



## **Welcome to Whitnall High School**

*Preparing students for success in a dynamic global society,  
one future at a time.*

### **Administrative Team**

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### **Guidance Team**

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### **District Mission**

By providing the highest quality personalized educational experience, the Whitnall School District engages learners who embrace challenges and are responsible contributing members of a dynamic global society.

## 2011-12 CALENDAR

Jul	18	6:00pm	WHS Fall Athletic Meeting
Aug	24		Picture Day (Grades 10, 11, 12)
Aug	29		Teacher Workday
Aug	30-31		Inservice
<b>Sept</b>	<b>1</b>		<b>Opening Day of School; Freshman Picture Day</b>
Sept	5		No School – Labor Day
Sept	7		WHS Make Up Picture Day
Sept	7	6:30pm	WHS Back to School Open House
Oct	5	6:30pm	WHS Homecoming Pep Assembly
Oct	7	7:00pm	WHS Homecoming Football Game
Oct	8	7:00pm	WHS Homecoming Dance
Oct	12	8:00pm	WHS Marching Band Community Night
Oct	12		PSAT
Oct	13		WHS Picture Re-takes
Oct.	TBD		WHS Explore/Plan, Practice ACT, College Visitations
Oct	26	6:30pm	WHS Junior/Senior Parent Night
Oct	24	6:00pm	WHS Winter Athletic Meeting
Oct	25	6:00pm	WHS Student Senate Haunted Hallways
Oct	24- Nov 25		WKCE Testing
Oct	27-28		No School
Nov	3, 4, 5	7:30pm	WHS Fall Play
Nov	4		End of 1st Quarter
Nov	7		No School- Collaborative Release
Nov	17	4:00- 8:00 p.m.	Parent/Teacher Conferences
Nov	23		WHS Student Senate Blood Drive
Nov	23		Half Day of School
Nov	24-25		Thanksgiving Recess
Dec	15	7:30pm	WHS Choir/Orchestra Concert
Dec	23		Winter Break
Jan	2		No School- Inservice
Jan	3		School Resumes
Jan	18-20		WHS Semester 1 Exams
Jan	20		End of 2 <sup>nd</sup> Quarter
Jan	22		No School – Collaborative Release
Jan	26	6:30pm	WHS 8th Grade Open House
Feb	4	7:00pm	WHS Winter Formal
Feb	15	4:00 -8:00 p.m.	Parent/Teacher Conferences
		6:30- 8:30 p.m.	Financial Aid Night
Feb	20	6:00pm	WHS Spring Athletic Meeting
March	3		District Solo and Ensemble
March	5		Inservice/Workday

## 2011-12 CALENDAR

March 7		Senior Citizen Dinner and Musical
March 8, 9, 10	7:30pm	WHS Musical
March 14		WHS Student Senate Blood Drive
March 20	7:30pm	WHS Sinfonietta/Jazz Band Concert
March 22	7:30pm	WHS Concert Band/Orchestra Concert
March 23		End of 3 <sup>rd</sup> Quarter
April 5		Half-day of School
April 6-13		Spring Break
April 16		School Resumes
April 14		ACT Test at WHS
April 25	6:30pm	WHS NHS Induction
May 7-18		AP Testing
May 17	7:30pm	WHS Bands Senior Awards Concert
May 19		WHS Prom
May 20		Senior Athletic Banquet
May 21		Grade 9 High Honors Breakfast
May 22		Grade 10 High Honors Breakfast
May 22	7:30pm	WHS Choir Concert
May 23		Grade 11 High Honors Breakfast
		Senior Awards Night
May 28		No School – Memorial Day
May 29	7:00pm	WHS/WMS Orchestras Awards Concert
May 29-31		Senior Exams
June 1	8:00am	Senior Breakfast/Graduation Practice
June 3	1:00pm	WHS Graduation
June 6-8		WHS Semester 2 Exams
June 8		4 <sup>th</sup> Quarter Ends; ½ Day Students

*All events, dates, times, and locations are subject to change. Please visit [www.whitnall.com](http://www.whitnall.com) for the most current and accurate information regarding events.*

### **Nondiscrimination Policy**

It is the policy of the Whitnall School District that no person may be denied admission to any public school in the District or be denied participation in, be denied benefits of, or be discriminated against in any curricular, extra-curricular, pupil service, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap contrary to s. 118.13, WI Stats. This policy also prohibits discrimination as defined by Title IX of the Educational Amendments of 1972 (gender), Title VI of the Civil Rights Act of 1964 (race and national origin), Title II of the American Disabilities Act, and Section 504 of the Rehabilitation Act of 1973 (handicapping condition). Student discrimination complaints shall be processed in accordance with established School Board policies 411/411R.

## **Attendance: Board Policy 431**

It shall be the policy of Whitnall High School to promote good school attendance. School attendance is an indicator of a student's ability to be a responsible citizen and a contributing member of society. School attendance directly affects a student's achievement and social growth. The Board and District staff give school attendance a high priority.

### **Excused Absences**

All excused absences require a written excuse from the parent/guardian or a telephone call to the school office. Written excuses are highly recommended and are required for medical appointments and absences.

(1) Absences Authorized Solely by Parent/Guardian: Any student excused in writing by his/her parent/guardian before an absence is excused from school attendance. A student may be excused by the parent/guardian under this provision for not more than 10 days in the school year. Students so excused shall be required to make up work missed during the absence.

(2) Examples of Parent/Guardian Excused Absences

- Personal illness
- Funerals
- Required legal appearances
- Designated religious holiday observances
- Medical or dental appointments (must provide written verification from physician)
- Family emergencies
- Driver examinations
- Prior approved absences that have been deemed educationally beneficial to the student by the principal or designee.

### **Early Dismissal Requests**

Students who require early dismissal from school for personal business, medical appointments, or other reasons must have their parent's or guardian's permission prior to leaving school. Parents or Guardians may submit requests for early dismissal over the phone or with a note. The attendance secretary will issue a dismissal pass to the student, and the student must sign out prior to leaving school. Written verification should be provided upon the student's return. Failure to follow this procedure may result in an unexcused absence.

### **Responsibilities for Reporting Absences**

To ensure student safety, parents/guardians are required to notify the school by phone of the student's absence. Calls should be made no later than 9 a.m. the day of the absence. Messages may be left for the attendance secretary during non-business hours. Absences of more than three consecutive days, or upon request of administration, may require a doctor's excuse.

### **Make Up Work for Students Returning to School After an Absence/Truancy**

- a. Students who are absent due to illness will be allowed one day in addition to the number of days missed to complete their assignments or take their tests missed. If, however, a student receives a long-range assignment and is absent when it is due, a teacher can require that it be due on the student's return to school.
- b. Tests and assignments missed because of unexcused absences or truanancies may be made up at the request of the student, but no credit will be granted for such tests or assignments. The District shall not, however, deny credit in a course solely because of a student's unexcused absences.

### **Truancy**

Students are considered truant if they are absent for part or all of one or more school days during which the school has not been notified of the legal cause of such absence by the parent/guardian of the absent student. Truancy includes intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law.

### **Habitual Truancy**

A student is considered a habitual truant if he/she has been absent from school without an acceptable excuse for part or all of five or more days out of 10 consecutive days on which school is held during a school semester. Absence from school during a period of suspension or expulsion is not an absence without acceptable excuse under the "habitual truancy" definition and is not an absence without legal cause under the "truancy" definition.

Habitual truants shall be dealt with in accordance with the District's Truancy Procedures. The school shall notify the parent/guardian and the Greenfield Police Department of the student who is truant five or more consecutive days.

The court may impose any or all of the following:

1. A fine of up to \$500
2. Suspension of the student's driver's license
3. Suspension of the student's work permit
4. All of the above

### **Tardy to 1<sup>st</sup> Hour**

Students are expected to arrive at school on time. Any student who arrives after the bell rings will be assigned a minimum of a fifteen-minute detention. Students will present a tardy pass to their teacher, and the teacher will mark their attendance appropriately.

### **Tardy to Class**

The individual teacher handles tardiness to classes. Students are expected to be prompt and in their seats when the bell rings. The teaching staff will enforce punctuality in his/her classes. Consequences are as follows: 1<sup>st</sup> Tardy= Teacher Warning; 2<sup>nd</sup> Tardy= Parent Contact by Teacher; 3<sup>rd</sup> Tardy= After School Detention with Teacher; 4<sup>th</sup> Tardy= Office Referral. Should classroom tardiness

become excessive, the student will be referred to an administrator and may be considered truancy.

**Attendance Requirements for Participation in Co-curricular Activities**

Students involved in athletic and non-athletic activities must be in attendance for all scheduled classes. Students not in attendance may not participate in scheduled practice, games, or other extra-curricular activities. Exceptions are pre-arranged absences cleared by administration.

**Student Conduct and Discipline: Board Policy 443**

The primary goal of the Whitnall School District is to establish a safe and successful learning environment for students and staff. The School Board believes that good behavior is the responsibility of the student and his/her parents or guardians. The District expects students will behave in an orderly and reasonable manner, and will not tolerate any behavior that disrupts the school environment or interferes with school programming or endangers the safety of others.

Students, both individually and in groups, shall comply with school regulations and shall recognize the authority of the teachers. Disobedience or open defiance of the teacher's authority shall constitute sufficient cause for disciplinary action and may result in suspension or expulsion from school. When, in the judgment of a teacher, an individual or a group effectively challenges his/her authority to conduct meaningful instruction in a classroom through dangerous, disruptive or unruly acts, the student(s) shall be subject to removal from class in accordance with established Board policy and the classroom code of conduct. Students who engage in conduct that may warrant suspension and/or expulsion will be referred to administration in accordance with School Board policy #443.11/#443.11R.

The high school follows the concept of progressive discipline that includes warnings, detentions, Saturday detentions, out-of-school suspensions, pre-expulsion hearings, and expulsion from school. In cases of violations of local ordinances, state statutes, or federal laws, the high school has the responsibility to include local law enforcement agencies.

**Disciplinary Actions**

**Detention**

The high school staff has the authority to detain pupils for disciplinary reasons. Students may be required to stay after school or report to school on Saturday. The type of detention issued will be left to the discretion of staff and/or administration. Students who fail to serve a detention will be subject to further disciplinary action, up to and including suspension.

**Out-of-School Suspension**

Suspension is the temporary exclusion of a student from school attendance, functions, and premises. During this period, the student shall not trespass on

school property and shall have no right of re-entry without the express permission of the school authority.

### **Expulsion**

Under state law, Section 120.13 (1) of the Wisconsin State Statute and Whitnall High School District Policy, the School Board has the authority to expel a student from school under the conditions stated in the state statute and school board policy. Under current state statute, no other school district is legally obligated to enroll a student who has been expelled.

### **Referrals to Community Resource Officer and Greenfield Police Department**

Whitnall School District in cooperation with the Greenfield Police Department employs a Community Resource Officer. Referrals to the resource officer or police department may include but not limited to:

Disorderly Conduct/Fighting

Harassment

Smoking/Possession of Ignition Devices

Truancy

Assault/Battery

Possession of drugs/alcohol

Theft

Profane or obscene language

### **Student Conduct: Causes for Disciplinary Action**

#### **Rights and Responsibilities**

All students, staff, and parents in the Whitnall community have basic rights and responsibilities designed to maximize the educational experience while maintaining a safe, orderly and respectful learning environment.

#### **Academic Honesty: Board Policy 443.8 and 443.8R**

All school work submitted for the purpose of meeting course requirements must represent the efforts of the individual student. To help maintain an atmosphere of mutual trust and confidence among students and faculty and to ensure that each student is judged solely according to his or her own merits, the School District of Whitnall has established the following honor code: *No Whitnall School District student will unfairly advance his or her own academic performance nor will the student in any way intentionally limit or impede the academic performance or intellectual pursuits of other students of the Whitnall School District.* A complete listing of behaviors not in accordance with academic honesty are available at [www.whitnall.com](http://www.whitnall.com).

Teachers are granted authority, in conjunction with administration, to exercise their good judgment in applying a range of academic consequences for violations.

**Alcohol, Tobacco and Controlled Substances: Board Policy 443.3 and 443.R**

It is the policy of the Whitnall School District that students and employees have the right to attend school and work in an environment free from non-medical use of alcohol and other drugs including tobacco products and mind-altering drugs. These substances interfere with the learning environment of students, the performance of students and employees, and with the students' physical and emotional well-being.

The smoking, possession or display of tobacco products by students while on school property, at school-sponsored activities regardless of location, or in school owned or contracted vehicles, whether during school or while under the supervision of a school authority, is expressly forbidden.

No student shall use, display, possess, distribute, manufacture, sell, have in possession with the intent to sell any drugs, intoxicants, controlled substances, alcohol products, drug paraphernalia or drugs packaged in quantities suggesting distribution while on school property, in school owned or contracted vehicles, or while involved in any school or school sponsored activity unless expressly approved applications for medical use following approved School Board policy and procedure #453.4 *Administration of Medication to Students*.

Instances of use, display, possession, distribution, manufacture, sale, or possession with intent to sell a "controlled substance look-alike" may rise to the level of a violation of this policy based on the facts and circumstances involved.

Any action which, upon investigation, is deemed to be conspiratory in nature (i.e., aiding another student to violate this policy or to avoid detection) is also a violation of this policy.

Students violating this policy shall be disciplined in accordance with District established consequences up to and including suspension and expulsion. When applicable, the WHS Athletic/Activities Code of Conduct shall be enforced. Students will be referred to local police for criminal or legal intervention as appropriate.

**Random Breathalyzer Testing**

In order to provide a safe environment for participants and spectators, Whitnall administration, in conjunction with the Greenfield Police Department, reserves the right to administer random breathalyzer tests at all District sponsored events.

**Bus Conduct: Board Policy 443.2**

All school rules and Board policies apply to students, both public and private, who ride any school bus connected to the Whitnall School District including buses for extra-curricular activities.

**Distribution and Display of Materials: Board Policy 491/852**

The distribution of written, printed, or other materials in schools by students shall be at the discretion of the building principals.

Printed information, involving fund raisers, written fliers of outside organizations, or material not connected to the school program shall not be distributed to students without approval of the Superintendent. In-house written materials such as club notices are approved by the building administration. Printed information may be displayed ONLY in designated areas once approved.

**Harassment: Board Policy 411.1**

The Whitnall School District believes in maintaining a learning environment where all students are treated with respect and dignity. Each student has the right to learn in an environment free from any type of harassment toward and/or between students.

The District will not tolerate any type of harassment in any form and will promptly investigate and administer appropriate action to eliminate it, up to and including suspension and/or expulsion as outlined in state statute and School Board policy. Harassment may take a variety of forms including sexual harassment, harassment against a protected class, bullying, e-mail harassment/cyber-bullying, hazing, and/or gang activity as defined below. The District has an obligation to investigate all claims of harassment to assure a safe environment for all students and to assure compliance with state and federal law and School Board policy.

Harassment includes but is not limited to verbal abuse, taunting, ridicule, epithets, vulgar or derogatory language, name-calling, spreading rumors, making threats, display of cartoons or materials, mimicry, lewd or offensive gestures, telling of jokes offensive or objectionable to the recipient student that a hostile environment has been created. Gender, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability may constitute the basis of the harassment if it causes the recipient discomfort, humiliation, interferes with his/her school performance, or creates and intimidating, hostile or offensive school environment. Harassment may involve a number of factors, some related to protected class status, some not.

Sexual harassment includes, but is not limited to, any deliberate, repeated or unwanted verbal or physical sexual contact, sexually explicit derogatory statement, or sexually discriminating remark which is offensive or objectionable to the recipient or which causes the recipient discomfort, humiliation and/or interferes with school performance. Sexual harassment includes any form of any unwanted or unwelcome sexual attention ranging from leering, pinching, patting, physical assault, advances or propositions, verbal comments, display of graphic

or written sexual material, and subtle or express pressure for sexual activity.

The law recognizes two types of sexual harassment: *quid pro quo* and *hostile environment*. Quid pro quo harassment occurs when a school employee, someone in a position of authority, or another student causes a student to believe he/she must submit to unwelcome sexual conduct in order to participate, succeed or gain preferential treatment in a school program, class or activity. Such a threat is unlawful even if the student refuses to submit to the demand. Hostile environment sexual harassment occurs when unwelcome conduct that is of a sexual nature or is related to the targeted student's gender is so severe, persistent, or pervasive that it affects a student's school performance. This hostile environment may be created by an employee, another student or a visitor to the school.

Bullying includes, but is not limited to, willful repeated actions intended to harm the recipient. Such actions may be physical, verbal or emotional acts targeted at vulnerable students for the purpose of ridicule, isolation or exclusion. The repeated behavioral pattern may be any gesture, or written, verbal or physical act where the perpetrator demonstrates an intent to harm by engaging in repeated conduct that physically harms the recipient or damages his/her property, places the recipient in reasonable fear of physical harm or damage to his/her property, or insults or demeans in such a way as to disrupt his/her school performance. Examples of *verbal/emotional bullying* include but are not limited to intimidation, name-calling, threatening or teasing behaviors, and/or the intentional exclusion of someone. Examples of *physical bullying* include but are not limited to punching, slapping, pulling on or tearing clothes, shoving, spitting, making faces, making unsolicited/inappropriate gestures, taking things from someone repeatedly and then giving them back, extortion, and stealing.

E-mail Harassment or cyber-bullying includes, but is not limited to, any electronic or computerized communication sent with the intent to intimidate, frighten, threaten, abuse or harass a student adversely impacting the learning climate or sense of security for the student. This may include, but is not limited to, sending mean, vulgar or threatening messages or images, posting sensitive, private or inaccurate information about another person, and/or pretending to be someone else to harass or to make someone look bad.

Hazing includes, but is not limited to, any act that serves to persecute or harass with threats or with a meaningless, difficult or humiliating activity; or, any action taken or situation created intentionally to produce excessive fatigue, embarrassment, public ridicule or possible mental or physical harm in the context of initiating, admitting or affiliating the recipient into a school-sponsored and/or non-sponsored group. Prohibited acts and/or forced activity may include brutality of a physical nature such as whipping, beating or branding, forced confinement,

or forced consumption of food, liquor, drug, or other substance. In addition, hazing includes any type of activity where the condition of initiation or admission in to the group or any affiliation with the group is 'forced' causing the potential for endangering the physical health or safety of a student regardless of the student's willingness to participate in such activities.

Gang activity includes, but is not limited to, anti-social behavior that threatens the school environment and educational process by an identifiable group or club which exists without the sponsorship or authorization of the school. Gang activity related to harassment is behavior which engages in the attempt to commit or the solicitation to commit one or more specified crimes or acts at the direction of or at the association with the gang. Examples of gang activity may include, but is not limited to recruitment, initiations, hazing, intimidation, retaliation and/or other related activity which cause danger, physical or mental harm, personal degradation or disgrace to a student or students (See policy #443.7, *Gangs and Gang-Related Activities*).

Any student who believes that he/she has been subjected to or witnessed any type of harassment or any parent(s)/guardian who believes their child has been subjected to or witnessed harassment should report the incident(s) to the building principal and/or other designated personnel.

**Damage or Destruction of School or School Property: Board Policy 443.4**  
Students will not damage or attempt to damage, steal or attempt to steal school or personal property. Restitution may be required at the discretion of the building administrator. Consequences may include a referral to the Superintendent and/or law enforcement.

### **Fighting**

Fighting, verbal or physical threats, physical posturing, and/or scuffling may lead to serious injury and cannot be condoned. Students fighting or scuffling in school, on school grounds, or at school-sponsored events are subject to immediate suspension for a period of one to five days. Dependent upon the severity of the fight and/or injuries sustained, police may be involved to investigate and take further action as necessary. Repeated offenses involving physical confrontation will result in the student being placed on administrative probation for a period of time to be determined by the administrative team. Expulsion will be recommended for any student who violates administrative probation or who is involved in a fight of such intensity as to warrant a referral for immediate expulsion.

### **False Alarms and Threats**

Disruptions to the educational environment or threats to our students' safety cannot be tolerated. Setting off a false alarm or discharging a fire extinguisher is against the law. Wisconsin Statute 941.13 provides that "whoever intentionally

gives a false alarm to any public officer or employee, whether by means of a fire alarm system or otherwise, or interferes with the lawful effort of firemen to extinguish a fire may be fined not more than \$500 or imprisoned not more than one year or both." Consequences may include, but are not limited to, the following: community service, suspension, fines, police referral, and/or referral for expulsion.

#### **Fireworks**

The possession or use of fireworks or smoke devices are prohibited and cause for disciplinary action. Students in violation of this policy may also be referred to the Greenfield Police Department.

#### **Gangs/Symbolism/Affiliation: Board Policy 443.7**

A "gang" is defined as any identifiable group or club which exists without the sponsorship or authorization of the school and which engages in anti-social or criminal behavior or activity which is disruptive to the school environment.

Activities of gangs or unauthorized associations or organizations including recruitment, initiations, hazing, intimidation, retaliation and/or related activities which could potentially cause bodily danger, physical harm, or personal degradation or disgrace and result in physical or mental harm to students are prohibited as are all forms of criminal activity. The use of language hand signals, graffiti, tattoos, haircuts, or the presence of any wearing apparel, footwear, jewelry, accessory, or manner of grooming which, by virtue of color, arrangement, trademark, symbol or any other attribute indicates or implies membership or affiliation with such group is hereby prohibited.

#### **Gambling**

Playing cards, flipping or matching coins, conducting sports pools, rolling dice for money or any other form of gambling is prohibited. Any form of computer gambling or gaming is prohibited. Staff members will confiscate any money or materials and refer to students involved to the office.

#### **Inappropriate Language**

Profane or obscene language is unacceptable and will result in disciplinary action and may result in a referral to the Greenfield Police Department.

#### **Laser Pointers**

Laser pointers are prohibited in school.

#### **Public Displays of Affection**

Excessive display of affection is inappropriate in the halls or on school grounds, and offenders are subject to disciplinary consequences.

**Snowballs**

Throwing of snowballs by students will not be permitted on the school grounds, on the bus, or at any school function. Consequences include detention, suspension, and/or restitution for damage.

**Theft**

Any student who commits a theft or who breaks and enters school or school property will be referred to the proper authorities and is subject to disciplinary consequences up to and including expulsion, depending upon the nature of the offense. Theft includes stealing school property from faculty, school employees or other students.

**Two-way communication/ Paging Devices/ Electronic Devices: Board Policy 443.5**

Student use of electronic paging or two-way communication devices on school premises is prohibited, except as specifically authorized by the building principal or designee or in crisis situations. Violations of this policy may result in disciplinary action. Cell phones are subject to search and seizure, at any time, by administration.

The use of cell phones will be limited to before and after school hours, and cell phones must be kept out of sight during regular school hours. Students who possess cell phones with photographic camera capabilities (camera phones) are prohibited from using the camera on school property or at any school sponsored events unless approved by administration or expressly given permission by an approved school supervisor. The use of cameras on phones in restrooms, locker rooms or any changing rooms is strictly prohibited by State and Federal law.

**Weapons: Board Policy 443.6/832**

The Whitnall School District shall strive to provide a safe and healthy environment for all persons on its premises or attending any of its activities or functions. To aid in reaching that goal, the District shall enforce a policy that no person shall unlawfully possess nor use a dangerous weapon on school premises, on school buses or at any school-related event. For purposes of School Board policy, a "dangerous weapon" is defined as a firearm (whether loaded or unloaded), BB or pellet gun, explosive devices, nunchaku or other martial arts instruments, metal knuckles, razor, knife, chain, club, container of tear gas or a similar substance used to cause bodily discomfort, or a look-alike/facsimile weapon or such as a toy or other object which could be reasonably mistaken for an actual dangerous weapon and which is intended to and/or capable of intimidating, alarming, threatening someone or for use to inflict bodily harm.

Any person violating this policy shall be referred to law enforcement officials for possible prosecution for violation of state or federal laws, local, city or village

ordinances relating to possession or use of firearms or other dangerous weapons. In addition to prosecution, students who violate this policy shall be subject to disciplinary action, including suspension and expulsion, in accordance with established state laws and District procedures.

## **General Information**

### **Allergy Notice**

Food is NOT allowed in classrooms and is only allowed in designated and appropriate handling areas. Latex balloons are strictly prohibited from being brought into or delivered to the building and/or grounds. Whitnall High School is committed to an “allergy aware” environment in order to ensure a safe and healthy facility for all students.

### **Cafeteria**

Students are expected to demonstrate acceptable behavior during lunch period. Unacceptable actions on the part of a student include poor manners, loud or disruptive behavior, throwing food or food containers, and littering the cafeteria. Students are expected to contribute to the overall decorum in the cafeteria and to respect the rights of staff to address unacceptable behavior.

### **Dress Code: Board Policy 443.1 and 443.1R**

Responsibility for the personal appearance of students enrolled in the School District of Whitnall shall normally rest with the students themselves and their parents/guardians. Student dress or grooming should not, however:

- a. affect the health or safety of individuals on school property, or
- b. disrupt and/or distract the learning process within the classroom or school

The guidelines include but are not limited to:

1. No headwear (cap/hat) of any type may be worn or carried inside the school building during normal school hours.
2. Students are prohibited from wearing or carrying any winter jackets/coats or any winter outerwear accessories during normal school hours. These should be taken off when entering the building and stored in lockers.
3. Clothing items that disrupt or threaten to disrupt the learning of others are prohibited. Students are prohibited from wearing any clothing or jewelry that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, promotion of gambling, drugs and/or gangs including writing or pictures on clothing with double meanings. Clothing that defames, insults, threatens or harasses any racial or cultural groups or individuals is prohibited.
4. Students are prohibited from wearing clothing that is revealing while on school property or at a school-sponsored events. Example: Shirts/tops must cover all bra straps and have no visible cleavage; pants must be above the hip bones with no visible undergarments.

5. Students are prohibited from wearing or possessing accessories and other items that may intentionally or unintentionally cause harm while on school property or at school-sponsored events.
6. Footwear is required to be worn during normal school hours (no soft-soled slippers, no shoes with wheels).

If a student does not follow the parameter guidelines, staff or administration will tell the student to change, cover up clothes or switch the shirt inside out. If this is not possible, a parent will be called to bring a change of clothes. If a student does not comply, the student will be disciplined. Repeated violations or insubordination will result in discipline.

#### **Food Services/ Lunch Accounts**

The school district uses a computerized, prepaid food service program. Questions regarding Food Service should be directed to [foodservice@whitnall.com](mailto:foodservice@whitnall.com).

#### **Identification of Students/Others**

School staff members have the right to know the names of all the persons in the school building or at any school-sponsored function. Students are required to possess their student IDs during all school days and at all school functions.

#### **Lockers: Board Policy 446.1**

The school provides a locker for the convenience of the student to be used solely and exclusively for the storage of outer garments, footwear, and school-related materials. No student shall use the locker for any other purpose nor share his/her locker. The student assigned to the locker is expected to follow all school rules and related policies and assume full responsibility for whatever is in his/her locker.

School lockers are the property of the Whitnall School District. At no time does the District relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by school authorities, for any reason at anytime, without student consent and without a search warrant.

#### **Student Valuables**

The school discourages students from bringing valuables items such as cell phones, iPods electronic games, and other portable devices to school. If a student chooses to bring these valuable items to school, it is their responsibility to secure these items to prevent loss, theft, or damage. The school will not assume responsibility for the safety or loss of those items.

#### **Lost and Found**

Report the loss of items promptly to the main office. A School Property Loss or Damage Report must be filled out. A lost and found box is located in the main office. Periodically, unclaimed items are donated to charity.

**Medication: Board Policy 453.4/453/4R**

No medication, prescription or over-the-counter, may be possessed by any student at any time, without express written consent from the principal. Approved medications are stored, monitored, accessed, and dispensed by school health personnel only.

**Parking/Driving Procedures: Board Policy 455.2**

Students who drive a vehicle to school are required by School Board policy to purchase a permit to park on school property. Students must park in their assigned spaces, and all vehicles on school property are subject to search by school administration at any time. Violations of parking procedures may result in school and/or municipal consequences. The District is not liable for any damage done to vehicles while parked or driven in the parking area.

**Passes**

Students may only utilize the pass pages provided in student planners unless issued a specific office pass.

**Searches: Board Policy 446**

In order to preserve the health and safety of students and staff members, students, their personal property, including electronic devices, and vehicles on School District property are subject to search, by administration, at any time.

**Security**

A closed circuit video surveillance system is operational in the high school building to help insure a secure and safe environment.

**Senior Open Campus Lunch**

Seniors have the privilege of an open campus lunch option. This privilege may be revoked at any time for seniors who are not in good standing.

**Visitors**

All visitors must report directly to the main office prior to entrance.

**Work Permits**

Work permits may be obtained in the main high school office.

**Final Note**

This handbook contains guidelines but is not intended to be all inclusive and is not intended to supersede or conflict with the Board of Education policies, State of Wisconsin statutes, federal laws and regulations, or revised school rules and procedures.

Additional rules and procedures or revisions of existing school rules will be announced to students as they become effective throughout the school year. These additions or revisions are considered part of this handbook and the expectations of students.

School Board policies and further information may be found at [www.whitnall.com](http://www.whitnall.com).