



Junior High/High School Student and Parent Handbook 2024-2025

Weston School District
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Welcome

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ANNUAL NOTICE

The School Board of the Weston School District has adopted the Common Core State Standards as the educational standards for the district for 2024-2025. The district staff has developed their own curriculum to help meet these standards.

A link to the Weston School Accountability Report Card can be found on the district website.

Educational Options for students residing in Weston School District in collaboration with CESA 3, open enrollment to public schools, Youth Options to take a postsecondary class at a UW institution, a Wisconsin technical college or other participating private college, Course Options to take a class at another Wisconsin school district, participate in a home-based private educational program, open enroll to a virtual school or participate in a private school choice program. This enrollment may include a special needs voucher.

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about the student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact Mrs. Kasten. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. If any of the policies or administrative guidelines referenced herein is revised after August 2024, the language in the most current policy or administrative guideline prevails.

EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT

It is the policy of the District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's **sex, gender identity, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional, or learning disability** or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents who have questions should contact Molly Kasten at 608-983-2380 ext 204..

Any person who believes that the Weston School District or any staff person has discriminated against them in violation of this policy may file a complaint. A formal complaint can be made in writing to a School Compliance Officer listed below:

Lauretta Pickel, Compliance Officer 608-983-2380 ext. 214
Jason Meyer, Compliance Officer 608-986-2380 ext. 104

The complaint procedure is described ***in Board Policy 2260. The policy and form are available in the School office.***

The CO shall investigate any complaints brought under this policy. Throughout the course of the process, as described herein, the CO should keep the parties informed of the status of the investigation and the decision-making process.

All complaints must include the following information to the extent it is available: a description of the alleged violation, the identity of the individual(s) believed to have engaged in, or to be actively engaging in, conduct in violation of this policy, if any; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the report by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken during the investigatory phase to protect the Complainant from further loss of educational opportunity, including but not limited to a change of class schedule for the Complainant, tentative enrollment in a program, or other appropriate action. In making such a determination, the CO should consult the District Administrator prior to any action being taken. The Complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the CO will inform any individual named by the Complainant in connection with an alleged violation of this policy, that a complaint has been received. The person(s) must also be provided an opportunity to respond to the complaint.

All investigations shall be commenced as soon as practicable upon receipt of a complaint and concluded as expeditiously as feasible, in consideration of the circumstances, while taking measures to complete a thorough investigation. The complaining party shall be notified in writing of receipt of the complaint within forty-five (45) days of the complaint and shall reach a determination concerning the complaint within ninety (90) days of receipt, unless additional time is agreed to by the complaining party.

The investigation will include:

- A. interviews with the Complainant;
- B. interviews with any persons named in the complaint;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations, as determined by the CO;
- D. consideration of any documentation or other evidence presented by the Complainant, Respondent, or any other witness which is reasonably believed to be relevant to the allegations, as determined by the CO.

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definitions in this Policy, as well as in State and Federal law as to whether the Complainant has been denied access to educational opportunities on the basis of one (1) of the protected classifications, based on a preponderance of evidence standard. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

The CO may consult with the Board Attorney before finalizing the report to the District Administrator.

Absent extenuating circumstances, within ten (10) business days of receiving the report of the CO, the District Administrator must either issue a final decision regarding the complaint or request further investigation. A copy of the District Administrator's final decision will be delivered to the Complainant. The District Administrator may redact information from the decision in the event the release of information raises concerns regarding the integrity of the complaint or investigation process. The Board authorizes the District Administrator to consult with legal counsel to determine the extent to which information in an investigation report must be provided to either the Complainant or Respondent.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) business days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above. The decision of the District Administrator will be reviewed by the Board upon request.

If the Complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction by submitting a written request to the Wisconsin Department of Public Instruction, Pupil Nondiscrimination Program, or by contacting the DPI Pupil Nondiscrimination Program at (608) 267-9157. Any person, including the Respondent in a complaint, who is subject to disciplinary action up to and including termination as a result of a complaint may choose to file a Grievance utilizing the District's grievance procedure as outlined in Policy 3430 or Policy 4430.

The Board reserves the right to investigate and resolve a complaint or report regardless of whether the member of the School District community or third party chooses to pursue the complaint. The Board also reserves the right to have the complaint investigated conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

Additional School District Action

If the evidence suggests that any conduct at issue violates any other policies of the Board, is a crime, or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.) (Policy 8462), or threats of violence (Policy 8462.01), the CO or District Administrator shall take such additional actions as necessary and appropriate under the circumstances, which may include a report to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations.

Confidentiality

The District will make reasonable efforts to protect the privacy of any individuals involved in the investigation process. Confidentiality cannot be guaranteed however. All Complainants proceeding through the investigation process should be advised that as a result of the investigation, allegations against individuals may become known to those individuals, including the Complainant's identity.

During the course of an investigation, the CO will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

SEXUAL HARASSMENT

Sexual harassment deserves special mention. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education; or
- B. Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
- C. That conduct, or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.

Sexual harassment may include, but is not limited to:

- A. Unwelcome verbal harassment or abuse;
- B. Unwelcome pressure for sexual activity;
- C. Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of students by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- D. Unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- E. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status; or
- F. Unwelcome behavior or words directed at an individual because of their sex or sexual orientation;
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. Remarks speculating about a person's sexual activities or sexual history or remarks about one's own sexual activities or sexual history.

Sexual harassment examples include, but are not limited to:

- A. Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest
- B. Rating a person's sexuality or attractiveness;
- C. Staring or leering at various parts of another person's body;
- D. Spreading rumors about a person's sexuality;
- E. Letters, notes, electronic messages, telephone calls, or materials of a sexual nature; and
- F. Displaying pictures, calendars, cartoons or other materials with sexual content.

It is also the policy of the School that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, in that it interferes with educational process and may involve elements of coercion by reason of the relative status of a staff member to a student. ***An inappropriate boundary invasion by a District employee or other adult member of the School District Community into a student's personal space and personal life is sexual harassment.***

If you wish to report harassment, please contact one of the Complaint Coordinators listed above.

A copy of the school's Anti-Harassment Policy, including the reporting, investigation, and resolution procedures, is available in the school office.

BULLYING

Bullying is defined as a person willfully and **repeatedly** exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, electronically transmitted, psychological (e.g. emotional abuse), through attacks on the property of another, or a combination of any of these. Examples of bullying include:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

All complaints about aggressive behavior that occur on school property and during school hours or activities that may violate this policy shall be promptly investigated. If the investigation finds that aggressive behavior has occurred, it will result in prompt and appropriate disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials.

SCHOOL SAFETY REPORTING PROCESS

If you feel unsafe or know of someone who feels unsafe, you should report it to a staff member in the school.

If the situation presents an immediate threat to you or someone else's life, call 911 immediately. Individuals who have concerns that a person may hurt themselves or another are encouraged to report this information to a trusted adult immediately or call The National Suicide Prevention Lifeline toll-free to get help at 1-800-273-TALK (8255).

SCHOOL DAY

1st Period	7:50-8:36
2nd Period	8:40-9:26
MORNING BREAK	9:26-9:35
Bell	9:32
3rd Period	9:35-10:21
4th Period	10:25-11:11
5th Period	11:15-12:01
6th MS Lunch	12:01-12:24
Jr High gym/outside	12:24-12:34
Jr High Homeroom	12:34-12:54
6th HS SOAR Time	12:01-12:24
6th HS Lunch	12:24-12:44
HS gym	12:44-12:51
Bell	12:51
7th Period	12:54-1:40
8th Period	1:44--2:30
9th Period	2:34-3:20
REGULAR BELL	

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of Weston School District are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures will comply with the requirements of State and Federal law.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times, it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from Mrs. Kasten.

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, tornado, lockdown, evacuation drills, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, they must notify a staff person immediately.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school nurse.

INJURY AND ILLNESS

All injuries must be reported to the school nurse. If minor, the student will be treated and may return to class. If medical attention is required, the school nurse will follow the School's emergency procedures.

A student who becomes injured or ill during the school day should request permission from the teacher to go to the school nurse. The school nurse will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

MEDICAL CONDITIONS - CHRONIC

Policy #5335 - Care of Students with Chronic Health Conditions

Parents must report students with chronic medical conditions in order to meet the needs of these students and provide accommodations. Parents will complete an Individual Health Care plan and appropriate Health Care Action Plans as appropriate, prior to the start of each school year. These will be kept on file in the Nurse's office and will be shared with staff as necessary for student support.

SECTION I – GENERAL INFORMATION

ENROLLING IN THE SCHOOL

Students generally enroll in the district in which they live. However, the Board will release a resident student who is accepted as a student in another school district under that district's open enrollment program.

Students that are new to Weston School District are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- A. custody papers from a court (if appropriate);
- B. proof of residency; and
- C. proof of immunizations ***and/or an appropriate waiver.***

In some cases, temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to complete the enrollment process.

Students enrolling from another accredited school will have their courses and grades evaluated by the guidance department. The office staff will assist parents in obtaining the official records from the other school.

Adult students (eighteen (18) years of age or older may enroll themselves, but if residing with their parents, are encouraged to include them in the process. Adult students do carry the responsibilities of both the student and parent and are expected to follow all school rules.

OPEN ENROLLMENT

Students that do not reside within Weston School District may apply to attend Weston School District through the Wisconsin open enrollment program. Applications may be obtained from any school district, or are available on-line at the DPI (Department of Public Instruction) website: <http://dpi.wi.gov/index.html>

The enrollment period generally runs for eight to 12 weeks beginning in February. You must apply during the open enrollment period for the upcoming school year. Please check with DPI for the exact open enrollment dates. (Secondary level)

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the guidance office. It is important to note that some courses may be denied because of limited space or the need to complete prerequisite courses. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

COURSE/SCHEDULE CHANGE REGULATIONS

After the semester begins, requests for program changes may be made for only the following reasons:

1. Adding courses required for graduation
2. Correction of student errors made during registration (no prerequisite, already took course, etc.)
3. Correction of office errors made during registration.
4. Correction of schedule due to semester failure and a need to repeat a course.

Exceptions to these policies will be considered only after parent/teacher conference and counselor/administrator approval. Program changes made during the first two weeks of school are discouraged and may only be considered after a parent/teacher conference has occurred. Any courses dropped after the first two weeks shall result in a failing grade for the semester.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or person whose signature is on file in the school office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) or guardian unless proper notification to the school office has been done.

TWO-HOUR DELAY

Rather than call school off for the entire day, we may attempt to have school by starting classes two hours later than usual. **Even after waiting two hours, it may still be necessary to cancel school.**

The two-hour delay plan is as follows:

1. Bus pickup time will be two hours later than the regular pickup time.
2. The school buildings will not be open until 9:30 a.m. Students are not to come to school before that time.
3. The Weston school day schedule, during a delay, will contain all hours but the minutes within the hours will be shortened.

Please continue to monitor social media as it is possible that the delayed start could be changed to a cancellation.

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer to another school, the parent must notify the school. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents and completion of any required forms. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due.

IMMUNIZATIONS

Each student must have the immunizations required by the Wisconsin Department of Health and Human Services or must have an authorized waiver. If a student does not have the necessary shots or waivers, they may be excluded from school as permitted by law. This is for the safety of all students and staff. Any questions about immunizations or waivers should be directed to the school nurse.

ACCIDENTS/ILLNESS AT SCHOOL

Policy #5340 - Student Accidents/Illness/Concussions

If you have an accident or become ill, report to a staff member/teacher immediately. They will assist you to the Nurses office. The school Nurse will make necessary arrangements for your treatment.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parents in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

The school has made the Emergency Medical Authorization Form available to every parent at the time of registration. A student's failure to return the completed form to school may jeopardize the student's participation in school activities.

USE OF PRESCRIBED MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed.

- A. Parents should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. All medications **to be administered during school hours** must be registered with the office. All medications are to be administered under the supervision of school personnel. **Medication is never to be administered by a student to another student.**
- C. Medication that is brought to the office will be properly secured.
- D. Medication may be conveyed to school directly by the parent.
- E. Medication **MAY NOT** be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- F. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

ASTHMA INHALERS AND EPI-PENS

Students, with appropriate written permission from the physician and parent, may possess and use a method of dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Inhalers and Epinephrine (Epi-pen) can be administered only in accordance with conditions confirmed by the school nurse and updated annually.

USE OF NONPRESCRIBED (Over-the-Counter) MEDICATIONS

Staff and volunteers will not be permitted to dispense non-prescribed, over-the-counter (OTC), medications to any student without written parental consent.

Weston school district will administer non-prescribed medication when a parent/guardian has agreed in the online registration process. A physician does not have to authorize such medication, but all of the other conditions previously described above under Use of Prescribed Medications will also apply to non-prescribed medication. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and may be disciplined in accordance with the drug-use provision of the Code.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school nurse may send home a student who is suspected of having a communicable disease and will notify the parent of such action and the reason(s) it was taken. School officials may be required to notify local health officials if they suspect a student has a covered communicable disease. School officials will comply with notification requirements of the Department of Health and Family Services in addition to notifying the student's parents.

Examples of such diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Wisconsin Department of Health and Human Services.

Any student's removal from school will only be for the contagious period as specified in the school's administrative guidelines.

DIRECT CONTACT COMMUNICABLE DISEASES

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health and Human Services.

As required by Federal and State law, parents may be required to have their child's blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

DIRECTORY DATA

State statutes regulate the maintenance of records relating to students in Wisconsin Public School Districts.

"Directory Data" means those pupil records which include the pupil's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the names of the school most recently previously attended by the pupil.

This information may be given out to any person who asks.

PICTURES, VIDEOS, AND PUBLICATIONS

Periodically the school district will distribute pictures, videos, or publications of students on our website, school display board, or give access to the local media. Weston School District will use these multimedia tools to highlight the school or an individual student's achievements. If as a parent/guardian, you do not wish your student's name and image used you must contact the school office revoking consent to the school district thus not granting consent to the school district to use.

RELEASE OF RECORDS

The State Legislature establishes procedures for the release of student records. Section 767.24(7) and 118.125(2)(k) provide that a parent or adult student shall have access to a child's medical, dental and school records regardless of whether or not the parent has legal custody of the child. A parent shall not be permitted access to a child's student records if:

- He/she has been denied periods of physical placement with a child (Physical placement means the condition under which a party has the right to have a child physically placed with that party and has the right and responsibility to make, during that placement, routine daily decisions regarding the child's care, consistent with major decisions made by a person having legal custody. According to the explanatory notes in this law, the term "physical placement" replaces the concepts of parental "visitation rights" and "sole physical custody"
- Ordered by court.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers:

- A. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- B. A student will not be allowed to participate in a fund-raising activity for a group in which they are not a member without the approval of the student's teacher or counselor
- C. Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for..." will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.
- D. All fund-raising must meet the standards of the school district's wellness policy.

ACCIDENT INSURANCE

The Weston School District does not carry an insurance plan for students.

Any accident occurring on school property causing physical injury must be reported immediately to the teacher/coach in charge of the activity. A record of all injuries will be kept in Skyward by the school nurse.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft. The school is not responsible for their safekeeping and will not be liable for loss or damage to personal valuables. Furthermore, the school district will not be obligated to look at the cameras if a student did not have their valuables locked up or secured.

LUNCH PROGRAM PROCEDURES

The school participates in the National School Lunch Program and makes lunches available to students for a fee. Students may also bring their own lunch to school to be eaten in the school's cafeteria.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. Extra applications can be obtained in the school office.

CLOSED CAMPUS

All students will remain on campus during lunch and all other parts of the school day from 7:50-3:20 unless the student is excused by their parent or guardian for any of the following reasons listed within the Attendance policy.

All HS students leaving the school must report to the High School office to be properly excused out of the building. All Jr High and Elementary students must report to the Elementary office to be properly excused out of the building. See the athletic code of conduct in regards to student athlete absences.

EMERGENCY DRILLS

Policy #8420 - Emergency Preparedness

The district will have a plan for emergency preparedness that will require fire drills monthly, tornado drills twice annually and school safety incident drills twice annually. It is expected that students will participate in all drills following directions from staff. It is important that students treat all drills seriously and listen carefully to instructions that may change.

In the event of an emergency drill, follow your teacher's directions. If you are temporarily unsupervised, leave the building through the nearest exit and assemble for attendance outside, report to the first instructor you see.

If tornado conditions are present, the school will be notified of a TORNADO WATCH. Classes will continue, but the school will be in a condition of readiness.

If a tornado touch-down has been sighted in the area, the school will proceed to shelter areas. Upon the signal for a TORNADO WARNING, teachers will escort students to the shelter areas; if they feel that the situation warrants it, they do not need to wait for the office to give the directive.

During a tornado drill, you must be quiet and able to hear your teacher's instructions, and the teacher must be able to hear instructions from the office. The custodians will be shutting off power and water lines. All of this is most quickly and safely done if everyone is quiet.

EMERGENCY CLOSINGS AND DELAYS

The school day may be shortened or canceled if weather conditions are considered dangerous for bus travel. Notification of school-opening delays or closings will be broadcast over Weston social media, Weston mass communication or on the following:

<u>RADIO</u>			<u>TV</u>		
WRCO	100.9 FM	Richland Center	WISC	Channel 3	Madison
WBDL	102.9 FM	Reedsburg	WKOW	Channel 27	Madison
WNFM	104.9FM	Reedsburg	WMTV	Channel 15	Madison
WRDB	1400 AM	Reedsburg			

In the morning, the announcements will start, if possible, at 6:00 a.m. and continue as long as the stations broadcast them.

VISITORS

Parents and alumni are encouraged to attend the Weston School District. It is necessary to register in the office upon arrival. The following regulations pertain to visitors:

1. All visitors must register in the office if they attend areas other than the office.
2. NO visitors may be dropouts of school age.
3. Students from other schools will NOT be allowed to visit during the school day without permission of the Principal.
4. Parents who are "dropping off" items for students are asked to bring them to the office. The student will be called to the office to receive them.

DANCES

Policy #5855 - Student attendance at School Events

School dances may be held during the school year if they are student planned, and have been approved by the group advisor and an administrator.

BASIC RULES FOR SCHOOL SPONSORED DANCES

1. Any school organization wishing to sponsor a dance must submit the "Building Use" form to an administrator at least two weeks prior to the dance taking place. An administrator may require the organization to hire security, in the form of a police officer or school resource officer, at his/her discretion.
2. Aside from Homecoming and Prom, all scheduled dances will end by 11:30 p.m.
3. The sponsoring group is responsible for cleaning the premises.
4. People suspected of being under the influence of alcohol or other drugs will not be admitted to the dance. Legal authorities will be notified.
5. Students are not allowed to leave the building and then re-enter.
6. High school dances are for students in grades 9 through 12 EXCLUSIVELY; **students in grades K through 8 may attend a high school dance only when they are present with a parent or adult chaperone. All visitors, including pre-high school age students as well as graduates of Weston or other high schools, are not allowed to remain after a grand march or similar viewing/photo opportunity.**
7. Students from outside the Weston District and of school age must be approved through administration prior to the dance. Students that are not approved will not be allowed to enter.

INSTRUCTIONAL MATERIALS CENTER (LIBRARY)

The IMC's are a resource center for students and teachers.

Use of the IMC

1. Students may check out materials for two weeks using their patron number.
2. Lost materials will result in a complete reimbursement at current market cost plus shipping charges to replace the lost item.
3. No other materials will be allowed to be checked out if a student has any overdue materials.
4. Overdue materials carry over into the next school year, until materials are returned or paid for.
5. SENIORS: all fines must be paid, and materials returned to the IMC in order for you to participate in the graduation ceremony.
6. Small groups of students sent for work must have their teacher call in advance to assure there is ample space.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom. Use of any other school equipment or facility requires permission of the building principal. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

LOST AND FOUND

The lost and found areas are in the office locations. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

USE OF SCHOOL TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

ELECTRONIC DEVICES

Policy #5136 - Personal Communication Devices

Weston is a 1:1 District and every student has access to an electronic device. There is really no valid reason for a student to have a cell phone in class. It is important that staff have parental support, which includes refraining from texting their students during the school day. Students who bring personal electronic devices to school are responsible for using these items responsibly and for safeguarding them. Students may only use these items during specific designated passing time and lunch unless specifically approved by teacher or other staff. Classroom teachers and other supervisors can and may establish their own classroom guidelines regarding the use of cell phones. The District does not assume responsibility for any personal electronic devices that a student brings to school. If students misuse these devices any time they can be confiscated by any employee

PROHIBITED USE OF EQUIPMENT CAPABLE OF STORING, RECORDING OR SENDING PICTURES IN ANY FORMAT

The use of any audio and/or video equipment such as, but not limited to, print cameras, picture phones, and video cameras capable of storing, recording, or sending pictures in any format are prohibited in all school locations where there is an expectation of privacy, such as locker rooms or bathrooms. This covers all such locations in district buildings or those under its control. Persons in violation of this policy are subject to disciplinary action including suspension, expulsion, or dismissal. A referral to the police may be made for consideration of legal proceedings.

Weston Junior High and High School Cell Phone Procedures 2024-25

Term	Definition	Examples
Personal Technology Devices (PDT)	Portable electronic devices used to communicate, store information, and/or record visual or sound information.	Cell phones, personal digital assistants, cameras, voice recorders, MP3 Players, iPods, chromebooks.
Headphones	A device used to listen to a Personal Technology Device.	Earbuds, bluetooth wireless, beats, noise canceling, etc.
Cyberbullying	Using a Personal Technology Device or other electronic forms of communication, to embarrass, torment, stalk, humiliate or intimidate other individuals.	Sending mean texts or IMs to someone. Pranking someone's cell phone. Hacking into someone's gaming or social networking profile. Being rude or mean to someone in an online game. Spreading secrets or rumors about people online. Pretending to be someone else to spread hurtful messages online.

Universal Storage System

- Each classroom, Study Hall and SOAR class will have a consistent storage system for students to store their cell phones during class.

Students will be allowed to use their phones during the following times:

- Before and after school
- Passing time between classes
- Lunch and eight minute break

Cell phones will not be permitted during:

- Class
- Study Hall
- SOAR time

Music or Audio books

- Students will be permitted to use their chromebooks for music or listening to audiobooks during Study Halls or Independent Work time in the classroom.

Pictures and/or recordings

- Classroom teachers, Study Hall monitors and SOAR facilitators can give consent to record or take pictures but should use school technology.
- Recording or taking pictures without consent is not permitted and subject to disciplinary action.
- Recording or taking pictures without consent or of inappropriate behaviors or school incidents with the intent to share with others either inside or outside of the school is not permitted and subject to disciplinary action.

Cyberbullying

- Cyberbullying is unacceptable behavior and will lead to a major disciplinary consequence and may be referred to legal authorities depending on the circumstances.

Misuse of Personal Technology Devices:

- Staff have the right to confiscate any Personal Electronic Devices that are misused in class, study hall, SOAR, passing times, lunch and any other breaks.
- Behaviors will be addressed through the behavior code. For example, a student is refusing to store their phone and stops instruction. This becomes a major behavior issue and will be handled like other major behaviors.
- Refusal to give up your cell phone or personal electronic device upon request will be considered insubordination and will be grounds for further discipline including detention, in-school suspension or out of school suspension.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of twenty-four (24) hour notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

VIDEO SURVEILLANCE

The Board of Education has authorized the use of video surveillance and electronic monitoring equipment at various school sites throughout the school including on school buses. Any person who acts to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

SECTION II – ACADEMICS

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. The district requires a signed parental consent form on file in order for students to participate in off-site activities. Attendance rules and the Code of Conduct apply to all field trips.

Independent Practice

The assignment of independent practice can be expected. Student grades will reflect the completion of all work, including outside assignments. Independent practice is also part of the student's preparation for formal and summative assessments.

Weston Junior High and High School Grading Procedures 2024-25

Term	Definition	Examples
Independent Practice	Work designed to improve, develop, and practice skills taught in a lesson in effort to give students ownership and control of their individual growth, as well as to prepare them for future assessments.	Assignments, Seeds writing, reading
Student Information System (SIS)	Where grades are recorded.	Skyward
Learning Management System (LMS)	Where coursework is housed.	Schoology
Formative Assessment	Assignments/opportunities for students to show what they know in order to receive feedback from the teacher in a measure of their progress.	independent practice, quizzes
Summative Assessment	Final assessment of a student's learning over the course of a unit of study, measure of a student's mastery of the units learning objectives	final exams, unit exams, final projects

Assignments will be graded within 72 hours

- Teachers will add in Skyward an assignment worth 1 point for recording when an assignment is turned in on an assignment that will take 72 hours to grade. (Will explain this more at inservice-wording needs cleaned up).
- Teachers will have the extra time to provide more thorough grading on the assignment.
- This will allow parents, students and staff to see that a student has turned in their assignment even though the teacher cannot grade the assignment thoroughly at that time.

Late Work will be recorded as Missing in Skyward

- Late work acceptance and penalties are at the discretion of the teacher

Communication

- Parents and students will receive weekly notification when a student is on the D/F list.
- Junior High parents will receive mailed progress reports in the middle of each quarter.
- High School parents will receive mailed progress reports at nine and eighteen weeks.
- SOAR Coaches and Classroom teachers will communicate with students about grading/progress concerns.

Assessments

- Students will take both formative and summative assessments throughout the grading period in all classes.
- The grading percentage will be determined by the classroom teacher.

Semester and Final Exams

- High School Students are required to take Semester and Final Exams on the Exam date for all of their courses.
- There will be a special schedule for these days.

ACADEMIC HONESTY

All school work submitted for the purpose of meeting course requirements must represent the efforts of the individual student. 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 copying of software, images, unauthorized use of hard copy or software to develop one's own software. School personnel will have the responsibility for monitoring the above actions. In the event a student may be witnessed cheating, staff will confiscate material from the student and refer to the office.

ACADEMIC AWARDS

The following academic awards will be decided at the end of the 7th semester grading period. This method is comparable to the method used in determining the Wisconsin Academic Excellence Scholarship.

1. Valedictorian - the graduating senior with the highest-grade point average. A recognition award will be presented to the student(s).
2. Salutatorian - the graduating senior with the second highest grade point average. A recognition award will be presented to the student.

RANK IN CLASS

The procedure for determining a student's rank in his or her class is as follows:

1. All final grades in subjects beginning with grade 9 through grade 12 for which credit toward graduation is given are used.
2. Each letter grade is given the following numerical equivalent:
A = 4.00 B = 3.00 C = 2.00 D = 1.00 F = 0.00
3. The cumulative Grade Point Average (GPA) determines the rank in class.

HONOR ROLL

Students in grades 7 - 12 are eligible for the Honor Roll. The Honor Roll will be published at the end of each quarter. The Honor Roll is divided into two categories: Highest Honors (4.0-3.75), High Honors (3.51-3.74), Honor Roll (3.00-3.50). A student's grade point average (GPA) is calculated using the following point values:

A	4.00	B	3.00	C	2.00	D	1.00
A-	3.67	B-	2.67	C-	1.67	D-	0.67
B+	3.33	C+	2.33	D+	1.33	F	0.00

Graduating seniors who have a cumulative GPA of 3.50 or higher will be recognized as "Honor Students" during the graduation ceremony. The names of honor students will be released to the news media at the end of seven semesters, along with the names of the valedictorian and salutatorian (Academic Excellence Scholars).

Students in high school or middle school who have incomplete grades on their report cards will not be eligible for the honor roll unless the incomplete has been satisfied before the honor roll is announced.

WISCONSIN ACADEMIC EXCELLENCE SCHOLARSHIP POLICY #5451.01

The Academic Excellence Scholar (Valedictorian) shall be the senior student who has earned the highest cumulative GPA in grades nine through twelve. The Academic Excellence Scholar must have attended Weston High School for at least their final three semesters of high school prior to graduation.

In the event of a tie for the Academic Excellence Scholarship, the recipient will be chosen in the following manner:

1. The first tie breaker will be the ACT composite score; The scholar with the highest ACT composite score will be selected.
2. The second tie breaker will be the highest subscore on the ACT Test; A student may select English, mathematics, reading or science to determine the highest subscore. The next tie breaker will be the second, third and fourth highest subscores in that order.
1. In the event there is still a tie, a coin flip will determine the scholar.

WISCONSIN TECHNICAL EXCELLENCE HIGHER EDUCATION SCHOLARSHIPS POLICY #5451.02

Wisconsin's Technical Excellence Higher Education Scholarship is a State supported program, jointly administered by the Department of Public Instruction (DPI) and the Higher Education Aids Board (HEAB). The program offers scholarship recipients scholarships for post high school education at eligible technical education institutions in Wisconsin.

By February 25th of each school year, the School Board will designate the appropriate number of senior(s) from the high school with the highest levels of proficiency in technical education subjects as scholars eligible to receive a Technical Excellence Higher Education Scholarship.

The following standards must be met to qualify for the Technical Excellence Higher Education Scholarships. The student and alternates must:

1. be a resident of the United States who is either a U.S. citizen or an alien lawfully admitted for permanent residence;
2. be a Wisconsin resident as defined in 36.27 Wis. Stats.;
3. have achieved senior status and have been in attendance for the final three (3) semesters prior to graduation;
4. be selected based on the highest levels of technical proficiency as of the last day of the semester which ended just prior to February 25th

Grade Reports

Parent Teacher Conferences are held once a year. Parents are encouraged to use Skyward Family Access to access their student's progress and real time grades. Parents are also encouraged to contact a teacher at any time if they would like to discuss their child's progress. All contact information for school staff can be found on the school website.

GRADUATION REQUIREMENTS Policy #5460 - Graduation Requirements

Credit requirements for the graduating class are as follows.

English 4
Mathematics 3
Careers .5
Health .5

Social Studies 3
Physical Education 2
Fine Arts (band, choir or art) 1

Science 3
Career and Technical Education 1
Consumer Education 1

The additional five (5) credits are considered electives and can be selected from the Weston course catalog based on student and parent, or guardian desires.

****NOTE:** Students may accrue up to one math credit in half-credit increments from additional Career and Technical Education classes:

Students meeting certain criteria may be eligible to graduate early their senior year. See your school counselor for details. Time lines are in place and must be met to qualify.

The school may grant a high school diploma to a student who has not satisfied the requirements under this policy if the student was enrolled in an alternative education program and the school determines that the student has demonstrated a level of proficiency in the subjects required under this policy.

GRADUATION CEREMONY POLICY

Participation in Weston High School's graduation ceremony is a privilege rather than a right. Therefore, a student must have completed all of the requirements in order to participate in the graduation ceremony.

The graduation ceremony shall be reserved for those senior students who:

1. Meet all the credit and class requirements as outlined by the School Board. (Coursework must be completed and passing grades must be submitted prior to the ceremony.)
2. Has completed their graduation portfolio.
3. Attended school at least 90% of the school days/class periods in both the first and second semester of their senior year. When non-professional or unexcused absences exceed nine days or 63 class periods per semester, the student's individual situation must be reviewed by the high school administration. The principal may reinstate the privilege of participating in the ceremony. NOTE: A full block class will count as two class periods. This rule also applies to early graduates at semester
4. Participate in the graduation practice. The principal may waive this.
5. Abide by the rules for participation in the ceremony as established by the high school administration. (free from the influence/use of drugs and alcohol, proper dress, no noisemakers, etc.)
6. Have not been suspended (either in-school or out-of-school) during the week prior to or the week of the graduation ceremony. (last 10 school days)
7. Have resolved all fees, fines, and any other obligations prior to the practice session.

ADDITIONAL REGISTRATION REQUIREMENTS

1. All students must meet the prerequisites before registering for classes.
2. All class changes must have parental and instructor's permission and be made through the guidance office.

UW/System College Core Required Credits (17 units)

MATHEMATICS (3):

Algebra (1)
Geometry (1)
Advanced Algebra (1)

SCIENCE (3):

Physical (1)
Biology (1)
Upper Level Science (1)

ENGLISH (4):

English 9, 10, 11, & 12

SOCIAL STUDIES (3):

US History I (1)
US History II (2)
Additional Social Studies (1)

ADDITIONAL ELECTIVES (4 or more):

Foreign Language (1-3) **Upper Level Math (1-2) Upper Level Science (1-2)
Business or Fine Arts (1-2) Additional Social Studies (1) Additional English (1)

*College Preparatory English Recommended (1)

** UW/Madison and UW/Eau Claire require at least 2 credits of the same Foreign Language

*Advanced Placement courses-See your Guidance Counselor for AP opportunities and classes offered. A chance to earn college credit(s) while still in high school. See the high school principal or guidance counselor for details.

Remember to see your counselor for up-to-date information and admission requirements for any college you are considering.

A student may be denied participation in graduation activities for disciplinary reasons and for nonpayment of fees.

YOUTH OPTIONS PROGRAM

The Youth Options program allows all public high school juniors and seniors who meet certain requirements to take post-secondary courses at a UW institution, a Wisconsin technical college or one of the state's participating private, nonprofit institutions of higher education. *

The program (which replaces the previous Post-Secondary Enrollment Options program which began in the 1992-93 school year) opens the door to greater learning opportunities for students who are considering a technical career, students wishing to begin college early, or students who want to prepare to enter the workforce immediately after high school graduation.

Students are limited to no more than 18 post-secondary credits. The student does not have to pay for a post-secondary course if the school board determines the course may receive high school credit and the course is not comparable to a course offered in the school district. (Under some circumstances a school board does have to pay for a comparable technical college course. See payment of tuition and fees for more details). If approved by the school board, the student will receive both high school and post-secondary credit for a successfully completed course. The high school will grant a diploma to a student who has successfully completed high school graduation standards, regardless of whether the requirements were met at the high school or the college. Changes in state law allow the school district to seek reimbursement from the parent/guardian of the student if he or she is an adult for any class that a student drops or fails under the Youth Options Program.

*An institution of higher education (IHE) includes a center or institution within the UW system, a tribally controlled college or a private, nonprofit institution.

FOR INFORMATION CONTACT:

Your high school counselor or local college admissions representative or contact the Wisconsin Department of Public Instruction @ 1-800-441-4563.

WORK RELEASE AND YOUTH APPRENTICESHIPS

Juniors or seniors at Weston High School are encouraged to participate in the Youth Apprenticeships program. Weston is required to follow state statutes pertaining to this program. Interested students need to meet with the Guidance Counselor, School to Work Coordinator and an Administrator about the program and develop a plan that specifies requirements, goals, and expectations.

STUDENT NETWORK, EMAIL AND INTERNET ACCEPTABLE USE AND SAFETY (PO 7540.06)

Students are encouraged to use the school's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of the school's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the school's rules, and civil or criminal liability. Smooth operation of the school's network relies upon users adhering to the school's policies and administrative guidelines.

Weston School District reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Use of the Network to engage in “cyberbullying” is prohibited. ““Cyberbullying” involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites or social network accounts, and defamatory online personal polling Websites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.”

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
2. sending email or instant messages that are mean or threatening, or so numerous as to drive up the victim’s cell phone bill;
3. using a camera phone to take and send embarrassing photographs/recordings of students or school staff member or post these images on video sharing sites such as YouTube;
4. posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct. (*Substantial Disruption to the School Day*)

If you object to your student using school email or internet, please contact the school office

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and District policy.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. The guidance staff often gives these.

If necessary intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent consent may be obtained. The assessment program will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained in the Guidance office.

2024 – 2025 TEACHING ASSIGNMENTS

High School/Middle School Teachers

Mr. Lindholm	-	High School Math
Mr. Chambers	-	JH/HS Social Studies
Mrs. McCauley	-	JH/HS Math
Ms. Landsinger	-	Business Education
Mrs. Klemp	-	Choir and Band
Mrs. Bowen	-	Agriculture/Science
Mr. Niemeyer	-	Technical Education
Mr. Brunett	-	HS Phy. Ed.
Mrs. Diemer	-	Art
Mr. McCauley	-	HS Special Education
Mr. Jennings	-	JH Language Arts
Mrs. Waldsmith	-	Library Media Specialist
Ms. Frank	-	HS Science
Mrs. Horkan	-	English

SECTION III- STUDENT ORGANIZATIONS

Student Council

The central organization of students and student activities at school is the Student Council. The basic underlying function of this council is to make our school a better school. For that reason, its organization and its operation are, or should be, of vital importance to you. The Student Council provides for the expression of student opinion; it tries to build a good relationship between students and faculty: it is a means of coordinating student activities; it endeavors to keep the school spirit on a high level; and it carries out many worthwhile projects and activities. (Mrs. Niemeyer and Mrs. Powell- Advisors)

National Honor Society

NHS a student organization whose members are selected on the basis of scholarship, character, leadership and service to the school and community. This organization tries to serve the school and community by participating in activities like the Adopt-a-Highway program and organizing a holiday food drive for the food pantry. (Mrs. Diemer-Advisor)

Future Business Leaders of America

FBLA is a national vocational student organization for students interested in business and/or business-related fields. The Weston Chapter, and members participate in various social, community service, and fund-raising projects. Some of these projects may include Adopt-a-Highway, answering letters to Santa, trick or treating for the food pantry, job shadowing, touring businesses, and attending conferences at the regional, state, and national levels. Membership is open to students in grades 9-12. (Ms. Landsinger-Advisor)

Yearbook

A cross section of the student population that creates lasting memories of life during high school. They work together with weekly meetings to create, promote, layout, plan, design, and put together a school yearbook that depicts what has happened throughout the school year. (Mrs. Diemer-Advisor)

National FFA Organization

FFA is a national organization that works hand in hand with agricultural education, but its impact reaches far beyond by preparing students for careers in the food, fiber and natural resource systems. FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success. FFA members develop the ability and confidence to become leaders by conducting meetings, serving in elected offices and participating in competitions. They broaden their perspective by attending conferences and workshops, participating in community programs and group activities. The FFA program helps students be prepared to move successfully from school to work. (Mrs. Bowen - Advisor)

Forensics

Forensics is a high school academic team in which members prepare a speech or dramatic performance. Our season typically begins in late fall with the student selecting one of the fifteen speaking categories to compete in: Demonstration Speaking, Extemporaneous Speaking, Farrago, Four-Minute Speaking, Group Interpretive Reading, Moments in History, Oratory, Play Acting, Poetry Reading, Prose Reading, Public Address, Radio Speaking, Solo Acting, Special Occasion Speech, and Storytelling. Students then work with the coach to prepare and practice delivering the speech. The performance schedule includes the Wisconsin High School Forensics Association series of meets, sub-district, district, and state. (Mrs. Heather Osborne)

Other Activities at Weston High School:

Basketball, Baseball, Cheerleading, Cross Country, Football, Music/Band, Archery, Trap, Softball, Track, Volleyball, & Wrestling

Any student convicted legally of a serious criminal offense or engages in criminal behavior or who is on legal probation may be required to forfeit the privilege of representing the school in any public activity.

SECTION IV – STUDENT CONDUCT

ATTENDANCE

Weston Junior High and High School Attendance Procedures 2024-25

Term	Definition	Examples
Compulsory Student Attendance	Wisconsin Law “Any child excused in writing by his or her parent or guardian before the absence, The school board shall require a child under this paragraph to complete any coursework missed during the absence. A child may not be excused for more than 10 days in a school year under this paragraph.”	All children between six and eighteen years of age shall attend school regularly during the full period and hours, religious holidays exempted, that the school is in session.
Truancy	If a student is absent part or all of one or more days from school and the office has not been notified by the parent or guardian the reason for the absence.	A student arrives at school late without a parent notifying the school the reason for the absence.
Habitual Truancy	If a student is absent from school without an acceptable excuse for part or all of five or more days of school. A warning letter will be sent home to parents/guardians at this point.	Student has missed five days of school in one quarter and the parent has not notified the school to excuse the student.
Excused Absences	Wisconsin law provides a parent the opportunity to excuse their child from school for any reason for a total of 10 dates per school year.	Physical or mental condition, religious instruction, parent- excused pre planned absence, religious holiday, suspension, expulsion, program or curriculum modification, high school equivalency program, child at risk attending another program, election day official.
Unexcused Absences	Absences from school for a part or all of one or more days from school without an acceptable excuse.	Student comes to school late without parent notification.
Preplanned Absences	Students have an upcoming appointment, family trip, funeral, etc. that will require them to miss school and parents provide written notification of absence to the office.	Student has a doctor's appointment and will be missing part of the school day. Student's family is taking a vacation and will miss three days of school prior to spring break.
Tardy	Arriving after the bell during any class period without an excuse from staff.	Student comes into class five minutes after the bell rang during fourth hour.

Attendance

- All staff will take attendance within the first five minutes after the bell has rang.
- If a student is missing that was previously at school, call the appropriate office to see if the child has left school.
- If a student is marked absent and they come to class this will be changed to a tardy.
- The appropriate office will call home for students that are absent and have not had a parent notification.
- When the office has received communication from parents in regards to a student absence, the office will mark the student absent, in Skyward, for the periods communicated by the parent.

Tardies

- Students that arrive late to class, but within the first 5 minutes, will be marked as late in Skyward by the teacher. The late student code will be changed to tardy by the office.
- The only reason that a student would be Tardy-Excused is if another staff member calls, directly speaks to the instructor, sends an email or a written pass explaining the reason the student was tardy.

- Student athletes are not allowed to participate in that day's event (game or practice) if they are tardy.

Field Trips

- Junior High and High School teachers will notify staff two weeks in advance of any upcoming field trips and the students that will be attending field trips.
- Students are responsible for completing all missing assignments while they are on a field trip.

Missed Work

- It is the students responsibility to communicate with their classroom teachers to find out what they missed during their absence including all assignments, tests and quizzes.
- Teachers have the discretion to assign substitute coursework and examinations to students that were absent.
- The time for completing the work shall depend upon the length of the absence, unless extended by the principal for extenuating circumstances.

Written Notification

- Students excused for a health appointment should provide a physician's note upon return

CODE OF CONDUCT

A major component of the educational program is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Each student shall be expected to:

- A. Abide by national, State, and local laws as well as the rules of the school;
- B. Respect the civil rights of others;
- C. Act and speak courteously to adults and fellow students;
- D. Be prompt to school and attentive in class;
- E. Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, sex, sexual orientation, race, or ethnic background;
- F. Complete assigned tasks on time and as directed;
- G. Help maintain a school environment that is safe, friendly, and productive;
- H. Act at all times in a manner that reflects pride in self, family and in the school.

Personal Expression

The Weston School District recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines.

- A. A material cannot be displayed if it:
 1. Is obscene to minors, libelous, indecent, or vulgar. Strong inference or innuendo towards actions not permitted to minors by law.
 2. Advertises any product or service not permitted to minors by law. Alcohol brands or drugs.
 3. Intends to be insulting or harassing. Ex. Hooters, innuendos towards body images or anatomical parts.
 4. Intends to incite fighting or presents a likelihood of disrupting school or a school event.
 5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Administrative permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display.

Dress and Grooming

Dress Expectations:

The school is interested in three factors related to student dress: cleanliness, safety, and decency. The school has a responsibility for developing a businesslike attitude towards dress in school. In developing the standards of dress, it is recognized that clothing styles frequently change, and the fads are common. The following shall be applied in determining dress standards: **Is it a distraction of the educational process? Is it detrimental to the health or safety of the students?** Footwear shall be required at all times. You may be sent home to change your clothing, or a request will be made that you put on other appropriate clothing. A request may also be made of your parent/guardian that appropriate clothing be brought to school for you to wear. In some cases, the office may also have clothes for you to change to.

The following guidelines are in place for appropriate dress:

1. *Pants, shorts and skirts worn at the waist.*
2. *Tops may not expose the midriff or cleavage, and clothing must cover undergarments at all times. Likewise, strapless or spaghetti straps are not permissible.*
3. *Coats/jackets, and sunglasses will not be worn, or carried, once inside the school. They are to be kept in lockers.*
4. *Clothing, medallions, pins, or jewelry with suggestive double meanings, sexual innuendos, suggestive pictures, gang symbols, racial or gender slurs, the Confederate Flag, Hooters, vulgar or obscene language, or promoting drugs, tobacco, or alcohol are not permissible.*
5. *Hoods, and bandanas are not to be worn during school hours. Hats and caps are discouraged, but are not forbidden at the high school, with the exception if a teacher tells a student to take their hat off in their classroom, the student must comply. **Junior High students are not allowed to wear hats or caps.***
6. *Muscle shirts, cut-offs, mesh jerseys, tube tops, shirts that expose excessive amounts of chest shoulders, back, waist, or sides of a person are not permitted.*
- 7.

***Any extremes in dress or grooming not specifically mentioned, but which affects the safety, health, and decorum of our student body must be corrected.**

***Determination of proper dress is left to the discretion of the building principal.**

Students who are representing our school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

This is enforceable by all staff and it is expected that if this is brought to the student's attention he/she will respectfully correct the situation. The student and his/her parents are responsible for the student's compliance with this expectation.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. Reports of theft will not necessarily be taken if the student did not have their valuables locked and secured. **Backpacks, bags, and purses are to be stored in the student's locker and are not allowed in the classroom. If a student shows up to class with a bag they will be asked to take it back to their locker for storing or asked to leave the bag in the hallway during class.**

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct.

STUDENT CONDUCT

The Board of Education has adopted the following Student Code of Conduct. The Code includes the types of behavior that will subject a student to disciplinary action. It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Discipline is within the sound discretion of the school's staff and administration. Disciplinary action will be decided on a case-by-case basis and imposed only after review of the facts and/or special circumstances of the situation.

Each of the behaviors described below may subject the student to disciplinary action including, but not limited to detention, suspension and/or expulsion from school

1. Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons. Pepper Spray and Mace are included.
2. Being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy.
3. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment.

4. Arguing, taunting, baiting, bullying, cyber-bullying, inciting, or encouraging an argument or disruption or group posturing to provoke altercations or confrontations.
5. Pushing, striking, or other inappropriate physical contact with a student or staff member.
6. Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to violence, force, coercion, threats, intimidation, fear, or disruptive means.
7. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder.
8. Restricting another person's freedom to properly utilize classroom facilities or equipment.
9. Repeated classroom interruptions, confronting staff argumentatively, making loud noises, refusing to follow directions, and repeatedly violating classroom rules.
10. Throwing objects in the classroom.
11. Behavior that causes the teacher or other students fear of physical or psychological harms.
12. Willful damage to or theft of school property or the property of others.
13. Repeated use of profanity.
14. Using tobacco.
15. Failure to report knowledge of a weapon, bullying, or threat of violence.
16. Purposely setting a fire.
17. Plagiarism and falsification of identification or school documents.
18. Issuing a false alarm or false report.
19. Trespassing.
20. Persistent absence or tardiness.
21. Assisting another person to violate a School rule.
22. Violation of specific classroom or activity rules.
23. Violation of bus rules.
24. Refusal to accept discipline.
25. Criminal conduct.

STUDENT BULLYING (Policy 5517)

Harassment and/or bullying of students will not be tolerated in Weston School District, which includes any property or vehicles owned, leased, or used by the schools. The School Board considers these actions to be detrimental to the health and safety of students, and disruptive to the educational environment.

The educational environment is defined as consisting of every activity under the supervision of each school. For purposes of this policy, harassment and /or bullying are defined as any conscious, willful, or deliberate act or attempted act, through the use of words or actions, which are intended to cause physical injury, emotional distress/suffering or property damage or which impact the learning environment.

Harassment and/or bullying could include acts motivated by, but not limited to, hostility toward the victim's real or perceived sex, race, color, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, gender identity, social, socio-economic or family status, physical attributes, disability/handicap, or any other basis protected by state or federal law. Examples of acts of harassment and/or bullying include physical intimidation, force or assault, humiliation, bigoted epithets, vandalism, extortion, oral or written threats, taunting, put downs, name calling, threatening looks or gestures, false accusations, social isolation, retaliating against another student for reporting harassment or bullying, or any other behavior that substantially interferes with a student's school performance or creates an intimidating, hostile, or offensive school environment.

All forms of harassment in cyberspace commonly referred to as cyber bullying are unacceptable and viewed as a violation of this policy. Cyber bullying includes but is not limited to the following misuses of technology: harassment, teasing, intimidating, threatening, terrorizing another person or group of people by sending or posting inappropriate and hurtful e-mail messages, instant messages, digital pictures or images, or website postings, including blogs or any other messages via cyberspace.

For purposes of this policy, "Cyber space" is defined as a global domain within the information environment consisting of the interdependent network of information technology infrastructure, including the Internet, telecommunications networks, computer systems, and embedded processors and controllers.

In situations in which cyber bullying originated off school property or from a non-school computer or telecommunication device, but is brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly impedes the day to day operations of a school. Such conduct includes, but is not limited to, harassment, bullying or making a threat off school grounds through cyberspace that is intended to endanger the health, safety, or property of others at school, a District employee, or a school board member.

Any student who believes he/she has been subject to harassment and/or bullying may file a complaint in accordance with established complaint procedures or may complain directly to the building principal or designee. If the alleged harasser/bully is the person to whom the complaint would normally be made, the complaint should be made to the next higher administrative authority in the complaint procedure. Filing a complaint or otherwise reporting harassment and/or bullying in good faith will not reflect upon the individual's status nor will it affect his/her grades or benefits provided by the District. The District shall respect the confidentiality of both the complainant and the accused consistent with

the District's legal obligations and with the necessity to investigate allegations of misconduct and to make corrective and/or disciplinary action when the conduct has occurred.

Any student or parent/guardian who becomes aware of or witness's harassment and/or bullying has an obligation to report and will be supported by involved staff members in reporting the bullying/harassment to the proper authorities. Any District employee who becomes aware of or witness's harassment and/or bullying has an obligation to intervene and report.

Students who engage in harassment and/or bullying in violation of this policy and/or retaliating against an individual for reporting harassment and/or bullying shall be subject to school disciplinary measures consistent with District policies and procedures up to and including suspension and/or expulsion.

The Building Principal will develop administrative rules to implement this policy in their buildings. Notice of this policy will be circulated to all schools and departments in the District on an annual basis and incorporated in employee and student handbooks.

LAW ENFORCEMENT - QUESTIONING AND ARREST
Policy #5540 The Schools and Governing Agencies

The Board of Education is committed to maintaining the educational atmosphere of the schools and restricting access by individuals not part of the school system but also recognizes its responsibility to cooperate with law enforcement agencies and its need for assistance from law enforcement in certain circumstances.

When law enforcement requests permission to interview a student at school, the District Administrator or building administrator shall be contacted prior to any further action by law enforcement. The administrator shall determine whether it is appropriate to provide access to the student based on the officer's purpose, whether the officer has stated that there is an emergency involving imminent threat, or that the officer is in possession of a valid warrant. A warrant shall be deemed valid if executed by a judicial officer and describes the school premises. In such cases the student's parent/guardian will be communicated with in regards to the circumstances by the District Administrator.

If law enforcement is contacted by the administration for assistance, the administration shall maintain the lead role in the investigation and shall be present or contact a parent to be present for any interview to the extent reasonable.

When an agency requests permission to remove a student, or does remove a student without prior permission, the building administrator shall notify the District Administrator.

Law enforcement investigations on school premises fall into two (2) primary categories. First, some investigations will occur at the request of school administration due to suspicion of a violation of school policy that may also be criminal. Second, law enforcement investigations may occur without the initiation of school officials and may or may not involve activity on school grounds. (other situations and procedures in **Policy #5540**)

DRUG, ALCOHOL AND TOBACCO POLICY
Policy # 5512 - Use of Tobacco by Students
Policy # 5530 - Drug Prevention

Tobacco, alcohol, and all drugs (illegal or misuse of prescription) are prohibited on school grounds, and in any area where school functions take place. Violators will be ticketed; students will be dealt with in accordance with existing discipline policies.

Wisconsin Statute 118.12(20) prohibits the use of all tobacco products on premises owned or rented by, or under the control of, a school board. Students are prohibited from possessing tobacco products in any form while on school property or attending any event off of school property associated with the School District of Weston. The provisions of this state law also make it illegal for minors to have in their possession "look alike" tobacco products, such as chewing tobacco boxes which contain other products than tobacco. Violations will be treated as a major offense; violators will be ticketed and may be referred to the appropriate authorities.

Wisconsin law has made all public and private schools "Drug Free Zones". The sale or possession of drugs within 1000' of a school property line means a mandatory three-year jail sentence. The 1000 feet limit has also been extended to include school buses. If you know of any drugs or alcohol on school property, let a staff member know immediately; prompt action will be taken.

DRUG ABUSE PREVENTION

The administration and staff recognize that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- A. All dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- B. All chemicals which release toxic vapors;
- C. All alcoholic beverages;

- D. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. "look-alikes";
- F. Anabolic steroids;
- G. Any other illegal substances so designated and prohibited by law.

The use, possession, concealment, or distribution of any drug, drug look-alike and any drug-paraphernalia at any time on school property or at any school-related event is prohibited. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines.

USE OF TOBACCO IS PROHIBITED

The Board prohibits students from using or possessing tobacco or nicotine in any form including, but not limited to cigarettes, E-cigarettes, vapers, Juulers, Hookahs, cigars, snuff, and chewing tobacco on school premises, in school vehicles, within any indoor facility owned or leased by Weston School District.

It shall be a violation of this policy for any student of Weston School District to possess, consume, display, promote, or sell any tobacco products, tobacco-related devices, imitation tobacco products, or electronic smoking devices at any time on school property or at off-campus, school sponsored events.

It shall be a violation of this policy for any staff, administrator, or visitor of Weston School District to consume, display, promote, or sell any tobacco products, tobacco-related devices, imitation tobacco products, or electronic smoking devices at any time on school property or at off-campus, school sponsored events.

STUDENT CODE OF CLASSROOM CONDUCT

Weston School District is committed to maintaining an orderly and safe academic atmosphere. Teachers are expected to create a positive learning environment and to maintain proper order in the classroom. Students are expected to behave in the classroom in a manner that allows teachers to effectively carry out their lessons and allow students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the School and their classroom teachers.

Grounds for Removal of a Student from Class

Any teacher cannot permit disturbances that interrupt the learning process. A teacher may temporarily remove a student from the teacher's class if the student violates the Code of Classroom Conduct. Additionally, the student may be removed from the class for a longer period of time within the discretion of the principal. A student removed from class may also be placed in an alternative education setting.

Removal of a student from class for violating the Code of Classroom Conduct or placement of the student in an alternative educational setting does not prohibit the school from further disciplining the student for the conduct that caused removal or placement including, but not limited to detention, suspending or expelling the student.

It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. A teacher may remove a student from class for conduct or behavior that:

- A. Would result in suspension or expulsion under the Board's policies and procedures;
- B. Violates the behavioral rules and expectations of the classroom and/or school
- C. Is dangerous, disruptive or unruly.

Procedure for Student Removal from Class

When a student is removed from class, the teacher shall send or escort the student to the principal's office and inform the principal of the reason for the student's removal from class.

OTHER FORMS OF DISCIPLINE

It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Informal Discipline

Informal discipline takes place within the school. It includes:
Change of seating or location;
Lunch time detention;
After-school detention;
In school restriction;

Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

Detention notices that are given out by a teacher must be served with that teacher unless other arrangements are made.

In-School Discipline

Assigned students will attend a continuous thirty (30) minute period. Each student shall arrive with sufficient educational materials to be busy during this thirty (30) minute detention period.

The following rules shall apply to detention time:

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given special permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No radios, cards, magazines, cell phones or other recreational articles shall be allowed in the room.
- No food or beverages shall be consumed.

SUSPENSION AND EXPULSION

A. SUSPENSION

1. Duration and Grounds for Suspension

The principal or a person designated by the principal may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days or ten (10) consecutive school days if the student is eligible for special education services under Chapter 115, Wis. Stats., if the suspension is reasonable justified and based upon any of the following misconduct:

- a. Noncompliance with school or School Board rules;
- b. Knowingly convey in any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- c. Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others;
- d. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority;
- e. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of any employee or School Board member of the school district in which the student is enrolled.
- f. Under paragraphs c, d, and e above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.
- g. Depending on the nature of the incident the offender may be referred to the local police department for investigation and a possible disorderly conduct fine.

The District Administrator, or any principal or teacher designated by the District Administrator shall suspend a student if the student possessed a firearm while at school or while under the supervision of a school authority.

The suspension period applies to "school days." Thus, a suspension period does not include weekend days or vacation days.

2. Suspension Procedure

Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student will be advised orally or in writing of the reason for the proposed suspension and given an opportunity to explain his or her conduct.

The principal, within his or her discretion, may also inform the student's parents or guardian of the reason for the proposed suspension prior to suspending the student.

3. Notice of suspension

The parent or guardian of a suspended minor student shall be given prompt written notice of the suspension and the reason for the suspension by mail. Oral notice may also be given to the student's parent or guardian; however, it will be confirmed in writing.

4. Opportunity to Complete School Work

A suspended student shall not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete coursework missed during the suspension period. Such work shall be completed pursuant to the procedures established by the School Board. The suspended student may communicate with their teachers by way of email or phone to obtain work missed during the suspension time

period. Note: While suspended a student is not allowed on school grounds and not allowed to attend any school events or functions during the suspension period.

5. Reference to the Suspension in the Student's Record

The student's suspension from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator or his or her designee, who shall be someone other than a principal, administrator or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records.

Reference to the suspension in the student's school record shall be removed if the District Administrator finds that:

- a. The student was suspended unfairly or unjustly;
- b. The suspension was inappropriate, given the nature of the alleged offense; or
- c. The student suffered undue consequences or penalties as a result of the suspension.

The District Administrator, or the administrator's designee, shall make his or her finding within fifteen (15) days of the conference.

B. EXPULSION

1. Grounds for Expulsion

The School Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and it finds that the student:

- A. Repeatedly refused or neglected to obey the rules established by the School District.
- B. Knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- C. Engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health or safety of others;
- D. Engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or School Board member of the School District in which the student is enrolled.

Under this section, conduct that endangers a person or property includes threatening the health or safety of a person or threatening to damage property.

Discipline of Disabled Students

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.)

SEARCH AND SEIZURE (PO 5771)

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Vehicles on school property are subject to search.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

The District with or without the student's knowledge or permission may do review of such information. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

Chromebook Protection Plan

INTRODUCTION

Care of all instructional materials, including Chromebooks distributed by WESTON PUBLIC SCHOOLS is the responsibility of the student to whom they are assigned and his/her parent/guardian. This includes costs associated with damage and loss or theft. The purpose of this policy is to protect WESTON PUBLIC SCHOOLS families from accumulating debt due to accidental damage or theft (see definitions below) of school-issued Chromebooks.

PLAN TERMS

- The Chromebook Protection Plan runs from September 1 of the current school year to August 30th of the following school year to provide coverage over the summer for those students who may take summer courses. Individual plans will start the date when a plan payment is received after Sept. 1.
- Plans purchased at any time between those dates will terminate at the same time and will not be prorated.
- Students who are issued devices at the beginning of the regular school year may purchase damage coverage until the end of the 3rd week of school based on the board adopted calendar without having the device inspected.
- All students with devices issued in a prior school year and retained over the summer will have those devices checked in, and back out to that student after inspection in the first month of school as scheduled by the site administrator.
- When an assessment occurs due to malfunction of a device, the device's age is taken into account, as well as normal wear and tear. Malfunctions due to normal wear are not charged back to the student's family and would not count as an incident covered by this policy.
- No coverage may be purchased mid-year, except for newly enrolled students.
- Students using Chromebooks for summer work who purchase coverage are insured under the same standard plan.

COST

Chromebook protection coverage for the 2024-2025 school year costs \$26 per student or \$52 per family. This covers 1 incident per student throughout the school year. If a Chromebook is replaced due to damage by the student a new protective coverage plan can be purchased for the replacement item. Family coverage provides coverage for 1 incident for each child of a family.

REFUNDS

There will be no refunds. If a student leaves, and then returns later in the school year, the plan will still be in effect until the expiration date of the original plan. If a student leaves in the middle of a school year, their coverage will not be refunded at a prorated amount.

FRAUD, CONCEALMENT, AND MISREPRESENTATION

Coverage may be denied if the student willfully defrauds, conceals, and/or misrepresents any material information about the cause of damage or loss of the device.

SETTLEMENT OPTIONS

WESTON PUBLIC SCHOOLS will pay for the cost of **ONE** repair or **ONE** replacement of the protected device to include parts and labor. Devices submitted for repair will be replaced with an equivalent replacement of WESTON PUBLIC SCHOOLS' choosing and will be provided based on device availability. Upon a student receiving a permanent replacement device a new protection plan can be purchased for coverage of the replaced device.

Example: Johnny cracks the screen of his chromebook by dropping it on the ground. His device is replaced with a replacement chromebook with a new serial number. This replacement chromebook is now his for the remainder of the year. A new plan would need to be taken out for coverage of this device.

DETAIL OF COVERAGE

- Accidental damage, drops, liquid spills, and submersion
- Vandalism (requires report from school administration (e.g., Incident report))
- Fire, flood, natural disaster

- Power surge
- Mechanical or Manufacturer's failure or defect
- Charging Port damage
- Device or charging brick/cable loss

DETAIL OF EXCLUSIONS OF COVERAGE

- Corrosion and rust
- Cosmetic damage
- Dishonest and/or intentional acts
- Unexplained loss or mysterious disappearance
- Government seizure
- Loss or damage to accessories, software and data
- Charging with a non-district issued charger
- Tampering with or unauthorized attempts to repair device including, but not limited to key removal or attempts to remove.
- District issued covers
- Theft

YOUR DUTIES IN THE EVENT OF LOSS OR DAMAGE

Report the loss or damage by filling out the [Chromebook Claims Form](#) and notifying Mr.Niemeyer: niemeyer@weston.k12.wi.us after completing the form. This form can be found at the QR code below, or paper copies can be found in the offices or room 219. .

CHROMEBOOK PROTECTION PLAN PAYMENT

Payment can be made by check to the Elementary office. Please include CB Protection Plan in the memo line.

UNINSURED COSTS

If you and your student choose to not purchase the protection plan for \$26 per year for a single student or \$52 per year for a family, you, as the parent guardian, are still obligated to pay for repairs in the event damage is caused to the district-issued device when the student is at fault. Typical costs range from \$100 to \$400 depending on the damage and current model of the device.

INTENTIONAL DAMAGE

Students/Parents are responsible for full payment of intentional damage to devices. Device Protection **DOES NOT** cover **INTENTIONAL** damage to the device.

If you have any questions please contact Weston Schools at 608-983-2380



Chromebook Protection Plan Offering

Please fill out the following form and bring it back to the Office to participate in the Chromebook Protection Plan.

Please Check box for Chromebook Protection Plan offering

- Chromebook Protection Policy for single student \$26
- Chromebook Protection Policy for Family \$52 (If selecting family policy please include all students in family below)
- Student will not be participating in the Weston Chromebook Protection Plan offering.

Student Name: _____ (Please Print)

Student Name: _____ (Please Print)

Student Name: _____ (Please Print)

Student Name: _____ (Please Print)

Student Name: _____ (Please Print)

Parent Name _____ (Please Print)

Parent Signature: _____ Date: _____

This form will be kept on file for the upcoming school year.

Office only: Date received _____

SECTION V – TRANSPORTATION

BUS INFORMATION

The school bus is an extension of the classroom; behavior on the bus should be comparable to the type of behavior required in the classroom. The bus driver is in charge of the bus and is responsible for the behavior of students on the bus. Each pupil who is provided transportation service by the school district is responsible for his/her behavior on the bus and is expected to obey the rules established by the School Board for the safety and welfare of all students. To assist in the monitoring of behavior the Weston School District has approved the use of video cameras on the school buses. Behavioral problems on the bus may be reported to an Administrator and lead to additional consequences at school.

Riding the school bus is a privilege in the Weston School District. Whenever there is unsatisfactory bus conduct by a student(s), a report of the accident using the district "Disciplinary Report" will be completed. Misconduct will be dealt with in accordance with district policies on student discipline.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal. Bus will take a student to an alternate stop with a bus pass as long as there is seating available on the bus. Bus will not deviate off its regular route to go to an alternate location.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the Principal stating the reason for the request and the duration of the change and the Principal approves.

Questions in regards to bussing can be addressed to Lamers (608) 588-2222.

Note: The board of Education has authorized the use of video surveillance and electronic monitoring equipment at various school sites throughout the school, including on buses.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

Previous to loading (on the road and at school)

Each student shall:

- A. Be on time at the designated loading zone;
- B. Stay off the road at all times while walking to and waiting for the bus;
- C. Line up single file off the roadway to enter;
- D. Wait until the bus is completely stopped before moving forward to enter;
- E. Refrain from crossing a highway until the bus driver signals it is safe;
- F. Go immediately to a seat and be seated.

It is the parents' responsibility to inform Lamers Bus Company when their child will not be boarding the bus. The bus will not wait.

During the trip

Each student shall:

- A. Remain seated while the bus is in motion;
- B. Keep head, hands, arms, and legs inside the bus at all times;
- C. Not litter in the bus or throw anything from the bus;
- D. Keep books, packages, coats, and all other objects out of the aisle;
- E. Be courteous to the driver and to other bus riders;
- F. Not eat, play games or play cards, etc.;
- G. Not tamper with the bus or any of its equipment.

Leaving the bus

Each student shall:

- A. Remain seated until the bus has stopped;
- B. Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- C. Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless they have proper authorization from school officials.

PENALTIES FOR INFRACTIONS

A student who engages in misconduct on a bus shall be subject to discipline and may be deprived of the privilege of riding on the bus.

Weston Junior High and High School Driving Procedures 2024-25

Term	Definition	Examples
Permit Process	The process developed by the school district to allow students to drive to school.	Permit process begins in the High School office with the District Secretary.
Permitted Vehicles	Automobiles, snowmobiles and ATVs. *Approval for special days for other modes of transport	FFA week - Drive your tractor to school day.
Designated Areas	Area on the school property where an automobile, snowmobile or ATV may be operated.	Specific parking space and are permitted to be off the concrete.
Legally Qualified Individuals	Students that have the appropriate license or certification to operate a vehicle on the road in the state of Wisconsin.	A student that is at least 16 and has a valid drivers license. A student that is 12 years old and has a valid ATV operators certificate.

Student Parking

- Students will be assigned a parking space when their permit is approved.
- Student parking will be located in the back row in the parking lot.
- Students will depart from the school without driving through the bus drop off and parent pick up lane.

Requirements for ATV Operators

- All ATV operators at least age 12 and born on or after January 1, 1988 must possess a valid ATV safety certificate.

Misconduct with student drivers

- Driving permits can be revoked if a student is not practicing safe driving habits or following the school expectations for student drivers.

SECTION VI – ATHLETICS

WESTON CO-CURRICULAR CONDITIONS OF PARTICIPATION

Jason McDonough-Athletic Director (608) 983-2380 ext 223

Grades 6-12

WESTON CO-CURRICULAR PHILOSOPHY

Students participating in a school board sponsored co-curricular activity in grades 6-12 have certain responsibilities. It is a privilege, not a right, as a registered, eligible student in the Weston School District to participate in co-curricular activities. Because it is a privilege, participation in co-curricular activities carries with it certain responsibilities and expectations that promote growth toward becoming a responsible member of society.

The Weston community expects participants to be a credit to themselves, their family, their school, and their community. As such, all participants must abide by all rules and responsibilities at all times (24 hours a day /365 days per year) in order to continue participating in co-curricular activities.

It is recognized that personal problems can interfere with the health and well-being of students and their ability to participate in co-curricular activities. This code therefore includes provisions for support, intervention, and referral in order to help students achieve their full potential. Parents/guardians have a responsibility to cooperate with the school district in assuring that the student will comply with the rules and standards of the co-curricular program.

PURPOSE

The purpose of the Weston Co-Curricular Code of Conduct is to establish clear academic and behavioral expectations for students to follow if they choose to participate in co-curricular activities.

Parents/Guardians of students involved in athletic programs are required to attend fall, winter or spring informational meetings.

W.I.A.A.

Students participating in interscholastic athletics must also abide by the specific rules of eligibility as stipulated by the Wisconsin Interscholastic Athletic Association. (www.wiaawi.org)

DEFINITION OF CO-CURRICULAR ACTIVITIES

Co-curricular activities include any school-related, organized activity that is offered outside of academic class requirements. Co-curricular activities are divided into two distinct categories, each of which will be explained in the sections that follow. School district policies and school rules govern all student activities. In addition, each category has unique rules and expectations, which regulate participation. Suspensions will be cumulative over a participant's high school career.

GOALS OF CO-CURRICULAR ACTIVITY PARTICIPATION

The co-curricular activity program is an important part of the educational experience. It provides opportunities for learning experiences difficult to duplicate in regular school activities. Co-curricular participation has the following major objectives:

- To teach attitudes of responsibility and cooperation and to help students realize that participation in co-curricular activities is a privilege with accompanying responsibilities.
- To help students learn good habits of health, personal hygiene, and safety.
- To provide activities that help to create school unity.
- To provide activities for learning self-discipline, loyalty, team play, personal pride, pride in the organization, respect for the rights of others, and the will to be successful.
- To provide students with opportunities for competition.
- To provide students with opportunities to place the unit, team, squad, class, and school above personal desires.

TRANSPORTATION TO SCHOOL ACTIVITIES

The school will provide transportation to school activities for co-curricular participants. At the discretion of the coach, participants will ride the school transportation to and from the activity. The only exception is to have a parent/ guardian write a request or contact the coach directly for approval to have their child ride home with them. Parents are encouraged to write a note for their child on the day of the contest and present it to the high school office for best results. NOTE: During the spring sports season transportation is provided by the Weston School District to Cazenovia for softball and baseball practice or games. If a student-athlete wants to drive separately or ride with a teammate to Cazenovia the parent must provide a note at the beginning of the season stating permission is granted to do this. The note must be presented for filing purposes to the high school office.

STATEMENT OF RISK

All athletic programs involve some contact. Consequently, athletes may be at risk for serious injuries. Although the Board of Education and the Weston School District endeavor to operate athletic activities in a safe manner, it is impossible to eliminate risks associated with physical activity and/ or sports. Therefore, parents and athletes should consider these risks carefully before deciding to participate in interscholastic athletic activities. NOTE: Weston School District does not carry any insurance policies for an individual student-athlete.

ATTENDANCE

Unless excused, a participant must be in school for the entire day in order to participate in that day's practice or event. Participants with an unexcused absence during any part of a school day following an event will be ineligible to participate in that evening's practice or event. Illness is considered an unexcused absence when pertaining to participation in a practice or event. Any participant with an unexcused absence for any period of time during a school day is ineligible to participate in that day's practice or event. Unless there are extenuating circumstances, as determined by the principal, a student is required to be in class the entire day after an athletic contest. Furthermore, a student-athlete that is tardy at the beginning of a school day will be required to serve an after-school detention in the high school office or a lunch detention before attending practice or event. This is in effect for two tardies, the third tardy and any subsequent tardy thereafter of an athletic season would mean that the student-athlete is ineligible to attend practice or an event that day. To participate in a contest, event, or practice held on a school day a student must be in attendance during the entire day, unless absent due to the following: NOTE: Any student-athlete that is more than 15 minutes late for any class during the day will be considered absent for that period and thus ineligible to participate for that dates contest

- A. A school-sponsored trip.
- B. A medical appointment. NOTE: The student-athlete must present a note of verification of the appointment.
- C. A prearranged legal excuse.
- D. An emergency (determined by the High School Principal).

SUSPENSION /EXPULSION FROM SCHOOL

Any athlete who is suspended or expelled from school shall be ineligible for all athletic participation including practices during the period of suspension or expulsion. Anytime an athlete is suspended, in-school or out of school, they are automatically ineligible for their next athletic event, regardless of which sport season the suspension is handed out.

DETENTIONS

Any detention administered by faculty or administration must be served by the student before they can participate in practice or a contest. The detention will be 30 minutes in length. The detention will be served at the discretion of the person administering the detention.

ACADEMIC ELIGIBILITY

Eligibility requirements shall commence upon initial enrollment in the first co-curricular activity. In order to be academically eligible for co-curricular activities, a participant must satisfy district, DPI, and if applicable, W.I.A.A. requirements defining a full-time student. Student-athletes shall become scholastically ineligible in the following way:

- a. Earn a failing grade in one or more classes in any 9-week grading period. (A failing grade in any course-9 week grading period will constitute ONE failing grade.)
- b. Earning a failing grade in one or more classes in any mid-quarter (4 1;2 weeks) grade check and not raising the grade to passing within three (3) school days of the initial grade check.

The high school administration reserves the right to void eligibility requirements in special situations. The participant, his/her parent/guardian, athletic director, and the coach must schedule a meeting with the administration in such instances. Students identified with Exceptional Educational Needs (EEN) who do not meet this requirement are eligible to participate in the co-curricular programs, provided that they satisfactorily meet the IEP that was designed for them at the annual IEP meeting.

SCHOLASTIC REQUIREMENTS

High School

1. All participants must comply with all of the W.I.A.A requirements.
2. A minimum of 6 classes must be carried by all participants except in alternative education circumstances.
3. Students receiving an F in any one class will be ineligible for athletic participation for the following number of contest dates:

8 games or less	= 1 contest date suspension
9-14 games	= 2 contest date suspension
20-24 games	= 3 contest date suspension
25 or more games	= 5 contest date suspension
4. Students receiving 2 F's in any 2 different classes will be held to the W.L.A.A. minimum ineligible guidelines. The W. I. A. A. minimum penalty is 21 days.
5. Ineligibility is calculated on grades received at the end of every nine weeks grading period.
6. During the period of ineligibility, the student may continue to participate in practices.
7. At the end of the suspension, the athletes are placed on academic probation for the remainder of the grading period they were suspended for. During this probationary period, athletes will be required to go to the high school office and get a game day signed by an approved office personnel or each classroom teacher of the student-athlete. If an F is indicated as the athlete's grade, they will then be ineligible for athletic participation.
8. All incoming freshmen that are out for a fall sport that received an F on their report card for the last quarter of their 8th grade year, will start the year on probation for the entire 1st nine week grading period. During this probationary period, athletes will be required to

go to the high school office and get a game day signed by an approved office personnel or each classroom teacher of the student-athlete. If an F is indicated as the athlete's grade, they will then be ineligible for athletic participation.

Middle School

In order to make school academic policies for eligibility equal, taking into consideration the Middle School's divided sports schedule, the following rules apply to all athletes:

- Game Day Sheets must be completed and signed by the student's teachers on the first school day (usually Monday) of a competition week.
- A student is eligible for competition if they are passing all of their classes.
- A student receiving an "F" on their Game Day Sheet is automatically ineligible for the next contest. During the period of ineligibility, the student will continue to participate in practices.
- On weeks where there is multiple contests a failing student may raise their grade above failing to become eligible after sitting the required one game. If the student does not raise their grade by the second game of the week they are ineligible for the remainder of the week.
- If a student is ill on the day the Game Day Sheets are signed and turned in they must get it signed when they return to school.
- If there is a substitute teacher the athlete must go to the Athletic Director or Principal to get their Game Day Sheet signed.

NOTE: A participant must be academically eligible to participate before they may start serving a code of conduct violation

PARTICIPANT INJURIES

- Any participant who is injured during a practice or event must report the injury immediately to the coach/ advisor, who will refer him/her to the licensed Athletic Trainer. The LAT has the final say on the participant's return unless a physician is seen.
- If the injury requires a physician's care, an accident report must be filed by the coach/ advisor with the activity's office and a physician's permission to return letter must be presented before the participant is allowed to return.
- Should an injury be discovered after the athlete has returned home, the coach/ advisor should be contacted as soon as possible.
- In the event of any serious injury during a practice or event, the nearest emergency medical service will be obtained.

EQUIPMENT

It is expected that participants will take excellent care of their equipment. Each participant is responsible for the school equipment issued. The participant is financially responsible for all lost, misplaced or stolen equipment. Each participant will be responsible for the return of the original equipment issued. Substitutions will not be allowed.

- School equipment and/ or uniforms may be worn on the day of the athletic event during school hours as directed by the head coach. It may not be worn during any physical education classes or any other period of exercise outside the time required for practice sessions and/ or game situations.
- A participant will not be allowed to participate in another activity until he/she has either returned or paid for all equipment that was issued to him/her.

PRE-SEASON MEETING

This code shall be distributed in the Weston High School Student Handbook as well as made available to each participant during the specific activities' pre-season meeting or on the first day that he/ she reports for a co-curricular activity. Copies shall be placed on file with the activity director and/ or principal. Participants should read all items and ask for clarification from the coach or advisor of any items not understood.

- Parental/ guardian attendance at pre-season meetings is critical and involvement throughout the season is encouraged
- Parents/ guardians will be required to attend the August sports meeting to register their child for athletics. If a parent/ guardian is unable to attend they must view a recorded copy of the meeting before signing all forms.

ADMINISTRATIVE SUSPENSION

Participants representing the Weston School District by their involvement in the activities program are expected to be law-abiding students. A participant is expected to follow school rules and policies applicable to all students. An administrative suspension or dismissal from participation may be administered by Weston administration for actions such as:

- Flagrant violation of attendance, behavior, or safety rules.
- Vandalism or theft involving property of the Weston School District or other school districts.
- Gross misconduct, acts of violence, vandalism or theft outside of school jurisdiction.

•NOTE-FELONY: Any student charged and/ or convicted of a felony shall, upon the filing of felony charges, become ineligible for all further participation until the student has paid his/her debt to society and the courts consider the sentence served (including probation, community service, etc.).

•Gross misconduct, acts of violence, vandalism or theft outside of school jurisdiction.

•NOTE-FELONY: Any student charged and/ or convicted of a felony shall, upon the filing of felony charges, become ineligible for all further participation until the student has paid his/her debt to society and the courts consider the sentence served (including probation, community service, etc.).

CODE VIOLATIONS

All violations will be enforced for the student-athlete's career on a year - round basis. Any information or evidence considered to be relevant, valid, and accurate by any person(s) reviewing a particular alleged violation shall be considered. Parties who provide anonymous information will be asked to provide specific names, dates, times and infractions, If hearsay evidence cannot be substantiated on the basis of subsequent investigation, it will be treated as a rumor.

CATEGORY 1 - ATHLETICS

Interscholastic athletics are governed by the Weston School District co-curricular code and the Wisconsin Interscholastic Athletic Association (WIAA). The WIAA is a voluntary, incorporated, and nonprofit organization located in Stevens Point, Wisconsin. All public high schools in the State of Wisconsin with interscholastic athletic programs are members. The WIAA prohibits the use of tobacco, alcoholic beverages, and the use of controlled substances when a student is a participant or would-be participant in athletics and cheerleading or related endeavors such as a manager:

Fall:	Football, Volleyball, Cheerleading, Cross Country
Winter:	Basketball, Wrestling, Cheerleading
Spring:	Baseball, Track, Trap team, Softball

CATEGORY 1 ACTIVITIES - DISCIPLINARY ACTIONS

Participants will be suspended from all Category 1 activities in which they are involved at the time of the suspension or their next activity season if they are not currently out for an activity. The participants of the above-mentioned activities will refrain from the use of alcoholic beverages, controlled substances or tobacco in any form. Use, possession, buying, or selling of: drugs, alcohol, tobacco products, inhalants, other illicit substances, or their look-alikes is prohibited, including vaping devices and Juul. Willful representation of the use, possession, buying or selling of illegal substances and misuse of over-the-counter or prescription medications is also prohibited. The student who indulges in or who is in possession of alcohol, controlled substances, or tobacco will have the following penalty:

1. First Offense

- Suspension from participation in 25% of contests scheduled.
- Student must meet with a member of the Pupil Services Team for an AODA assessment before returning to competition.
- 4 hours of administrator or athletic director approved community service
- Presentation to an upper elementary or middle school classroom.

2. Second Offense

- Suspension from participation in 50% of contests scheduled.
- The student must meet with a member of the Pupil Services Team for an AODA assessment before returning to competition. The student will only be able to return to competition after the suspension time has been served and the assessment has been completed. The student must supply the school with the results of the assessment.
- 8 hours of administrator or athletic director approved community service

3. Third Offense

- Suspension from participation in all Category 1 Activities for one (1) calendar year.

4. Subsequent Offenses

- Student will be referred to the Pupil Services Team to determine future opportunities to participate.

NOTE: The student-athlete serving a code violation must complete the athletic season for the code violation to be considered served. A student-athlete that quits or is removed from a sport must serve the contest ineligibility portion of the code violation in the next sport they participate in.

CATEGORY 2- COMPETITIVE, LEADERSHIP, & PUBLIC RECOGNITION ACTIVITIES

Activities that are competitive in nature or which may include tryouts, as well as activities that have as their membership representatives elected or appointed to positions of leadership and public recognition, are governed by the same code requirements as interscholastic athletics and **any applicable national or written club rules.**

Category 2 activities could include, but are not limited to, the following: All Class Officers, Archery, Spanish Club, Homecoming Court, Prom Court, Forensics, Drama, Musical, NHS, FF A, FBLA, Play, and Student Council.

CATEGORY 2 ACTIVITIES - DISCIPLINARY ACTIONS

Participants will be suspended from all Category 2 activities in which they are involved at the time of the suspension.

1. First Offense - The participant will be suspended from one event, the definition of which shall be determined by the advisor and building principal, the student will meet with a member of the Pupil Services Team for an AODA assessment and serve four hours of community service.

2. Second Offense - The participant will be suspended from two events and the student must meet with a member of the Pupil Services Team for an AODA assessment before returning to competition and serve eight hours of community service. The student will only be able to return to competition after the suspension time has been served and the assessment has been completed. The student must supply the school with the results of the assessment.

3. Third Offense - The participant will be suspended one calendar year (twelve months from the date of the offense)

4. Subsequent Offenses - The student will be referred to the Pupil Services Team to determine future opportunities to participate.

PROVE INNOCENCE CLAUSE - FOR POTENTIAL AODA OFFENDERS RESPONSIBLE TO THE CODE

If a participant is at a gathering where alcohol or other illegal drugs are present or introduced, he/she must leave immediately upon gaining knowledge of the presence of the substances. If the police are summoned and the participant is inadvertently detained while in the act of leaving under the aforementioned conditions, it will be the student's responsibility to provide the burden of proof that they did not consume any alcohol or other illegal substances. If such proof is presented and verified, no suspension will be applied.

HOSTING A PARTY

Any person who has a gathering at their home/property where alcohol or drugs are being used will be given a penalty at the next highest level above the level they would normally be suspended. Example: If a student hosts a party and it is their first violation, since the party was at their home/property they would be given a violation as their second offense. OTE: A student who hosts a party may not use the honesty penalty reduction.

HONESTY PENALTY REDUCTION

Students in Category I activities who turn themselves in to school authorities and/or their head coach, prior to the school obtaining any information, and who do not attempt to deceive or mislead school officials, shall receive a one contest suspension from Category I activities. Any student involved in a co-curricular code violation for which there is a police report or involvement of a police department may not self-refer under this honesty reduction. A student will receive this penalty reduction only once during their high school career and it must be used in connection with the first violation. The student has 48 hours to self refer themselves from the time of the incident. If a student is confronted or questioned about a possible code violation and has been found to have lied or misled the athletic director or building principal, the offense step will double.

IMPACT OF QUIT/REMOVAL

A student who is dropped from one athletic activity for disciplinary reasons shall be ineligible to participate in another activity during that season. A student who quits a seasonal athletic activity shall be ineligible to participate in another activity during that season, unless he/ she receives consent from the coaches involved. This does not apply if the activity meets all year or if a student is cut from a team. If eligibility is denied by a coach, the coach will meet with the administrative team to justify their position.

SIMULTANEOUS CATEGORY I/CATEGORY II CONSEQUENCES

Participants may participate in simultaneous activities; however, if a participant incurs a violation, he/she shall be suspended according to the code of conduct for both activities (Ex: Football and Student Council). Furthermore, if a student is serving a code of conduct suspension and the suspension is not completed during the immediate sports season the suspension will carry over to the next sports season of participation.

SPECIAL AWARDS RESTRICTION

Participants who violate the code of conduct will be ineligible for any special awards during the season of participation as well as any season in which the suspension is served. No student with a Code of Conduct violation may be nominated for any special end of season award. This shall include, but not be limited to, MVP, MIP, Coaches' Award, Captain, Letter Winners, All-Conference, All-Area, and All-State.

REGARDING ESTABLISHMENTS

Point of Clarification: Presence in bars or attendance at parties where drinking of alcoholic beverages or use of illegal drugs is occurring is prohibited. This rule is not meant to include presence in an establishment that is primarily an eating-place or presence in such places with parents, or to prevent being employed at such places. It also is not meant to include presence in places like golf courses or bowling alleys where alcoholic beverages are served. Participants should avoid placing themselves in situations where their guilt or innocence is questioned.

WEDDINGS/REUNIONS /ETC.

Participants are not prohibited from attending weddings, reunions, anniversaries or other ceremonial functions where alcohol is served, but they may not consume alcohol or be in possession of alcoholic beverages even though they have parental permission. Parental/ guardian permission does not override the provisions of this code.

W.I.A.A. NON-SCHOOL PARTICIPATION RULES

W.I.A.A. regulations state that a student owes loyalty and allegiance to the school and team of which he/ she is a member during the season of a given sport. A student becomes ineligible in a sport for the remainder of the season for competing in a non-school game, meet, or contest in the same sport during the season of practice and competition established by the school and under W.I.A.A. provisions and rules.

TECHNOLOGY AND VIOLATIONS (Social Media Clause)

Students are responsible for information in written or electronic transmission (i.e. texts, e-mail) and any information posted on a public domain (i.e. internet, chat rooms, Facebook, Snapchat, Twitter, Instagram, YouTube). Students are not precluded from participation in such social network sites or technology; however, any student that is identified on a social networking site which depicts illegal, inappropriate behavior, or presents one-self improperly in social media may be considered in violation with the co curricular code.

CONDUCT UNBECOMING OF AN ATHLETE

Discipline measures which may involve suspensions for a violation unbecoming of an athlete and not specifically covered by the Code of Conduct, student handbook, or W.I.A.A. policy, or other activity governing body may be determined by the activity board or the Athletic Director directly.

PENALTY FOR CONDUCT UNBECOMING AN ATHLETE

The Athletic Director, administration, or the Activity Board can issue one of the following penalties:

- 1.No practice or no-contest suspension.
- 2.A one-contest suspension or five days of ineligibility from practices or contests.
- 3.A two-contest suspension or 10 days of ineligibility from practices or contests.

ACTIVITY BOARD:

The Activity Board may deal with any disciplinary items not specifically covered in the Code of Conduct, student handbook, or W.I.A.A. policy, or other activity governing body at the discretion of the Athletic Director and/ or Principal. The Activity Board shall consist of members appointed by the Athletic Director and/ or Principal.

- 1.Weston Principal
- 2.Two faculty members
- 3.One head coach
- 4.One assistant coach
- 5.The District Administrator or his/her designee (This person may vote only in the event of a tie)

The Hearing:

If it is determined that an activities board is needed to hear a case, the Athletic Director/Principal may call a hearing of the activities board after the investigation of a case has been completed and it has been determined by the Athletic Director that a violation has occurred. At the hearing, the Activities Board will hear all evidence collected in the investigation. The Athletic Director will present the information using a neutral format (by not using the involved participant(s) name(s). Once all information has been disseminated (in both written and oral form), the Athletic Director will leave the hearing so the Activities Board can make its decision.

APPEAL PROCESS

In the event of disciplinary action, students will be offered due process, along with the ability to appeal decisions as follows: NOTE: The athlete is allowed one appeal during their high school career and they are considered ineligible for practice and contests during the appeal process.

Step 1 Any person wishing to appeal a decision regarding application of the athletic code shall make that appeal directly to the Athletic Director and High School Principal. An appeal meeting will commence within 48 hours or 2 school/business days of written notice from the student or their representative.

Step 2 If the appeal is not resolved through the Athletic Director and High School Principal the student's appeal then moves to The Activity Board. *=><The Activity Board can be used to resolve an appeal if it is felt this is the best due process. The person(s) making the appeal may request the Activity Board as a consideration. **The Weston School District administration would decide the appropriate appeal process to be used.

Step 3 If the appeal is not resolved through the Activity Board, Athletic Director, and High School Principal, the student may appeal the decision directly with the District Administrator. This appeal shall take place within 48 hours or 2 school/business days of written notice from the student or their representative.

*** At the Appeals Hearing:**

- 1.The Athletic Director will present the evidence for the basis of the code violation that applies in the case.
- 2.The student and representatives will be provided with an opportunity to testify and present other evidence on his/her behalf at the hearing.
- 3.After hearing all testimony from the appealing party and Athletic Director, the Activity Board must resolve the appeal by doing one of the following:
 - a.Uphold the original penalty issued by the Athletic Director.
 - b.Modify the original penalty issued by the Athletic Director.
 - c.Nullify the original penalty issued by the Athletic Director.
- 4.The Activity Board will communicate the decision in writing to the Athletic Director within 24 hours of the hearing.
- 5.The Athletic Director or HS Principal will communicate the decision via phone call and will be put in writing and placed in the student's incident file in the Athletic Director's office

DISCLAIMER

This guideline attempts to present a simplified summary of the regulations of the W.I.A.A., the Ridge & Valley Conference, and the Weston School District. A guideline of this kind cannot cover every possibility. Should questions arise, the participant and/ or parent/ guardian should consult the coach/ advisor or activity director.

Any situation or problem that may arise that is not specifically covered above may be reviewed by the high school administration for possible action. Coaches/2 advisors may adopt appropriate rules and disciplinary action for violations of their activity rules; however, these rules must not be in conflict with the code of conduct and must be approved by the building administration.

EXPECTATION OF CONTEST PARTICIPATION

The School District of Weston understands that co-curricular activities can and do hold an important place in the educational experience of those students who choose to become involved. The different levels at which students participate (i.e., middle school, c-squad, junior varsity, and varsity) are separate and distinct from each other, but at the same time connected by a common thread of learning experiences. Each competition level will teach the importance of being a member of a team while at the same time stressing the importance of valuing the individuals who make up the team.

The following summary further describes the expectations of the various levels:

Middle School athletics will be for participation and learning. This is a time for young athletes to learn the game and to start to develop an understanding of what is required in being a member of a team. Under the direction of the varsity coaches, who oversee individual programs, fundamentals that enhance the entire program will be stressed. Participation will be encouraged, and to the degree possible, be equal for all. Winning, while a nice reward, is not regarded as a measure of success. NOTE: 6th graders may at times play on the middle school squads. This does not ensure a certain amount of playing time. Participation in contests may also be affected by practice attendance and participation.

C-squad/Frosh. athletic teams will stress learning, understanding the game, and team play. This is a time for athletes to begin to hone their abilities and skills while at the same time developing an understanding of the levels of competition at the high school where cuts will be made if necessary. Under the direction of the varsity coach, a greater emphasis will be placed on developing the ability of each athlete to contribute to the team as a whole. Participation will be encouraged and used to increase the abilities of both the individual and the team. Winning, again a nice reward, will hold more importance but will not be the most important measure of the success of the team. Coaches will work with their individual athletes to point out areas that should be developed during the off-season so that these young athletes can continue to build skills that will allow them to advance to the next level of competition.

Junior varsity athletic teams will use the skills that have been attained in order to prepare the athletes for varsity level competition. At this level, the importance of the team working together to achieve the goals the coach/ team has established will be stressed. Winning will gain in importance as the athletes begin to understand the common goals that bind a team together. The varsity coach will work with the junior varsity coach to assure the athletes are working on skills that will enhance the program's goals. Once again coaches will work with the individual athletes, pointing out skills that need to continue to be worked on in the offseason so that the opportunity of advancing to the varsity level of competition is there.

Varsity athletic teams are the culmination of any sports program. At this level, the importance of winning instead of participation becomes a significant component of competition. To that end, the varsity coach is entrusted with the responsibility of building a team that performs to the highest level possible. The coach's responsibility also extends to include making each player understand his/her role on the team and the importance of that role no matter how large or small.