information is supplied.

Hang tags may not be altered or defaced. Violations of any of these rules may result in ticketing and/or towing of vehicle and/or revocation of permit. Refunds are not given if parking privileges are revoked or if hang tags are lost or stolen.

The following will be considered a violation of regulations:

- Careless operation of a vehicle
- Excessive speed
- Non-registered vehicle
- Parking in a fire lane, faculty lot, visitor parking
- Use of vehicle during the school day without administrative approval
- Use of vehicle to transport other students off campus during the school day
- Smoking in vehicle while parked on school property

ENFORCEMENT:

Arrangements have been made with the Watertown Police Department for enforcement of the above-listed parking rules, including surveillance of the parking lots. *Violators will be ticketed and/or towed under the City of Watertown Ordinance for Parking-Private Property. Per District Policy, once the ticket is issued, it shall be processed only through the City of Watertown Court System.*

HANDICAPPED PARKING AREAS:

Only drivers with State of Wisconsin or other state issued handicapped parking license plates/permits are permitted to park in the handicapped parking area.

DESIGNATED PARKING AREAS FOR STUDENTS:

Students are permitted to park **only** in the student parking lot at Watertown High School. They are prohibited from parking in the west employee lot, the lot north of the Tech Center, the turn-around

visitor area next to the Peace Garden, or in handicapped parking areas. This applies to students with both permanent and short-term temporary parking permits.

Parking in non-student lots could result in a car being towed or ticketed. Students will need to pay the towing/impounding fee to have their car released.

REFUND POLICY:

Fees to be refunded will first be applied to any unpaid school fees. Any money that remains will be refunded.

- **Registration Fee:** A student who withdraws from Watertown High School during first trimester will be refunded two-thirds of the class fee. A student withdrawing during the second trimester will be refunded one-third of the class fee. A student withdrawing during the third trimester will not receive a refund.
- **Course Fees:** Course fees will be refunded if a student drops a course within the first three days of the trimester.
- **Parking Fees:** A student who withdraws from Watertown High School during first trimester will be refunded two-thirds of the parking fee. A student withdrawing during the second trimester will be refunded one-third of the parking fee. A student withdrawing during the third trimester will not receive a refund. No refund for revoked privileges.
- **Athletic Fees:** Athletic fees are refunded to a student who is cut from a team. A student quitting a team or dropped for disciplinary or academic reasons is not eligible for a refund.

SCHOOL RESOURCE OFFICER:

Watertown Unified Schools and the Watertown Police Department have an agreement to assign an officer to the school system. The school resource officer has office hours at the high school and the middle school. The officer will be involved in educational programs while also handling complaints, police referrals, thefts, and incidents requiring police intervention. The officer is available to meet with our students during regular school hours or by appointment. The office of the school resource officer is in main office.

SEARCHES – PERSONS/PROPERTY/LOCKERS (School Board Policy #5312.1)/
SEARCHES – VEHICLES (School Board Policy #5312.2)

Desks, lockers, books, and equipment loaned to students remain school property while in possession of the student. Such property is provided for the convenience of the students and shall be used only for authorized school purposes.

Students will be expected to exercise discretion in bringing personal items to school, recognizing that any personal items in their lockers or on their person that is illegal or a school rule violation shall be subject to seizure, school discipline, and referral to law enforcement officials.

Other pertinent information relating to searches:

1. The Principal, Associate Principal, or their designee shall be authorized to search a student's person, locker, desk, backpack, purse, or personal property. The school also retains the right to search vehicles parked on school property.
2. Desks or lockers assigned to students may be opened and inspected by school personnel at any time following this policy. Any unauthorized item found in a school locker may be removed and given to the parent or guardian of the student, returned to its' rightful owner, or forwarded to law enforcement officials as the circumstances may warrant.
3. Searches of a student's person or personal property, such as handbags, or other items in the student's possession, may be conducted when, under the circumstances, school personnel have reasonable belief that a student has dangerous or illegal items in his or her possession.
4. School officials may conduct random locker searches in order to ensure school safety.
5. School officials, in cooperation with law enforcement personnel, may use dogs to conduct specific or random searches of the buildings and grounds for illegal drugs as outlined in School Board Policy #5312.3.

SKYWARD ACCESS:
Parents and students may obtain their Skyward user name and password by contacting Student Services.

STUDENT HANDBOOK:
Each student will be provided access to the student handbook at the beginning of the school year. The student handbook is also available on the WHS website.

STUDENT PICTURES/RECORDINGS:
Students may not take pictures or recordings of other students or staff members without consent. Taking pictures or recordings in bathroom or locker room areas is strictly prohibited at all times in accordance with School Board Policy #5315.

STUDENT SERVICES:
Conversations with student services staff are protected by laws of confidentiality except when:

- There is suspected abuse: Definitions of abuse include, physical injury inflicted on a minor by other than accidental means, sexual intercourse or sexual contact involving a minor, sexual exploitation of a minor, permitting, allowing or encouraging a minor to violate statutes against sexual morality, emotional damage.
- There is suspected neglect: Definitions of neglect included failure to, refusal or inability on the part of a parent, guardian, legal custodian, or other person exercising temporary or permanent control over a child, for reasons other than poverty, to provide necessary care, food, clothing, medical or dental care, or shelter so as to seriously endanger the physical health of the child.
- There are threats or harm done to oneself or others (including suicidal thoughts and actions.)

STUDENT SHADOWING:
It is understood that a student wishing to attend Watertown High School may need to visit the high school during a typical day in order to make an informed educational decision. All students wishing to shadow a current WHS student must contact the WHS Student Services office in order to obtain permission to shadow. Depending on the needs of the student and family, a specific schedule will be set-up for the student on the desired shadowing date.

TEXTBOOKS & EQUIPMENT:
Textbooks and other instructional materials may be loaned to students. Students may be charged replacement costs if the materials are lost or defaced. The amount charged for lost texts is:

1st Year	100% of replacement cost
2nd Year	90% of replacement cost
3rd Year	80% of replacement cost
4th Year	70% of replacement cost
5th Year	60% of replacement cost
6th Year	50% of replacement cost
7th Year	40% of replacement cost

Students may also be fined for damages to textbooks if the damages are above and beyond routine wear.

VISITORS: (School Board Policy #1240 and #1240.1)
To maintain an orderly environment and to ensure the safety of our students, it is necessary to prohibit student visitors to our school during the school day. Visitors to WHS must submit a form of identification when entering the building. Parents and other adult visitors who have legitimate business at Watertown High School must identify themselves at the **front entrance** and then receive a visitor's badge that is to be worn while in the school building. Unauthorized persons will be considered to be trespassing and will be referred to school officials and police for appropriate action.

WORK PERMITS:
Work permits are required for all persons under the age of 16. Work permits must be obtained through the Department of Workforce Development's Equal Rights Division webpage: https://dwd.wisconsin.gov/er/laborstandards/workpermit/.