

# Proposed Student Handbook Changes

2024-25 School Year

Updates and Changes Old / Update

**Page 3 - Welcome letter** (replace entire existing section with updated letter from Dan)

**Page 7 - Grading**

(at end) Students will have formative and summative assessments (such as quizzes, tests, labs, essays, projects, etc.) included in the gradebook.

**Page 7 - Retake Practice** (add section)

Retakes of formative and/or summative assessments in class are earned. Students must be completing at least 90% of the formative and summative work for that unit on time. Additional practice will be required for a student before being granted a retake assessment. Retakes must be taken within a two-week window of the original evaluation. Specific criteria for retakes will be determined by Course Collaborative Teams and communicated to students.

**Page 7 - Student Services** (replace entire existing section)

Waterford Union High School's Student Services Department supports students academically, personally, and in planning for life after high school, ensuring they graduate college and career-ready. Each student is assigned a school counselor for all four years and can seek help at any time. Counselors assist with academic guidance, career exploration, personal concerns, and connect families with outside resources if needed. Throughout high school, students participate in grade-specific activities, including career exploration, academic planning, and individualized conferences to help shape post-secondary plans. The wide range of services available through the Student Services Office lends itself to a great place to start with any question you may have as you navigate your high school career. Services and support are confidential, and students are encouraged to reach out whenever they need help. For additional information or specifics on courses, career pathways, or who to contact, please check the student services webpage.

**Page 7 - Course Retake Policy Procedure**

**Page 10 - Athena Chapter of National Honor Society: Waterford Union High School**

Core credit information is made available by accessing the "NHS" tab under the "Athletics and Activities" tab on the school website, or by visiting the following link: [tinyurl.com/2p8684pp](https://tinyurl.com/2p8684pp). If you have questions about classes that qualify for core credit, please seek guidance from Student Services.

**Page 11 - Number of Absences Per Year**

Wisconsin State Statute §118.15 and School Board policy allow parents or guardians to excuse up to 10 absences per school year. All parent-excused absences count toward a student's 10-day limit; however, documented medical appointments, required court appearances, and family funerals do not count against a student's 10-day parent-excused limit, provided documentation is provided. If a student exceeds 10 parent-excused days, a meeting with the Associate Principal will be scheduled. All further absences will require documentation supporting the reason for the absence to avoid truancy consequences. Any parent-excused absences, past the 10-day limit, are recorded as unexcused over the limit (UOL).

**Page 11 - Procedure for parents to report student absences**

In the case of a student absence, parents are required to call the WUHS Attendance Office at 262-534-3150 extension 3300, use attendance Monitor (through PowerSchool), or email: [attendance@wuhs.us](mailto:attendance@wuhs.us) 844-408-1679 and give the name of the student, the reason for the absence, and if possible, an indication of the length of the absence.

This procedure must be repeated each day of the absence. If calling to report a student's absence during non-school hours, parents may use the Attendance Office at 262-534-3150, extension 3300. The 24-hour attendance recording service can be accessed by calling 844-408-1679. If a parent would like to speak directly with the attendance office, they

can call 262-534-3150. If a phone call is not received to report the absence within 24 hours, it is interpreted that the student is not excused from school and should be considered truant.

#### **Page 11 - Excusing students during the school day**

Students leaving during the school day should bring a written note from their parent/guardian to the Attendance Office at the beginning of the day, which gives the need a parent to contact the attendance office and provide the time and reason for the early release. After receiving permission, students must check out at the Attendance Office before leaving. Failure to check out or leaving the building without permission will result in a Saturday detention consequence.

#### **Page 11 - PRE-EXCUSED ABSENCE FORMS Absence Communication Form**

Pre-excused absences are included in the student's total 10-day absences, which must be excused by a parent or guardian.

Pre-excused absences typically include discretionary absences that are known in advance, such as family vacations, travel, weddings, and hunting. It is the responsibility of parents to determine which experiences will supersede attendance at school, understanding that every time a student misses a class, they are placed in a less advantageous position to meet the lesson's objectives. When a pre-excused absence is requested, students can obtain the required form from the Attendance Office. For students to qualify for this type of absence, a pre-excused absence form must be filled out and submitted to the Attendance Office at least 48 hours in advance of the absence. A parent/guardian signature is required on the form, along with the dates and reason for absence, as well as signatures from the student's teachers and the Associate Principal. The Pre-Excused form Attendance Communication Form allows teachers to communicate with students the coursework that is to be completed before, during, and after the absence. Students are responsible for completing any coursework assigned to them during this absence.

#### **Page 12 - POST HIGH SCHOOL EXPLORATION**

Students may use this option for college visits, meetings with military recruiters, or job-shadowing opportunities. The pre-excused required form is available in the Attendance Office or on the WUHS website by clicking here. The absences will be considered a College Visit (CV) Post-Secondary Experience (PSE) for attendance purposes. and will not count against a student's attendance limit for exam exemptions.

**Page 16 - DISRUPTIVE BEHAVIOR LEADING TO CLASSROOM DISMISSAL OR REMOVAL FROM THE CLASS** Students in the Teachers will prepare and distribute a written Code of Conduct and a Syllabus for their classroom and behavior expectations reviewed.

#### **Page 19 - In-School Suspension**

The Dean of Students and the school administration is in charge of the program.

#### **Page 29 - HALLWAY PASSES**

Students must obtain permission to leave their classroom from the teacher in charge before leaving their assigned area. All staff will utilize a uniform electronic pass system. All teachers will use the Waterford Union High School Planner for hall passes. Upon receiving permission, students should proceed to their destination without delay.

#### **Page 30 - CLOSED CAMPUS**

Students should bring written permission from their parents to the Attendance Office before the start of school. This will allow the student to leave immediately after checking out.

#### **Page 32 - MEDICATION CONSENT FORMS**

Students who require the use of prescription or non-prescription medication are required to complete a medication consent form. Prescription meds require a physician's authorization. Medication forms can be found in the Main Office on the school website. No medications are to be kept in personal bags; instead, they should be stored in the health room located in the main office. If a student needs access to medication, parents will need to drop it off and work in coordination with the school nurse. Students should not transport their medications for drop-off. Students with emergency epinephrine auto-injectors (e.g., EpiPens) and inhalers must communicate with the school nurse.

Additionally, students would need written authorization from their guardians and physicians to self-carry these devices. Non-prescription medications for use of 10 days or fewer require parental consent. Both forms can be obtained in the main office. Possession of drugs (illegal and OTC) without permission is a violation of the School Board's drug policy.

### Page 36 - Senior Privilege Policy

Seniors must obtain prior approval from the administration before they can begin to use early release or late arrival privileges. If a student is enrolled in a work/vocational release program or other opportunity that provides an alternative schedule, they are not eligible for senior privilege.

Required:

1. Parent approval.
2. No grades lower than a C-. (preceding quarter)
3. No major behavioral or attendance infractions. (preceding quarter)

Students who violate behavior, grade, or attendance expectations may have their senior privilege revoked.

### Page 12 - MAKE-UP TIME FOR WORK MISSED

(last sentence) Students are also encouraged to check PowerSchool, Google Classroom, and other online communication platforms. Their teacher's webpage to access assignments and materials during an absence.

### Page 14 - DRESS CODE (update intro)

Dress and grooming are important because the way people dress tends to reflect their self-perception. A part of Waterford Union's mission is to prepare students to be career, college, and life-ready. As a part of this, WUHS holds to the ideal that, while here, students should be in an environment of respect and high social expectations. As such, some behaviors or modes of attire that are acceptable in other situations may not be appropriate for the school or future work environments. Specific guidelines governing student attire during the school year are as follows:

### Page 17 - Tardiness

Parents are permitted to excuse a student who is late to school during the 1st hour up to two times over the school year for a reason that is beyond their control. A third tardiness is not excusable and will be subject to school discipline.

### Page 18 - Detentions

STUDENTS WHO FAIL TO SERVE AN AFTER-SCHOOL DETENTION

1. Can have their time doubled
2. Can be issued a Saturday detention.
3. The parent will be notified of Saturday detention.
4. Can be issued an In-School for repeated refusal

STUDENTS WHO FAIL TO SERVE A SATURDAY DETENTION 1. Missing a Saturday detention will can result in an In-School Suspension. 2. The parent will be notified of In-School Suspension.

TEACHER ISSUED DETENTIONS Teacher-issued detentions carry the same weight as a detention issued by the office of the Principal. Students who refuse to serve will have one detention added (doubled). Teachers will contact the parent when a student misses a detention with them. Teacher-issued detentions will be served with the staff member.

### Page 34 - VIOLATIONS

Violations of the conditions of use may result in a warning, loss of credit for the Internet or LAN assignment, or loss of credit for the unit assignment, as determined by the teacher, Department and/or Teacher who gave the assignment. Additionally, the following penalties will be imposed, but are not limited to:

- 1st Violation - Parent notification and loss of the Internet or LAN privileges for five class days
- 2nd Violation - Parent notification and loss of Internet or LAN privileges for nine weeks
- 3rd Violation - Parent notification and loss of Internet or LAN privileges for one (1) school year.

In addition, the student or district employee who damages a computer or any computer hardware or software will be responsible for the resulting damages. Any purposeful act to bypass district software, security protocols, or filters will result in student discipline. Misuse of internet access or district-owned devices can result in loss of Chromebook privileges, limited access, detention time, suspension, or expulsion from school, depending on the nature of the violation.

#### **Page 36 - Study Hall: STUDY HALL PROCEDURES**

3. Passes will not be signed until the above conditions have been established. Students must have a pass when checking out to another area.
7. If the student desires or is requested to spend a study hall period with a classroom teacher, he/she must secure a pass from that teacher at a time before the study hall period and present it to the study hall teacher who then signs it and excuses the student for the entire period or that portion of the period indicated on the pass.

#### **Page 36 - Study Hall: STUDY HALL EXPECTATIONS**

1. The responsible use of wireless devices School Issued Devices is allowed during study hall.
2. Students are permitted to listen to appropriate video/audio with one earpiece, provided they have teacher permission. Students are allowed to access videos and audio that are related to WUHS school work or activities.
8. Food, candy, and soda are not allowed during study halls.

#### **Other Notes** (no changes)

Page 31 - Bus: While On The Bus - [Bus Doc](#)

(Ginger) Dousman responded with a desire to keep things the same.