



# Wauwatosa East High School

## STUDENT HANDBOOK 2021-2022

**Due to the unprecedented nature of this year's operations, this handbook will remain fluid and be updated through the year. Please find the most updated information on our COVID-19 response and its effects on district operations by clicking [HERE](#). Please find East-specific information on our COVID-19 response [HERE](#).**

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School Resource Officer: 414-773-2009

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# INTRODUCTION

## Bell Schedule

### Monday, Tuesday, Thursday and Friday

*There will be no students at lunch between 12:17 - 12:46 p.m.*

Hour	Begins	Ends	Duration (Minutes)
0	7:05	7:55	(50)
1	8:00	8:51	(51)
2	8:56	9:47	(51)
3*	9:52	10:49	(57)
<i>* Announcements will start the hour</i>			
4	10:54	11:45	(51)
A Lunch	11:50	12:17	
5A Class	12:22	1:18	(56)
5B Class	11:50	12:46	(56)
B Lunch	12:51	1:18	
6	1:23	2:14	(51)
7	2:19	3:10	(51)

### Wednesday

*There will be no students at lunch between 11:58 a.m. - 12:12 p.m.*

Hour	Begins	Ends	Duration (Minutes)
0	7:05	7:55	(50)
1	8:00	8:38	(38)
2	8:43	9:21	(38)
Advisory	9:26	10:00	(34)
3	10:05	10:43	(38)
4	10:48	11:26	(38)
A Lunch	11:31	11:58	
5A Class	12:03	12:44	(41)
5B Class	11:31	12:12	(41)
B Lunch	12:17	12:44	
6	12:49	1:27	(38)
7	1:32	2:10	(38)

## Principal's Welcome

Hello, and welcome to Wauwatosa East High School. East staff is committed to helping each student reach their full potential academically, emotionally and socially. There are many opportunities at Tosa East to show your talents, interests, and passions. I encourage you to take advantage of those opportunities to enrich your high school experience and prepare yourself for life after Tosa East.

Nick Hughes, Principal

- The purpose of this handbook is to provide students and parents with information quickly and conveniently.
- The administration retains the right and privilege to issue consequences for acts of discipline not specifically stated and to alter any consequences as necessary.
- The administration reserves the right to amend any provision in this handbook at any time.

Nick Hughes 414-773-2010 <a href="mailto:hughesni@wauwatosa.k12.wi.us">hughesni@wauwatosa.k12.wi.us</a> Principal	Betsy McGinnity 414-773-2011 <a href="mailto:mcginnel@wauwatosa.k12.wi.us">mcginnel@wauwatosa.k12.wi.us</a> Associate Principal (Students A-K)	Jordan Stein 414-773-2012 <a href="mailto:steinjo@wauwatosa.k12.wi.us">steinjo@wauwatosa.k12.wi.us</a> Associate Principal (Students L-Z)
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## Mission Statement

United with parents and the community, the Wauwatosa School District delivers an outstanding education that equips and inspires our students to conquer their challenges now and in the future.

### Belief Statements:

- We believe in respecting and promoting diversity
- We believe that positive relationships are a foundation of successful schools
- We believe in continuous improvement
- We believe in excellence
- We believe there is an essential unity between the community and its school district
- We believe all students can learn and excel
- We believe everyone has the right to emotional and physical safety

***Adopted by the Wauwatosa School Board Jan. 22, 2007***



## School Songs

### **HAIL WAUWATOSA**

Hail, Wauwatosa  
Ever loyal subjects we  
Eager and willing  
To fight for your victory  
We'll always love you  
And praise you to the sky  
Waving our White and Crimson  
Ever for Tosa High

### **ALMA MATER**

Our Wauwatosa  
To thee we sing  
Thy glorious victories  
Ever will bring  
Pride to our beating hearts  
Loyal and free  
Our Alma Mater  
Praise to thee

## School Calendar

<u>Date</u>	<u>Event</u>	<u>Time</u>
<b><u>IMPORTANT DATES</u></b>		
September 1	First Day of School	
September 15	Open House	6:45 p.m. – 8:45 p.m.
September 14	PTA Meetings	6:00 p.m.
November 16		
January 11		
March 8		
May 10		
September 30	National Honor Society Induction	7:00 p.m.
October 8	Homecoming Pep Rally	2:10 p.m.
	Homecoming Parade	6:00 p.m.
	Homecoming Football Game	7:00 p.m.
November 4, 9	Parent-Teacher Conferences	4:30-8:00 p.m.
February 24, March 1	Parent-Teacher Conferences	4:30-8:00 p.m.
April 13	Achievers Breakfast	7:00 a.m.
May 12	Scholarship Night	6:30 p.m.
<b><u>SPECIAL DANCES</u></b>		
October 9	Homecoming Dance	8:00 – 11:00 p.m.
TBD	Senior Ball	TBD
May 14	Junior Prom	8:00 p.m.
<b><u>FINE ARTS PROGRAM</u></b>		
October 20	Orchestra Fall Concert	7:00 p.m.
November 5, 6, 11, 12, 13	Fall Show	7:00 p.m.
November 7	Fall Show	2:00 p.m.
December 1	Winter Chorale Concert	7:00 p.m.
December 8	Longfellow/East Winter Orchestra Concert	7:00 p.m.
December 15	Winter Band Concert	7:00 p.m.
February 8, 9	Cabaret Concert	7:30 p.m.
Date TBD	WSMA Solo and Ensemble	8:00 a.m. – 4:00 p.m.
April 22, 23, 28, 29, 30	Spring Show	7:00 p.m.
April 24	Spring Show	2:00 p.m.
May 4	Spring Band Concert	7:00 p.m.
May 11	Orchestra Concert	7:00 p.m.
May 25	Spring Chorale Finale	7:00 p.m.

<b><u>Date</u></b>	<b><u>Event</u></b>
September 6	Schools Closed – Labor Day
November 1	No Classes – Professional Learning Day
November 24	No Classes – Professional Learning Day
November 25, 26	Schools Closed – Thanksgiving Break
November 29	No Classes – Professional Learning Day
December 23 - Jan 2	Winter Break
January 3	Classes Resume
January 17	No Classes – MLK Day
February 14	No Classes – Professional Learning Day
March 21-25	Spring Break
March 28	Classes Resume
April 15	Schools Closed
April 18	No Classes – Professional Learning Day
May 27	Inclement Weather Make-Up Day, if needed; otherwise, no classes
May 30	Schools Closed – Memorial Day
June 3	Last Day of Class for Seniors; Half Day
June 10	Last Day of Class for Underclassmen; Half Day
June 11	Commencement

# ACADEMICS

## Graduation Requirements

(Board Policy #5460)

Listed are the current Wauwatosa requirements for graduation.

English/Speech	4.0 Year Credits (English) 0.5 Year Credits (Oral Communication)
Health	0.5 Year Credit
Mathematics	3.0 Year Credits
Science	3.0 Year Credits
Social Studies	3.0 Year Credits
Physical Education	1.5 Year Credits**
Electives	7.5 Year Credits Including .5 in a course designated to meet the District's financial literacy requirement (Economics, Independent Living, and Business & Personal Finance)
Total Credits	23.0 Year Credits

Exemptions to this requirement may be granted only for educational experience taken at another school. The minimum program for students is six classes per semester. All specified subject area credit requirements, except English and Physical Education, may be selected over the four-year high school term. Selections should be based on student, parent, and counselor planning that reflect the student's unique interests and needs. A senior student, in order to participate in graduation ceremonies, must meet all graduation requirements and school obligations. All students must be in approved educational activities each of the seven school day periods.

*\*\*State law requires a student to earn 1.5 credits of Physical Education for graduation, which must be taken over three separate years. Further, the Wauwatosa School District, in alignment with section 118.33 (1) (e) of state statutes, allows high school students the Wisconsin Physical Education Option, which means a student who participates in a sport or other organized, sanctioned physical activity may, in lieu of 0.5 credit of Physical Education, fulfill that 0.5 credit of physical education by completing an additional 0.5 credit of English, social studies, mathematics, science, or health education provided the following additional requirements are met.*

*The student shall: Provide evidence of participation in a qualifying sport or other organized physical activity as defined by administrative guidelines and satisfy any other conditions identified in administrative guidelines to meet eligibility for the Wisconsin Physical Education Option.*

## **Grading**

### **(Board Policy #5421)**

In the Wauwatosa School District at the middle and high school level teachers have updated grade level and/or course benchmarks in all content areas. These benchmarks represent the essential knowledge, skills and concepts that teachers have determined each student should master. National and state standards were used to inform local benchmarks when available and appropriate.

In addition to implementing these benchmarks, we have also been studying how we assess and grade our students. This has resulted in an initiative called Grading for Learning. For additional information on Grading for Learning, see:

<https://www.wauwatosa.k12.wi.us/cms/lib/WI02216059/Centricity/Domain/181/G4L%20MANUAL%20Web.pdf>

## **Class Add / Drop**

In order to continue to offer the wide range of classes currently available to students at Wauwatosa East and West, we must make the following changes regarding student course selection.

Changes will be considered for the following reasons only:

1. If a student needs to change levels (for example, math level should be adjusted higher or lower to meet the student's needs).
2. If a course has been eliminated due to low enrollment.
3. A conflict exists in the student's schedule that prevents them from taking one or more of the classes they selected during the registration process.
4. A student was mistakenly scheduled into an incorrect class.
5. The Student Services Team deems that a schedule change is in the best interest of the student.
6. A student was placed on a waitlist for a closed class and a seat becomes available.

The following are examples of reasons to change a course selection that will no longer be honored:

1. The student failed to complete required summer work for an Advanced Placement course they selected.
2. The student was not able to complete the summer school class(es) they registered to take.
3. The student would like to drop a class selected because of a change in interests.
4. The student is not happy with the assigned lunch period.
5. The student would like to change teachers.

6. The student would like to be in classes with friends.
7. The student would like to change elective classes.
8. The student would like to have certain classes scheduled during particular times of the day (for example; I do better when I have Math first thing in the morning).

## **Grade Recovery**

When a student fails the first semester of a yearlong course they are permitted to continue in the course for the second semester. If a student demonstrates sufficient progress in the year-long course by the end of second semester they can be awarded a “P” (Pass) grade for the first semester and receive credit. Students wishing to have the opportunity to earn a first semester “P” must work with their classroom teacher and the school counselor on their eligibility for this opportunity and the agreed upon expectations.

## **Grade Replacement**

In order to encourage students to obtain mastery of the grade level benchmarks, grade replacement administrative guidelines allow students to retake any course in which they have received a C or below for a higher grade. Once the student has successfully completed the retake, the higher of the two grades will appear on the transcript and be included in the GPA calculation. A student who retakes a class will not be eligible for Valedictorian or Salutatorian.

## **Academic Integrity**

### **(Board Policy #2200)**

Students are expected to reflect academic integrity by doing their own work, correctly citing others when their material is used, and refraining from providing access to materials or information so that others may dishonestly claim credit. All types of work are included in this policy, including test taking, homework, class assignments, and the original creation of essays, compositions, term papers, and research. Appropriate consequences will be determined with each violation.

The following behaviors are examples (non-inclusive) of violations of the academic integrity policy:

- Cheating on a test (giving or receiving unauthorized assistance)
- Plagiarism (using the ideas of another as one’s own without acknowledgement of the source)
- Forgery
- Submitting work that is not original, including copying, “borrowing” from another source and submitting it as one’s own work
- Downloading information from other sources and presenting it as one’s own
- Providing access to materials or information so that credit may be dishonestly claimed by others
- Creating and distributing copies of one’s own work so that credit may be dishonestly claimed by others

- Submitting identical works in more than one course without the prior approval of the instructor
- Students may further develop previous work with prior approval of the instructor
- Damaging/destroying another student's work with the purpose of improving one's own grade

## **Academic Awards**

The purpose of these awards is to give greater recognition to those students who maintain high academic standards during their high school career. These awards provide an incentive with a tangible reward while supporting Wauwatosa East's emphasis on striving for excellence.

Points are given for semester GPA as follows:

- 1 point for 4.0
- .5 point for 3.5 or higher
- Upon earning 2 points, a student will earn their academic letter. For each point thereafter, a pin will be awarded
- If after 6 semesters, a student has had a 3.33, they will earn a letter

## **Reporting**

**(Board Policy #5420)**

### **Infinite Campus**

The Wauwatosa School District is utilizing a web based grading program called Infinite Campus. Infinite Campus will keep students and parents up-to-date on a student's assignment-by-assignment progress, as well as grades reported to date.

### **Canvas**

The district will continue to use Canvas as its chosen Learning Management Suite. Parents/Families can set up an "Observer" account to view portions of their child's educational experience in that environment. Instructions on how to access that can be found [here](#).

### **Grade Reports**

Distributed during the fall and spring Parent/Teacher Conferences. Grade reports are intended to keep students and parents informed as to the student's progress. Student grades, grade point averages and attendance for every course the student is enrolled in are reported at this time.

### **Semester Grade Report Cards**

Issued at eighteen week intervals throughout the school year. The semester grade is the grade recorded on the permanent record card.

## **Homework Policy on Field Trips**

Regardless of the length of the field trip, the student is expected to follow the general guidelines found in the “Planned Absences” and “Make Up Work” sections of this handbook. An administrator will need to decide the merit of a situation should a teacher or student request more than five days to complete tests or assignments.

## **Make-Up Work**

When a student has been absent from class, for any reason (illness, field trip, faculty excuse, etc.) it is the student’s responsibility to see each teacher about make-up work. Do this prior to absences whenever possible. Any incomplete grade must be made up within two weeks after the end of that grading period or it will be recorded as an “F”. Exceptions are granted only if there are extenuating circumstances. Requests for homework will be processed after a student has been absent at least three days. Students are expected to contact their teachers directly for information regarding makeup work.

## **Student Services Department**

The Student Services Department consists of four full-time school counselors, one full-time school social worker, and one .4-allocated school psychologist. Each student is assigned a school counselor who will assist with enrollment and withdrawal procedures, high school course planning, and assistance developing individual educational, career, and personal goals. Counselors hold individual and group conferences with students at several points during their school career.

The Student Services Department performs a variety of services with the common objective of helping a student make the maximum use of talents and opportunities. Student Services team members are available to East students by making an appointment before or after school or during the school day with a pass. Appointment times can be arranged by either students or parents by contacting a Student Services team member.

Both parents and students are urged to contact the Student Services Department if there are any questions or concerns about a student’s academic, career, personal or social/emotional needs. Contacts between Student Services and students or families remain confidential unless there is verbal/written permission or there is reason to believe the student’s health is in imminent danger. The counselors, school social worker, and school psychologist will work collaboratively with families to find resolution with any concerns that arise.

Please use the below guidelines to determine your school counselor, based on your last name. This information is also listed in Infinite Campus.



Counselor	Merg	Bratcher	Carter	Linscott
Student Grade				
<b>9</b> <i>(Class of 2025)</i>	A - Do	Dr - Ko	Kr - Re	Ri - Z
<b>10</b> <i>(Class of 2024)</i>	A - Ge	Gi - Li	Lo - Rog	Ros - Z
<b>11</b> <i>(Class of 2023)</i>	A - F	G - Ko	Kr - Ra	Re - Z
<b>12</b> <i>(Class of 2022)</i>	A - E	F - K	L - R	S - Z

## Student Records

The origination and maintenance of appropriate student records are essential to the effective operation of the District and meeting the educational interests of students. The rights and responsibilities of students, parents, and the District with respect to student records are governed by State and Federal law. This administrative guideline is intended to satisfy the educational goals and responsibilities of the District consistent with the requirements of Federal and State laws applicable to student records.

## Withdrawal / Transfer

Procedure for withdrawal or transfer is as follows:

- A notification from the parent or guardian presented to Student Services
- Obtain a withdrawal form from Student Services. Have the form signed by the parent or guardian
- Have the form signed by all teachers after returning all books and materials and payment of any outstanding fees or fines
- Take completed forms to Student Services for final clearance
- Students who transfer or who withdraw with obligations to the school must satisfactorily resolve all obligations before the school will forward transcripts or school records
- Policies regarding prorated fee refunds will be followed
- State law requires attendance in school until the student becomes 18 years of age. If a student is considering the possibility of leaving school, the counselor in the Student Services should be notified as soon as possible
- Any student, who withdraws from school under the law, has the right to be readmitted to school upon request so long as the student remains of school age. A parent/guardian conference with an administrator will be necessary prior to a decision regarding re-admittance

## Contact / Information Changes

Students who move during the course of the school year are to report this information to Student Services, giving the new address, phone number and the effective date of the change. Temporary changes should also be reported. **Each student must also provide the school with parent/guardian home and work numbers and at least one emergency number.**

## Schedule Changes

Students and parents are urged to proceed through the registration process with careful consideration for course selection. Midway through the previous year, counselors would have met with students to discuss the selection of elective courses. Subjects selected at that time should have been given serious and thoughtful consideration in terms of a student's total four years. Course selections are final and students must meet stringent guidelines for changing the schedule after the master schedule is created. After that point, staffing is developed for the following year.

Accommodations for a change of schedule will be considered if:

- Student has already completed the course
- Student does not have the prerequisites for the course
- Student must alter selections to meet graduation requirements
- Student must alter course selections to meet minimum credit requirements. (Students must have 6 credits in their schedule, EXCEPT for students taking 3 or more AP/Challenge courses.)
- Student must add a course to meet post high school employment or college entrance requirements.
- Change of level with proper authorization (parent, teachers, and counselor)
- Student has been assigned to a teacher with whom the student has failed in a previous course and wished to be assigned to a different teacher (on a space availability basis)

## Early College Credit Program

**(Board Policy #2271)**

The Board will allow high school juniors and seniors who satisfy the eligibility requirements under the Early College Credit Program/Start College Now Program statute and the administrative rules of the Department of Public Instruction to enroll in an approved course at an institution of higher education while attending in the District.

Students will be eligible to receive college and high school credit for completing course(s) at institutions of higher education provided they complete the course(s) and receive a passing grade.

For more information about ECCP, please see pages 61 and 62 in the course catalog.

## **Library Media Center**

Students may use the Library Media Center for research, computer work, and recreational reading. Freshmen and sophomores need a pass from a classroom teacher or study hall supervisor. Juniors and seniors do not need a pass, but need to check in properly from the Raider Room to use the library during study halls. Students need their I.D. cards to check out items in the library. Books may be checked out for three weeks and may be renewed. Magazines and vertical file materials may be checked out for one week. No food or drinks are allowed in the Library Media Center.

## **Computer Use**

**(Board Policy #7540.01A)**

### **Access/Use**

The Wauwatosa School District promotes the use and development of electronic networked information resources as a means to support learning and to enhance instruction. Use of District computers, computer networks, and internet access is intended for educational and professional purposes only. Access and use of these resources is governed by the following administrative procedures and forms: Guidelines for Computer Use; Guide for Internet Use; Computer Use/Internet Application; Computer User Agreement. Users shall have no expectation of privacy when using District computers. Use of computers, the computer network and the internet will be monitored. Misuse of the equipment/services will result in appropriate disciplinary and/or legal action.

### **Consequences for Violation of Network Rules**

The District reserves the right to, and will, monitor use of the network, including internet and email messages. The network is solely for the purpose of expanding educational opportunities. School administrator(s), with the assistance of the staff members, may deny, revoke, or suspend computer use as deemed necessary. Any user identified as a security risk or having a history of problems with computer systems may be denied access to District computers. These consequences may occur along with other disciplinary action, up to and including expulsion from school, depending on the severity of the offense. In addition, in cases where state or federal laws may have been broken, students may be referred to the police department.

In addition to these guidelines, school administrator(s), with the assistance of staff members, may draft special rules for computer use in other situations. These rules will be revised as necessary.

### **Internet Use Guidelines**

Wauwatosa East High School permits the use of the Internet as a tool for educational purposes only. The internet, like any other school resource, may only be used for the purpose it was intended. Users are expected to follow a few basic rules of courtesy and common sense when accessing this tool so that the internet can be a valuable source of information for all.

The District reserves the right to, and will: monitor internet use, including e-mail messages. All files or messages sent, received, or viewed on District computers are the property of the District and users have no expectation of privacy in any files or messages. Please see the acceptable use policy by accessing the link at: <https://goo.gl/hEZ1Wk>

**Examples of unacceptable use are:**

- Revealing any personal information about the user or other students
- Using the network for any illegal activity, including violation of copyright or other contracts
- Using the network for financial or commercial gain
- Degrading or disrupting equipment, software or system performance
- Vandalizing the data of another user
- Using the network system, including the Internet to create, view, send, receive, store, display or print text or graphics which may reasonably be construed as obscene, disruptive, or harmful materials. Offensive, disruptive or harmful messages and files include, but are not limited to, any messages or files which contain pornographic images, sexual implications, racial slurs, gender specific comments, other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability, any comment which in any way defames another person, or any comment intended to frighten, intimidate, threaten abuse, annoy or harass another person
- Gaining unauthorized access to resources or entities
- Invading the privacy of individuals; using an account owned by another user
- Posting personal communications without the original author's consent
- Posting anonymous messages and information (i.e. others' phone numbers or addresses)

Exploring the Internet is for the purpose of expanding educational opportunities. School administrator(s), with the assistance of staff members, may deny, revoke or suspend any Internet access as deemed necessary. Any user identified as a security risk or having a history of problems with computer systems may be denied access to the Internet. These consequences may occur along with other disciplinary action, up to and including expulsion from school, depending on the severity of the offense. In addition, in cases where state or federal laws may have been broken, students may be referred to the police department for additional action.

**Use Guidelines**

**Computer Equipment:** All computer hardware and software are the property of the District and may only be used for educational purposes which are not disruptive, offensive to others, or harmful to the District. Users will be held responsible for any misuse or damage to District computer equipment. Users are assigned user IDs and passwords at the beginning of the year.

These user IDs and passwords are the property of the school and may be changed or revoked only by school administrator(s) or designee(s). User IDs and passwords may not be shared with others and users may only use the ID and password assigned to them by the District. All files stored on District equipment are the property of the District. Users are allowed limited use of disk space on the file server; to be

determined by the Technology Support Specialist. User files may be deleted from the file servers at the end of the school year without prior notice. Users are encouraged to save all files on a form of removable media. All messages or files composed, sent or received on District computers are District property. User files stored on District equipment, including any messages, may be examined by school authorities at any time and without prior notification. Users shall have no expectation of privacy in the use of District computers.

**Users are not to:** use the computer equipment for any reason other than educational purposes, operate outside the confines of program applications, (this means in the operating systems of the computer or network), use software brought from outside the school unless permission is given by the System Operator, add or remove software or files from any drive of the computer of the computer system except those in their home directory, store files on the network or any computer with exceptions only approved by the System Operator, use anyone's USER ID or PASSWORD except their own, use the network system, including the Internet to create, view, send, receive, store, display or print text or graphics which may reasonably be construed as obscene, disruptive or harmful materials (offensive, disruptive or harmful messages and files include, but are not limited to: any messages or files which contain pornographic images, sexual implications, racial slurs, gender specific comments, other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability; any comment which in any way defames another person; or any comment intended to frighten, intimidate, threaten, abuse, annoy or harass another person), physically damage or vandalize the data of another user, trespass or vandalize the data of another user, use the network for any illegal activity, including violation of copyright or other contracts, make any changes to the setup or configuration of any District hardware or software without approval of the System Operator. Users will be held accountable for things done under their user ID. Therefore, it is crucial that users keep their computer passwords confidential. User files, including messages, may be examined by school authorities at any given time and without prior notification. **Legal action** may be taken in the case of breach of file security, software copyright violation, or violation of other applicable state and federal laws.

## **Student Chromebook Instructions**

Wauwatosa School District high school students receive a District-issued Chromebook. Students are issued a Chromebook so they can access their school/educational online resources both throughout the school day and while at home.

It has been given to them so that they always have one, ready to use in class (with teacher permission), and so that they can easily access their class resources, do their homework, etc., outside of the classroom. The Chromebook is theirs to keep during their high school years but it is for **educational purposes only**.

It is important to understand that the Chromebook is **not** their personal recreational device.

- It is **not** a personal social networking tool
- It is **not** a personal media storage center

- It is **not** a device given to them so that they can access the Internet at home without parents' approval or supervision
- Wauwatosa School District owns the device, not the student. Only upon graduation will ownership of the device be transferred to the student
- The District can confiscate the Chromebook at any time for any reason
- If the student leaves the District at any time for any reason other than graduation they will be required to return their Chromebook or pay for a replacement
- All acceptable use guidelines active in the District apply to the Chromebook as well

**Chromebooks are given for school/educational/academic use only.**

Regardless of whether the student is at school or at home, all activity performed on their District issued Chromebook is logged and the records are retained for a period of **no less** than 4 years. The websites visited on the District issued Chromebook are filtered for inappropriate content in real time but students' activity is not closely monitored in real time as they do things. **It is important that students/parents are aware that such logging exists.**

If a student uses their Chromebook for inappropriate purposes it will be discovered at some point. Should an investigation into their activity be required, those logs will reveal everything that was done on the Chromebook **since the very first time they logged into it.** While at home, if students wish to use the Internet or a computer for reasons that are not educational in nature or related to their school work, they are encouraged to do so on their own personal household computer or device and then only with their parents' permission/knowledge. If they use their Chromebook for inappropriate online behavior it will be logged.

**Rules**

Below are the rules that apply with regard to the use of a District issued Chromebook. Failure to comply with these rules can result in the Chromebook being confiscated for the remainder of the school year. Depending on the violation, a student may also find themselves, or their family, liable for the cost of a replacement Chromebook.

**Chromebook**

- Do not modify, or attempt to modify, the operating system of the Chromebook in any way whatsoever.
- Do not open the chassis of the Chromebook. **If a student breaks open the case they will be responsible for any and all repair costs, up to the full cost of a replacement, regardless of whether the family invested in the optional Chromebook insurance program.**
- Do not deface or vandalize the Chromebook. If a Chromebook is vandalized, the family will be required to pay for a replacement and the student may not receive another device for home use.
- Students are to take care of their Chromebook. Between classes, when not in use etc., they are to store it in its case. Students should not consume beverages or eat food around it.
- Personal stickers on a Chromebook are acceptable but only on the Chromebook lid and only of a kind that cannot be interpreted as offensive in nature.

- Do not press on, or squeeze, the screen of the Chromebook. Pay particular attention to this when opening it. Open the lid by the edge. Do not squeeze the screen when opening it
- Do not attempt to install any applications, extensions, or software on the Chromebook. Teachers will deploy the apps and extensions they want students to use for school to their Chromebook.

### **Online Safety and Monitoring**

- Do not attempt to bypass any content filtering that is in effect on the Chromebook. The Chromebook is subject to content filtering not only at school but also while in use at home.
- Do not attempt to use or install any kind of circumventor, remote proxy, or virtual private network software, applications, or extensions.
- Do not attempt to utilize online circumventor, remote proxy, or virtual private network resources.
- Students should not utilize their Google Apps for Education (GAFE) account to upload, store, or share any material that is not educational in nature. Their GAFE account is not their personal storage repository, it is for their school work. The District considers the use of its student GAFE accounts to store illegal material an extremely serious offense.
- Do not utilize the Google Apps for Education (GAFE) account to set up personal social networking or entertainment accounts (i.e. Facebook, Pottermore, etc.).
- Do not attempt to utilize any file sharing applications, software, or extensions (i.e. Bit Torrent).
- Students should never attempt to mask their identity from District monitoring services when using their Chromebook.

### **Digital Citizenship**

- Chromebook should only be used in class when a teacher gives their approval to do so. Always remember that the teacher is the authority in the classroom.
- Do not utilize the Chromebook for any purpose other than educational reasons.
- Do not utilize the Chromebook for illegal purposes.
- Do not utilize the Chromebook to harass, bully, intimidate, threaten, or cause any sort of grief, discomfort, embarrassment, or humiliation to other people.
- Always comply with appropriate copyright laws .

### **Responsible Use**

- Students should not utilize their Chromebook to consume unnecessary amounts of bandwidth while at school - for example streaming music videos. The District internet connection is for educational use by all District students. There is a finite amount of bandwidth available and it is not for personal entertainment purposes. Students should only browse/watch videos, etc. when explicitly instructed to do so by a teacher. Students should not watch YouTube or Vevo music videos, movies, movie trailers, play online games, listen to online radio, etc. on their Chromebook while at school, unless their teacher has instructed them to do so.

- When video streaming is permitted at school students are to remain on task and only browse/view videos directly related to the classroom activity in which they are involved. Remember that ALL activity is logged.
- Students should NOT stream pirated movies on their Chromebook regardless of whether they are at home or school.

The above points are specific rules and guidelines required for Chromebook usage. Due to the ever changing world of technology development it is nearly impossible to ensure that all aspects of technology use are covered in documents such as this. Students are required to use their Chromebook for school work only. Use of a District issued Chromebook to do any activity, or use any technology, that is not specifically identified in the above points but is deemed by a teacher, school principals, parents, or District administration to be counteractive to the Wauwatosa community and school code of conduct and philosophy, or that is potentially harmful to students, or disruptive to the District and school's network, will be evaluated and appropriately addressed on a case by case basis.

## Study Hall

### Expectations

All freshmen and sophomores will be assigned to a supervised study hall during their study hall period.

**Unexcused absence from study hall is considered truancy and will be treated as such.** Juniors and seniors, who have a scheduled study hall, must report to the Raider Room. The Raider Room is seen as a privilege, and access to the Raider Room can be taken away for poor behavior or academic performance.

### Study Hall Definitions

The Library can be used by all students. Students may use the library during their study halls with permission and a pass from the study hall supervisor. The Raider Room is available for juniors and seniors during their study periods. The Academic Resource Center (ARC) is available for all students during their study period. Teachers in various subject areas are available during the day to provide assistance.

## Textbooks

The school furnishes books to all students with the understanding that this major investment will be properly safeguarded. Damage, defacement, or loss of their barcodes will result in fines. Students are responsible for turning in their checked out textbooks during a change of semester, if required by a schedule change, or at the end of the school year. **If students fail to check in their textbooks or leave them in their lockers at the end of the school year and they do not get checked in properly, they run the risk of being assessed a book replacement fee.** Any student who loses a textbook must pay for its replacement value before a new one will be issued. The Wauwatosa School District is not responsible for any books left in lockers or otherwise returned outside prescribed building procedures. All students who withdraw from school during the school year are responsible for turning in all of their books before they will be considered officially withdrawn. If you have any concerns about instructional materials or textbooks you have the right to ask the District to discuss the appropriateness of that material.



## **Special Education**

The Wauwatosa School District is committed to providing students with disabilities a free, appropriate public education. Special education and related services for students with disabilities are provided in each school in accordance with state and federal law. Students with disabilities means, according to State law, “a child who, by reason of any of the following, needs special education and related services: cognitive disabilities, hearing impairments, speech or language impairments, visual impairments, emotional disturbance, orthopedic impairments, autism, traumatic brain injury, other health impairments, learning disabilities.” A parent/guardian or staff member may refer for evaluation a student for whom they have reason to suspect may have a disability that requires special education and related services. Referral information and forms are available from Student Services.

## **Medical Excuse - P.E.**

A medical excuse from Physical Education classes may be issued for a student upon certification from the student’s physician that the student is medically unable to participate in the Physical Education program. A medical excuse is valid for one semester and must be renewed if it is to continue for more than one semester. **PLEASE NOTE:** A medical excuse for Physical Education classes DOES NOT reduce the total credits required for graduation from high school. If a student receives an exemption from the Physical Education requirement, the student must earn equivalent credits in other subject areas.

## **Field Trips**

Field trips are approved through the office. Students who are permitted to participate in school planned trips off campus must submit a completed Field Trip Permission Form signed by their parents. Teachers will plan the distribution and the collection of permission forms well in advance of the trip so that lack of any completed permission forms will not create a problem at the last minute. Students with excessive absences, academic deficiencies, or behavior referrals may be denied the privilege of participation in a field trip. Any field trip costs must be paid to the field trip adviser prior to the trip and may or may not be refundable. All school rules are in effect throughout the entire trip.

## **CO-CURRICULARS**

### **Athletics**

As an integrated part of the total school effort and experience, where academics and athletics are closely tied, the program is designed to help our students become better individuals and better school, community, state, and national citizens.

**Objectives:** To enhance the athlete's self-confidence, creativity, self-respect, self-control, self-reliance, physical development and social interaction. To aid the athlete in achieving recognition, a sense of belonging, respect for authority, and a feeling of accomplishment.

## **Athletic Code of Conduct**

**(Board Policy #2431)**

Participation in the athletic program in Wauwatosa is a privilege rather than a required part of our total educational program. Because of the voluntary nature of this program, all athletes desiring to take part in interscholastic athletics and expecting to partake of the advantages participation offers, must follow all the rules. Those not willing to comply with all the regulations of this optional phase of our curriculum should not expect to participate.

Athletic policies regarding tobacco, alcohol and other drugs and other athlete/coach conduct are included in the District Interscholastic Athletic Program Pamphlet. This pamphlet is distributed to every athlete at the student and parent athletic code evening before the start of his/her season. Please consult this pamphlet for policies governing all aspects of student participation in athletics.

More information on the Tosa East Athletics program, schedule, etc., can be found at [www.TosaEastAthletics.com](http://www.TosaEastAthletics.com).

### **Athletic Involvement**

Parents and athletes must fill out and sign the Senior High Athletic Participation Form provided by the District before the athlete can participate. This contract is available in the Athletic Office. WIAA Rules of Eligibility state that "a student may not participate in interscholastic athletics until an "Examination-Permit" card is on file in the Athletic Director's office attesting to parental permission and to physical fitness as determined by a licensed physician. A physical exam taken after April 1<sup>st</sup> of any given year is good for two school years. However, the athlete must turn in an "alternate year" card signed by a parent/guardian for participation in the second year.

- Parents must fill out and sign the "Personal Information" section.
- Parents must fill out and sign the Parent or Guardian Permission section.
- Parents must sign the Athletic Insurance Coverage section. Please note that the District does not provide individual or group insurance nor does the WIAA. However, accident insurance through Student Assurance Services, Inc. is available. Forms are available in the high school office.
- Parents and athletes must sign the Athletic Code Contract section at the start of the season.
- For complete information regarding Athletics, please see the Wauwatosa East Athletic Handbook or contact the Athletic Director, Mrs. Guyant-Holloway.

**Interscholastic Sports:** Wauwatosa East teams compete as members of the **Greater Metro Conference**. The teams that make up this Conference are: Brookfield Central, Brookfield East, Divine Savior Holy

Angels, Sussex Hamilton, Marquette, Menomonee Falls, Wauwatosa East, Wauwatosa West, West Allis Central, and West Allis Hale. The Greater Metro Conference prohibits the wearing of hats and/or any types of headgear inside our facilities or at other schools. Our students do not yell at inappropriate times, e.g. free throw shooting, officials' calls, etc. Students who do not conduct themselves as ladies and gentlemen will be removed from the activity and not allowed to return.

**Practices:** Most sports practices take place immediately after school. However, for those sports where there is a conflict in facility use, teams do have to practice in shifts. Contact the appropriate coach for information.

**Coaches' Supervision:** Coaches are not responsible for athletes once the athletes leave the locker room or practice field following a practice or athletic contest.

**Team Selection:** Because of the nature of some activities, it is necessary to limit the number of participants. To accomplish this, tryouts are held and the following guidelines used:

- Criteria for selection are as objective as possible and identifiable
- Students are informed about the criteria and tryout procedure
- All contestants are evaluated on the same standards of skills, knowledge, techniques, and performance
- All the evaluations are recorded and the same form used for all
- More than one qualified person does the evaluating whenever possible. Additional tryout time may be granted to a student who has regular tryouts. When a separate freshman team is not offered in a given sport, the ninth grade athlete may participate at the junior varsity or varsity level. The only athlete who must participate at just one level is the senior who can only play at the varsity level.

**Athletic Trainer:** Gail Bonofiglio

Ms. Bonofiglio's hours are listed outside the training room.

To contact a coach who is not an East staff member, please call the Athletics Office at 414-773-2032.

<b>SPORT</b>	<b>COACH</b>	<b>TRY-OUT INFORMATION</b>
Baseball	Pete Schwichtenberg	3/21 - Tryouts-First day of practice
Basketball (Boys)	Tim Arndorfer	11/15 - Try-outs, First day of practice
Basketball (Girls)	Mary Merg	11/8 - Try-outs, First day of practice
Cheerleading	TyShundra Dixon	Tryouts in spring for the following year
Cross Country (Boys)	Mackenzie Laska	8/16 - Try-outs, First day of practice
Cross Country (Girls)	Glen Gardiner	8/16 - Try-outs, First day of practice
Football	Mike Greinke	8/2 - Equipment Handout at East

		8/3 - First day of practice at Hart Park
Golf (Boys)	Martin Minix	TBD - Try-outs, First day of practice
Golf (Girls)	Steve Gastrau	8/9 - First day of practice
Poms	Marlayna Gruman	Tryouts in spring for the following year
Soccer (Boys)	Mark Perugini	8/16 - Try-outs, First day of practice
Soccer (Girls)	Eric Dale	3/21 - Try-outs, First day of practice
Softball	Nicki Kaufman	3/14 - Try-outs, First day of practice
Swim/Dive (Boys)	Heidi Hegwood	11/15 - Try-outs, First day of practice
Swim/Dive (Girls)	Russ Weigel	8/10 - Tryouts, First day of practice
Tennis (Boys)	Glen Slonac	3/28 - Try-outs, First day of practice
Tennis (Girls)	Glen Slonac	8/10 - Try-outs, First day of practice
Track (Boys)	Mackenzie Laska	3/7 - Try-outs, First day of practice
Track (Girls)	Ryan Losinski	3/7 - Try-outs, First day of practice
Volleyball (Boys)	John Simon	8/16 - Try-outs, First day of practice
Volleyball (Girls)	Katie Ozburn	8/16 - Try-outs, First day of practice
Wrestling	Kent Morin	11/15 - Try-outs, First day of practice

## Sportsmanship

All students should set an example of good sportsmanship at all times. Remember that our visiting teams and spectators have been invited as our guests. When visiting other schools, students should act as they would expect guests to act in their homes. Booing, name calling, inappropriate words or actions etc. are always out of place and will be dealt with appropriately.

## WE ARE A "CLASS ACT" AT WAUWATOSA EAST HIGH SCHOOL WIN WITH CLASS AND LOSE WITH PRIDE

**Noise Makers:** The general guidelines of the Greater Metro conference indicate that, "whistles, horns, megaphones, noise-makers and signs of any kind, and any other disruptive devices are banned from all conference events."

Individual, Team, or Group Representation: No group or individual may compete on behalf of the school or represent themselves as being an official Wauwatosa East sponsored group, team or organization without expressed prior approval of the administration.

## Clubs & Activities

A list of all current clubs and activities is available on the [Tosa East website](#).

## **Honors Groups**

### **French Honorary Society**

The French Honorary Society recognizes those students who excel in the study of French. Membership is open to sophomores, juniors and seniors enrolled in an advanced level French course. Students must possess an "A-" average in French and an overall "B-" average. Activities may include a crepe booth at Winter Festival and collecting Christmas presents for Indochinese children.

### **German Honorary Society**

The German Honorary Society recognizes those students who excel in the study of German. Membership is open to sophomores, juniors and seniors enrolled in an advanced level German course. Students must possess a 3.6 average in German and an overall 3.0 average. New members and members already inducted need to do six hours of German related service, maintain superior performance in German courses, and attend an induction ceremony in spring.

### **Mu Alpha Theta**

Mu Alpha Theta is a national honorary mathematics club created for high school and junior college students. Its purpose is to engender a keener interest in, promote better scholarship in, and encourage enjoyment of mathematics among the student members. Each candidate for membership must have completed algebra, geometry, and have completed or enrolled in advanced algebra. Further, the student must possess a cumulative grade point average of 3.5 or better in mathematical work and a grade point average of 3.2 or better in general school studies. Mu Alpha Theta sponsors six short math contests throughout the year. They are used to cover the cost of the students' national certification, mailing, refreshments, prizes and participation awards.

### **National Honor Society**

National Honor Society is open to those juniors and seniors who excel academically. In addition to a 3.5 GPA requirement, students must exhibit good character, possess leadership qualities, and perform service. Selection is based on all four areas. Interested students must complete a form that becomes available at the beginning of first semester junior year. All juniors and seniors with the GPA indicated above receive a letter of invitation. A minimum of five semesters of high school work is required for consideration. In addition, students must have done a considerable amount of service representing both co-curricular and community activities within eighteen months prior to NHS application. Students who did not qualify as juniors are encouraged to reapply as seniors.

### **Quill and Scroll**

Junior and senior honor students who contribute significantly to the newspaper or yearbook are eligible for initiation into Quill and Scroll, the international honor society for high school journalists.

### **Spanish Honorary Society**

This is an honorary club open to juniors and seniors enrolled in Spanish classes who have a 3.0 GPA overall and a 3.5 in their Spanish courses. Throughout the school year, the group is involved in a wide variety of community service projects that benefit Milwaukee's Hispanic community. The members also raise funds to provide scholarships to those graduates who have been involved in activities related to the Spanish language while students at Tosa East and intend to continue studying Spanish in college.

## **Student Government**

### **Class Officers**

Role is to provide leadership for all class activities, and promote school spirit. Assist associate principal in coordinating class meetings. Officers are elected by members of all classes except freshman at the end of each year for the next school year.

### **Student Council**

Student Council is a representative body with essentially two overarching functions: first, as an organization to follow through on student concerns with the appropriate people; and to deliver certain types of services for the student body. Any student can be a member of Student Council. Representatives (who are able to vote on certain matters) from each class are elected yearly, as are officers. Consistent attendance at regular meetings and committee meetings is expected. Any student may serve on any Student Council committee, and all are encouraged to do so.

### **Wauwatosa Youth Commission**

The purpose of the Wauwatosa Youth Commission is to provide an ongoing evaluation of the needs and concerns of youth in the community. Membership is comprised of students and adults from the Wauwatosa community. There are two student representatives for each grade level on the commission.

## **Student Publications**

### **The Tosa Compass**

The school newspaper is written, edited and published by students who are interested in journalism, photography, art or computer graphics. The newspaper is produced with InDesign, Photoshop, and Illustrator. Participation is open to all students, freshmen through seniors.

### **Cardinal Pennant**

Yearbook work offers student editors the chance to work and plan for the stress of monthly deadlines. Concentrated work times are weekends and after school. Editors and staff members should have writing skills, computer experience, creativity, and dedication to a yearlong project, although some jobs involve one or two deadlines. Announcements for those interested in staff or editor positions occur in the fall and spring of each year.

## **ATTENDANCE**

### **(Board Policy #5200)**

State law requires the School Board to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the direction of a competent teacher are vital to this purpose.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative procedure issued under this policy.

Wisconsin State Statutes:

Statute 118.15 – Compulsory School Attendance: Any person having under their control a child who is between the ages of six (6) and eighteen (18) years of age shall cause their child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter or semester of the school year in which the child becomes eighteen years of age.

Statute 118.16 – School Attendance Enforcement: “Truancy” means any absence of part or all of one or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil. Truancy also means intermittent attendance carried on for the purpose of defeating the intent of Statute 118.15

### **Excused and Unexcused Absences**

Students are required to attend all scheduled classes and study halls unless they have obtained a pass approved by the principal or the principal's agent. Students with acceptable absences are entitled to make up the work missed and are responsible for doing so. Students without an acceptable excuse will be considered as truant and will face disciplinary measures.

**\*\*\*When a student is to be absent from school, the parent or guardian must telephone the school on the day of, or prior to, the absence. The Attendance line phone number is 414-773-2002. Voicemail is available 24 hours a day. If there is a need to speak to someone directly, please call between 7:15am and 4:00pm. Written notes are not accepted.\*\*\***

Student absences are either considered excused or unexcused/truant. The following are considered to be excused or legal absences as determined by State law and Board policies:

- Personal illness, whether mental or physical. Medical verification will be required when a chronic pattern of absence becomes evident.
- Permission of parent or guardian.
  - *\*\*A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any course work missed during the absence. \*\**
- Sudden family emergencies, crises, or trauma
- Religious observances
- Suspension or Expulsion
- Program or Curriculum Modification
- Required legal appearances
- Authorized enrollment in an alternative school

## **Absence Procedures**

### 1. Planned Absences

If a student will be absent from school for three (3) or more days, the parent or guardian and student must fill out the Planned Absence Form prior to the absence. This is a Google Form and can be sent upon request by contacting the Wauwatosa East main office.

### 2. Leaving Early or Arriving Late During the School Day

A student who needs to leave the school building for any reason during the school day or arrive late must check in and obtain a pass from the Attendance Window at the main office. This includes during passing time, lunch periods, and study halls. Guardians who wish for a student to be excused during the school day must call the school prior to the time the student is to be excused. Any student who leaves the building or arrives late without prior permission will be considered unexcused and disciplinary action will be taken.

*\*\*\*When a student is to be absent from school, the parent or guardian must telephone the school on the day of, or prior to, the absence. The Attendance line phone number is 414-773-2002. Voicemail is available 24 hours a day. If there is a need to speak to someone directly, please call between 7:15am and 4:00pm. Written notes are not accepted.\*\*\**

## **Special Absence Situations**

### 1. Early Release For Seniors

In accordance with state statutes, all students must be scheduled in approved educational activities during each period of the school day, including study halls. Early release may be



granted only to seniors enrolled in school sponsored work programs or approved college and vocational courses. Early release may also be granted to seniors who qualify under the privilege system. Forms may be obtained from the supervising teacher or the Main Office. The Main Office issues early release passes.

## 2. Participation in Athletics

Athletes must be in attendance for the full school day in order to participate in athletic practice or interscholastic contests scheduled for that date. Any unexcused absence (period absence and/or full day absence) will result in the athlete being withheld from athletic practice or contest for that day. If the absence is not discovered until a later date, the student will be withheld from the next practice or contest (if the absence occurred on the day of a scheduled interscholastic contest) after the time of discovery. The only exceptions to this policy are prior-approved excused absences, e.g. attendance at a funeral, appointment with doctor/dentist, appointment for driver's test, school sponsored field trip, etc.

## 3. Absence Due to Contagious or Infectious Diseases

When a student has been absent from school because of a contagious or infectious disease, as defined by the Wauwatosa Health Department, they may return to school after receiving clearance from a physician.

## **Truancy Policies**

A student will be considered truant if they are absent part or all of one (1) or more days from school during which the school attendance officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A parent or guardian may call the Attendance line (414-773-2002) to excuse an absence within 48 hours. After 48 hours, the unexcused absence will be marked as a truancy.

If a student is marked absent or tardy, a guardian with contact information on file will receive an automated phone call with this information. These automated phone calls are placed at 10:00am and 6:00pm.

A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats., will also be considered truant.

Changes in state attendance laws adopted by the Wisconsin Legislature in 1997 (State Statute 118.16) mandated that schools identify "habitual truants."

A student is considered a habitual truant when they are absent from school without an acceptable excuse for part or all of five (5) or more days during any semester. Students missing part of a school day

due to tardiness can be considered a habitual truant. Tardy is defined as arriving to school or to a specific class after the bell rings to alert the start of a class without an acceptable excuse.

### **Municipal Truancy Ordinance**

As of April 1995 the Wauwatosa Common Council passed a truancy ordinance, which required habitual truants to appear in Municipal Court with their parents/legal guardians.

Under the truancy ordinance, which adopts provisions in the State law, a Municipal Judge will be able to:

- Suspend a student's driver's license
- Require a student to get counseling and/or do community service
- Confine the student to his or her home except for such authorized activities as school or church
- Refer the student to an educational program

In addition, the Common Council passed another ordinance allowing a \$500.00 municipal fine for anyone (parent, friend, etc.) contributing to the truancy of a minor. Also, the school has the power through state statute to revoke a student's work permit if the student is determined to be a habitual truant.

### **Notice of Habitual Truancy**

When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent or guardian, by registered mail, certified mail, or by 1st class mail. The school attendance officer may simultaneously notify the parent or guardian of the habitually truant child by an electronic communication. The notice shall contain the following:

1. A statement of the parent's or guardian's responsibility under State law to cause the student to attend school regularly.
2. Statement that the parent, guardian, or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk.
3. Request that the parent or guardian meet with the appropriate school personnel to discuss the student's truancy

The notice shall include the name of the school personnel with whom the parent or guardian should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent or guardian the date for the meeting may be extended for an additional five (5) school days.

4. Statement of the penalties, under State law or local ordinances that may be imposed on the parent or guardian if they fail to cause the child to attend school regularly as required by State law.

## **Closed Campus Policy**

Wauwatosa East High School enforces a closed campus. This means that students are not to leave the school building during the school day with the following exceptions:

- Twelfth grade students involved in an approved school work program or MATC classes, or
- Students who have qualified privileges may leave during the school day as part of their approved program.

Consequences for off campus violations could include the following:

- Detention
- Suspension

## **Tardiness**

**Excused Tardy** – In order for a tardy to be excused, a telephone call must be received from the parent prior to the student’s arrival. The student must report to the Attendance office for a pass.

**Tardiness to Classes** – Tardiness to class is handled by the individual teacher. Students are expected to be prompt and in their seats when the bell rings. If a student is late to class, the student should not come to the office for a late pass. The student must address the tardiness with the teacher. If students have been detained in the office or by a teacher, the student must ask for a pass from the person who detained them before going to the next class.

**Tardiness to School** – Be on time! Tardiness to school is not acceptable. Students must be in assigned classroom seats when the bell rings. Missing the bus, oversleeping, car trouble, etc., are not excusable tardiness as in accordance with attendance laws. Repeated tardiness may lead to disciplinary action. Students who are tardy to school must obtain a pass from the main office prior to reporting to their class.

## **Junior and Senior Privileges**

At Wauwatosa East, the following privileges may be earned by students who foster high academic and behavioral achievement. To apply for this privilege, please complete the Google Form, which can be sent upon request by contacting the Wauwatosa East main office. The parent/guardian and student will be notified via email if approved for this privilege. Specific privileges and criteria are outlined below.

- Open Campus is available for seniors all year and only available during second semester for Juniors. Juniors and seniors must meet the required criteria (see below) and **be approved by administration** in order to be eligible for privileges.
- Full Raider Room study hall privileges when in good academic standing
- Late start and early release, if schedule permits
- Open Campus during lunch for students with either a 4<sup>th</sup> hour study hall and 5(A) lunch, 5<sup>th</sup> hour study hall, or 5(B) lunch and 6<sup>th</sup> hour study hall.

Leaving the school campus during study hall and lunch is available only to those who meet specific criteria. The student must have:

- a minimum of a 2.5 GPA for the most recent grading period,
- no D or F grades on the most recent report card,
- no out of school suspensions,
- no unexcused absences,
- no "I" incompletes,
- no overdue financial obligations (school enrollment fee, band fee, overdue library books, etc.),
- no outstanding detentions from the previous grading period, and
- parent permission.

## **Age of Majority**

Students reaching the age of eighteen years may complete an Accountability Request Form with their parent or guardian. This is a Google Form and can be sent upon request by contacting the Wauwatosa East main office. (Wis. St. 900.01) ALL students regardless of age are subject to school rules. Students who have reached their eighteenth birthday are permitted to originate their own excuse for absence only if they: are not living with their parents or legal guardian OR the parent or guardian submits a written statement to the school stating that the student is responsible for himself/herself. Only acceptable reasons for absences will be approved.

## **STUDENT CONDUCT**

### **Code of Conduct**

#### **(Board Policy #5600)**

All student conduct should be based on respect and consideration for the rights of others. Students have a responsibility to know and follow the rules and regulations of the school and School District.

Section 120.13 (1) of the Wisconsin Statutes authorizes school boards to make rules for the government of the schools, including rules about the conduct of students. In addition, the statute also provides that,

with the school board's consent, the superintendent or any principal or teacher designated by him or her may develop and implement such rules.

The following progressive disciplinary measures may be taken to address student misconduct: staff/student meeting, parent meeting, detention, suspension, administrative hearing, and/or expulsion.

## **Classroom Code of Conduct**

### **(Board Policy #5500)**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provision of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

**The District** has a responsibility to its students, as a group and as individuals, to provide the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and interference from students who, for whatever reason, are unruly, disruptive, dangerous, or interfere with the teacher's ability to teach effectively.

**Students** have a responsibility to:

- Demonstrate respect for people, property, and the learning environment
- Come to school, and to every class, ready to learn
- Show kindness and courtesy to others by treating them with dignity
- Demonstrate effort by listening carefully and following instructions
- Make positive contributions to the school learning environment
- Follow all school rules

**Parents** should be aware of their children's activities, performance and behavior in school and are asked to cooperate and consult with the school to prevent or address problems.

**A Teacher** employed by the District may temporarily remove a student from the teacher's class if the pupil violates the terms of this Classroom Code of Student Conduct. In addition, long term removal of a student will be possible if the building administrator upholds a teacher's recommendation that a student be removed from the class for a longer period of time. Removal from class under this Code does not prohibit the District from pursuing or implementing other disciplinary measures, including but not limited to detention, suspension, or expulsion, for the conduct for which the student was removed.

### **Definitions**

For the purpose of this Code:

1. **"Classroom"** is defined as any class, meeting or activity, which students attend, or in which they participate while under the control or direction of school authorities.

2. **“Teacher”** is defined as a person holding a license or permit issued by the state superintendent whose employment by a school district requires that he or she hold that license or permit.
3. **“Teacher of the class”** means the regularly assigned teacher of the class, or any teacher assigned to teach, monitor, assist in or oversee the class. This definition includes, without limitation, any assigned substitute teachers, proctor, monitor, or group leader.

### **Reasons for Removal from Class**

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

- Violates the District’s policies regarding suspension or expulsion
- Violates the behavioral rules and expectations set forth in the student handbook of each school. The expectations for student behavior as outlined in the school’s student handbook will be explained and discussed with the students at the beginning of each school year. Administrators will review the handbook requirements with students. Students will initial that they have reviewed the handbook
- Is disruptive, dangerous, or unruly. Behavior that is considered disruptive, dangerous, or unruly includes, but is not limited to:
  - Distracting noises
  - Use of vulgar, abusive or inflammatory language
  - Inappropriate touching
  - Chronically talking out of turn
  - Defiance of and/or disrespect toward the teacher
  - Fighting or violence towards others
  - Otherwise interferes with the ability of the teacher to teach effectively
  - Behavior that otherwise interferes with the ability of the teacher to teach effectively may include, but is not limited to:
    - Acts that disrupt a classroom activity
    - Habitual tardiness
    - Refusal to comply with a direct request
    - Habitual refusal to engage in class activities

In addition, there may be grounds for removal for behavior, which does not necessarily violate the provisions of (a) through (d) above, but is inconsistent with basic classroom decorum. Such behavior may, in the determination of the teacher, warrant removal because of its interference with the ability of others to learn effectively

### **Student Removal Procedures**

#### **Student Removal from Class and Due Process**

- The teacher will send the student to the building principal or designee and immediately inform him/her of the reason for the student’s removal from class
- The office will be called and informed that a student is on the way to the office or designated area or if necessary, the student will be escorted

- The building administrator or designee shall inform the student of the reason(s) for the removal from class and of any evidence against the student. In all cases, the student shall be given the opportunity to present his/her version of the situation
- If the building administrator or designee is not available immediately the student shall wait in a designated area

#### **Parental Notification and Written Documentation**

- The teacher will notify the parent/guardian as soon as possible by telephone that the student has been removed from the classroom. The teacher shall keep written notes regarding unsuccessful attempts to contact the parent/guardian
- Within twenty-four hours of the student's removal, a teacher will complete a Code of Conduct Removal Form and forward it to the building administrator or designee. The teacher-written explanation, which includes reference to the portion of the code of conduct that was violated, shall serve as appropriate documentation of the incident and shall be kept on file
- The school will mail documentation to the parent within three school days of the removal if the removal results in a suspension. If the student removed from a class is also subject to disciplinary action (i.e. suspension or expulsion) or removal to an alternative educational setting for the particular classroom conduct, the student's parent/guardian shall also be notified of the additional disciplinary action in accordance with legal and policy requirements

#### **Alternate Placement Guidelines**

The building administrator or designee shall place a student who has been removed from a class by a teacher in one of the following alternative educational settings:

- Another class in the school or another appropriate place in the school
- Another instructional setting
- The class from which the student was removed, if, after weighing the interests of the removed student, the other students in the class and the teacher, the principal or designee determines that readmission to the class is the best, or only alternative
- An alternative education program approved by the Board
- When making placement decisions, the building administrator or designee shall consider the following factors: The reason the student was removed from the class, the type of placement options available for students in that particular school and any limitations on such placements, the estimated length of time of placement; the student's individual needs and interests, the frequency of rules violations, the relationship of the placement to any disciplinary action, severity of offense, likelihood of students continuing to demonstrate inappropriate behaviors. All placement decisions shall be made in accordance with state and federal law and established school board policies. A student's parent/guardian and the student will also be consulted regarding student placement decisions when determined by the principal or designee to be in the best interests of the persons involved or when required by law

#### **Detention**

- Students may be assigned detention by any member of the faculty. Reasons include: undesirable patterns of attendance, tardiness, or conduct as well as other disciplinary problems.
- Students are expected to serve detention in a timely fashion. Failure to serve detentions can result in an in-school suspension, exclusion from school sponsored activities, and possible out-of-school suspension.
- Each student is to cooperate with the teacher. Any student who does not may be suspended from school.

### **Out of School Suspension**

Section 120.13(1) of the Wisconsin Statutes (1975) authorizes rules for the government of the schools, including rules about the conduct of students. Suspensions may be given for the following offenses: insolence or insubordination, destructive acts/vandalism, disturbances involving violence, repeated tardiness, failure to report for detentions, fighting, theft, loitering, profanity or obscene language, repeated violation of school rules, possession/use of a weapon, possession/use of drugs or alcohol. To suspend a student under the statute, the school must follow due process procedures which:

- Whenever possible inform the student of his/her alleged misconduct and the basis for the accusation
- Give the student the opportunity to present his/her version of the facts
- Make a determination that the evidence supports that the student is guilty of the violation charged and that a suspension is reasonably justified
- Give prompt notice to the parent/guardian of the suspension and the reasons for it
- Provide the student an opportunity for an appeal conference with the District Superintendent or designee within five school days
- The District Superintendent may designate someone else to conduct this conference, but it must not be someone from the suspended student's school. The purpose of the conference is to give the administrator or his/her designee an opportunity to review the facts surrounding the suspension to determine if it was fair, just and appropriate. If it is determined that the suspension was unfair, unjust or inappropriate, references to the suspension must be removed from the student's records. There is no statutory right to appeal a suspension to the State Superintendent

A suspension cannot last longer than five school days unless an expulsion notice has been sent, in which case the suspension may last up to fifteen school days. After a suspension, a student may be expected to return to school with his/her parents for a conference with a school administrator. **Students suspended from school shall not be on school grounds or attend or participate in any home or away school-sponsored activities.** Suspended students may not be denied the opportunity to take quarterly, semester, major grading period assessments, or submit major projects while suspended. Students receiving an in-school suspension or an out-of-school suspension are required to make up all class work, assigned projects, etc.

### **Suspension appeals are to be directed to:**

Michael Parulski



Director of Student Services  
12121 W. North Avenue  
Wauwatosa, WI 53226  
(414) 773-1097

### **Administrative Hearings**

Some student behavior is so detrimental that action must be taken which involves other school district personnel or the Board of Education. The building principal may refer a student to the superintendent of schools, who may direct that either a formal administrative hearing be conducted or that the matter be referred directly to the School Board. Examples of student behaviors which are to be referred to the superintendent are:

- Repeated refusal or neglect to obey school rules
- Violation of the District's drug and alcohol policy
- The student, while not at school or while not under the supervision of a school authority, engaged in conduct which 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 pupil is enrolled.
- An administrative hearing is conducted in a manner consistent with school policies and appropriate due process procedures. Consequences which may be invoked include probation, restriction, in-school suspension, required counseling or treatment, a combination thereof, or referral to the Board for possible expulsion. (Reference: Board Policies 5610, 5611) \*In the case of a student with a disability, the suspension may extend ten days if a notice of expulsion has been sent.

### **Expulsion (Board Policy #5610)**

Section 120.13 of the Wisconsin Statutes gives school boards the authority to expel a student "when the interest of the school demands the pupil's expulsion." Reasons for expulsion include the areas identified under "Administrative Hearings."

### **Drug Prevention**

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. As provided by State law, school personnel who engage in alcohol or drug abuse program activities shall keep confidential information received from a pupil about that pupil or another pupil's problems resulting from the use of drugs and/or alcohol, unless:

- The pupil using or experiencing problems resulting from the use of alcohol or other drugs consents in writing to disclosure of the information
- The school psychologist, counselor, social worker, nurse, teacher or administrator has reason to believe that there is serious and imminent danger to the health, safety, or life of any person and

that disclosure of the information to another person will alleviate the serious and imminent danger. (The Wauwatosa School District defines imminent danger to include all use, consumption, and/or possession of drugs and/or alcohol at school or school-sponsored activities.) No more information than is required to alleviate the serious and imminent danger may be disclosed

- The information is required to be reported under s.48.981
- Students using, consuming, selling, dispensing, possessing, or having ingested or inhaled, alcohol or other drugs or in possession of related drug paraphernalia at any time (24 hours per day, 365 days per year) on school premises or at a school-related activity, will be immediately suspended from school and parents notified. The Board authorizes the use of breath-test instruments to determine whether or not a student has consumed alcohol. The matter shall be referred by the principal to the Superintendent of Schools via the Director of Student Services for review. Students will also be referred to appropriate legal authorities for further action. Repeated use of or selling or dispensing of alcohol or other drugs on school premises or at school-related activities shall result in referral for expulsion

## **Assemblies**

Assemblies are a regularly scheduled part of the curriculum and are held for various purposes. Programs will recognize student achievements and awards, showcase musical presentations, or feature motivational speakers addressing topics of interest to high school students. Parents are always welcome to attend.

It is a privilege for the student body to attend an assembly program, whether it is a presentation, a pep assembly, or a school or club sponsored program. These programs are scheduled with great difficulty, at the expense of class time, and often at a considerable cost. At all times students should be quiet and attentive. Unacceptable conduct may include whistling, uncalled-for clapping, and talking or whispering during a program.

Prior to a general assembly, students are to report to class. Students will be escorted to the assembly by their teacher and will observe the following procedures:

- Enter the assembly quietly and sit in your assigned area
- Become silent and attentive immediately upon the appearance of the person to introduce the program
- Avoid making comments during the performance. This behavior and other distracting activities are poor manners. Every performer, guest speaker, vocalist, or cheerleader, deserves your undivided attention

Students whose conduct is not in keeping with these regulations of common courtesy and respect may lose the privilege of attending assembly programs. **All assembly programs are mandatory. Students not attending assemblies will be considered truant.**

## **Backpacks / Book Bags**

Students are allowed to carry backpacks with them to all classes. It is the responsibility of the students to ensure that their backpacks are monitored and secured. Students are encouraged to lock up all valuables whenever possible, including backpacks, especially in locker rooms.

## **Cafeteria**

The school food service department provides daily offerings which include a complete school lunch as well as a variety of ala carte food items. Students may pay for lunch using cash or a family food account. Students who are eligible may receive free or reduced-price meals. Applications for meal benefits may be obtained in the school office.

The goal of the district school food service program is to provide students with a nutritionally sound meal at the lowest possible price. The food program is expected to be self-supporting; credit cannot be extended from the school cafeteria

## **Cell Phones / Electronic Devices**

**(Board Policy #5518)**

Pursuant to Wisconsin Statute 118.258, the possession of a cell phone by a student is a privilege that may be forfeited if the policy is not followed. Student cell phone use at the high school level is allowed before school, during passing times, lunch, free periods, and after school. Cell phone usage in the physical education/athletic locker rooms and bathrooms is prohibited. Students are generally prohibited from using or displaying in plain sight electronic communication devices (ECDs) including, but not limited to, cell phones and pagers during instructional time. However, the Board of Education recognizes the value of students maintaining communication with their parents/guardians and other appropriate persons for health, safety and educational purposes. Therefore, use of ECDs may be permitted only if use by the student is determined to be for a medical, school, educational, vocational, or other legitimate use. Students at the high school level are not to use their personal electronic devices during class without the permission of their teacher. If permission is granted, personal electronic devices should only be used for educationally appropriate activities in the classroom. Consequences for misuse in the classroom, will be handled at the discretion of the teacher/administration. Possession or use of an ECD may not, in any way:

- Disrupt the educational process in the School District
- Endanger the health or safety of the student or anyone else
- Invade the rights of others at school
- Involve illegal or prohibited conduct of any kind

- Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege
- Violations of this policy may result in disciplinary action against the student, up to and including expulsion
- Any student possessing an ECD shall be responsible for its care. At no time shall the District be responsible for preventing theft, loss or damage to any ECD

The Superintendent shall prepare procedures consistent with this policy. 118.258 Wis. Stats.

#### **Building Policy:**

1. First offense: Staff member confiscates phone. Student can retrieve phone at the end of the school day from the main office.
2. Second offense: Staff member confiscates phone. Student meets with administration and can retrieve phone at the end of the school day from the main office. Administration contacts parent(s).
3. Third/Fourth offense: Staff member confiscates phone. Student meets with administration. Administration contacts parent(s). Phone returned to parent at the end of the school day.
4. Fifth offense and beyond: Staff member confiscates phone. Parent and student meet with administration. Phone returned to parent after meeting. Student's consequences will be determined by administration and relayed to student and parent.

#### **Dances**

East High School dances are sponsored by the organizations from the school to provide social opportunities. The following rules are necessary to make our dances successful.

- Dances are open to East students only with some exceptions. All students must present their school I.D. card at the door, upon request. Appropriate dress for a dance will be determined by the sponsoring organization and approved in advance by the administration. Please dress according to the dress code of the evening. Students not following proper dress codes will not be admitted.
- Any student attending a school activity and found to be in possession of or under the influence of alcoholic beverages or drugs will be detained while the police and the student's parents are contacted. If the parents cannot be contacted, the student will be turned over to the police. Any student found violating this rule is also subject to the School District policy on drugs and alcohol which includes suspensions. Violations may also result in exclusion from extra-curricular social activities for a period of time depending upon the severity of the situation.
- Any student who leaves the building during the dance will not be readmitted for any reason.
- Regular evening dances shall not extend beyond 11:00 p.m., weekday or weekends included, except for homecoming and prom which run to 11:30 p.m. No one may enter the dance after 9:30 p.m. except by pre-arrangement with an administrator.

- Failure to comply willingly with these regulations shall, at the option of the administration, result in temporary or permanent exclusion from all school functions or referral to central office.
- **All school activities, both at and away from school, are governed by school rules and school authorities.**

## **Dress and Grooming**

### **(Board Policy #5511)**

The Wauwatosa School District believes that because learning is the goal of all students during the school day, student dress standards should facilitate an environment that maximizes student focus on learning. The Wauwatosa School District's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. Administrators, staff, and other school personnel work each day to provide a physically and emotionally safe environment for all members of the school community. The School District recognizes the importance of the individual and it strives to balance the student's need for self-expression with the impact of the individual on others in the school community. The Wauwatosa School District seeks to honor the many diverse cultures, religions, and ideologies represented in our schools by recognizing the importance of dress as an expression of those components. We want students to feel that their dress is respected and appreciated. Students need to understand that appearance is an important factor in establishing relationships with others and in maintaining and projecting a positive self-image. Parents/guardians of the students have a primary responsibility to reinforce school expectations for proper dress. The School District appreciates the support of parents in helping to teach their student(s) how to dress appropriately for the school environment.

Parents/guardians of the students have a primary responsibility to reinforce school expectations for proper dress. This is vital as their student experiences life in the high school and prepares for future work and/or academic environments. The School District appreciates the support of parents in helping to teach their student(s) the difference in dressing for school from other environments such as festivals, concerts or social gatherings.

The Wauwatosa School District has implemented the following dress code for reasons of health, safety, cleanliness and propriety and it has been written as a guide for students and their parents/guardians.

### **Students must wear:**

- A shirt made of fabric that is not see through (opaque). The shirt must have fabric in the front, back, and on the sides under the arms.
- Pants or equivalent (for example, skirt, sweatpants, shorts, a dress)
- Shoes or other appropriate footwear
- High-school courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress.
- Masks: (more info [here](#))

All individuals must wear a face covering that covers both their mouth and nose when they are in the same room as another person. This includes hallways, cafeterias, conference rooms, restrooms, etc. Exceptions may be made for medically-based reasons. Students and families should contact their school nurse if an individual need exists.

**Students may not wear:**

- Clothing that does not cover the student's genitals, buttocks, nipples or is made of see-through fabric in those areas.
- Any item that obscures the student's face.
- Garments that expose underwear.
- Jewelry that poses safety problems or could damage school property will not be permitted.
- Any article of clothing, including hats, which is determined by the administration to interfere with the educational process, is prohibited. This includes, but is not limited to: expressions that are obscene, gang-related, profane, pornographic, represent illegal behavior, demean race, religion, sex, ethnicity or advocate pain, death, suicide, or drug/alcohol/tobacco use.

**Students may wear the following, as long as these items do not violate the section above:**

- Hats must allow the face to be visible to staff and not interfere with the line of sight of any student.
- Hoodie sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff).
- Fitted pants, including opaque (NOT SEE THROUGH) leggings, yoga pants and "skinny jeans"
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing.

All staff members will enforce and address the above guidelines. All efforts will be made to rectify the violation at school, but parents/guardians will be contacted if this is not possible. Students who refuse to comply with the dress code guidelines are subject to school disciplinary actions, including but not limited to loss of privileges, detention, and suspension from school for repeated violations. Administration reserves the right to revise the dress code guidelines if deemed necessary to address any unforeseen fashion.

Students who refuse to comply with the dress code guidelines are subject to school disciplinary actions, including but not limited to loss of privileges, detention and suspension from school for repeated violations. Administration reserves the right to revise the dress code policy if deemed necessary to address any unforeseen fashion.

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements outlined. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in the above sections. Students in violation will be provided three (3) options to be dressed more to code during the school day:
- Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
- Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
- If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- Please note that if the above options cannot be adhered to, administrative discretion will be used.
- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- Students will not be shamed or required to display their body in front of others (students, parents, or staff) in school.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances, and prom.

## **Disorderly Conduct**

- In order to develop and maintain communication and participation on an effective and mutually cooperative basis, we cannot allow persons with disruptive intent to endanger the safety of pupils or school personnel, to damage property, interfere with the education process or to attempt to close the schools. It is imperative that all necessary steps be taken to protect the pupils, District personnel and property
- Disorder and disruption of the school process will not be tolerated and persons attempting such actions will be held accountable. The enforcement of all laws and the prosecution of those who violate the laws will be ensured. Responsibility for the maintenance of a positive educational program cannot be abdicated to the special interests of any particular group or organization
- Without prior written permission or office approval from the principal, or his designee, the following are prohibited: distribution of literature, sale of any goods or written material, assemblies or meetings, or "demonstrations", activities which may disrupt the educational process, posting of written materials or pictures

## **Driver Education**

Wauwatosa East High School does not offer Driver Education classes. Students may take Driver Education through United Driving School or through other private programs.

## **Hazing**

### **(Board Policy #5516)**

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and a violation of State law. It prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event. Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

## **Student Anti-Harassment**

### **(Board Policy #5517)**

The Board of Education is committed to an educational environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Harassment means behavior toward a student or group of students based, in whole or in part, on their sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental emotional or learning disability or any other characteristic protected under State, Federal, or local law, which substantially interferes with the student's school or academic performance or creates an intimidating, hostile, or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female.

### **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:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education
- Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education



- 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:

- Unwelcome verbal harassment or abuse
- Unwelcome pressure for sexual activity
- Unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of student by teachers, administrators, or other school personnel to avoid physical harm to persons or property
- Unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status
- 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
- Unwelcome behavior or words directed at an individual because of gender

Examples are:

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

#### [Human Resources / Title IX Policy and Coordinators](#)

The U.S. Department of Education released new Title IX regulations that define sexual harassment, including sexual assault, as unlawful sex discrimination. It also changes how districts can investigate Title IX claims and the adjudication process. The Wauwatosa School District began implementing the updated Title IX regulations as of August 14, 2020.

Notable Points:

- Requires schools to offer clear, accessible options for any person to report sexual harassment
- Requires the school to offer survivors supportive measures, such as class reassignments or no-contact orders
- Protects K-12 students by requiring elementary and secondary schools to respond promptly when any school employee has notice of sexual harassment

- Requires all Title IX Personnel receive training by the district (personnel = Title IX Coordinator, any investigator, any decision-maker, and any person who facilitates an informal resolution (such as mediation))
- The new Title IX Rule specifically requires schools to post on their websites: (more info on this here: <https://www2.ed.gov/about/offices/list/ocr/blog/20200518.html>)

## **Bullying**

### **(Board Policy #5517.1)**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities or where an employee is engaged in school business.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical or emotional well-being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, national origin, race, ethnicity, religion, gender, gender identity, sexual orientation, physical attributes, physical or mental ability or disability, and social, economic, or family status, however, this type of bullying behavior need not be based on any of the legally protected characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyber bullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Any student that believes he/she has been or is the victim of bullying should immediately report the situation to the building principal, assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the District Administrator should be filed with the Board President.

## **Lockers**

Each student is provided with a locker in which to keep books and outside clothing. Assigned locker number and combination information will be provided on registration day. Do not give assigned locker combinations to any friends. If any item is lost from a locker, the student assigned to that locker is responsible and will be expected to pay for any school property. The school is not responsible for items lost or stolen from any locker. Never leave money or valuable personal property in any locker. Lockers are to be kept in good condition. Following inspections, fines may be assessed if additional cleaning is necessary. Vandalism, stickers and graffiti are not permitted. No student will be given access to a locker that is not assigned to that student.

## **Search and Seizure**

**(Board Policy #5771)**

The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. This search may include the personal belongings of the student contained in the locker when there are reasonable grounds to believe that the search will provide evidence that the student has violated or is violating school rules or the law. This may include the use of canine searches in cooperation with police authorities. If a locker search, which is conducted pursuant to this policy, yields illegal or contraband items, legal authorities will be contacted.

## **Student Searches**

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information.

## **Loitering**

There is to be no loitering by students in the school buildings or on school grounds before or after school or at any time during the school day. Students are to leave the area within fifteen minutes after they have finished their school day unless they have a scheduled appointment with a teacher. Restrooms are

to be used for short periods of time only. There is to be no congregating of students in restrooms at any time.

In addition to school rules regarding tobacco use, smoking in the school building is a violation of a Wauwatosa municipal ordinance and will result in issuance of a citation by the police. Students or other persons violating Chapter 7.56.040 of the Code of the City of Wauwatosa, may be referred to the police and subject to a fine. Chapter 7.56.040 reads as follows:

1. No person shall loiter on school property either inside or outside of school property.
2. "Loitering" for purposes of this section means to linger idly or aimlessly, without a lawful purpose for being present.
3. No person within a school building shall:
  - a. Engage in loud, boisterous, threatening, abusive, or indecent language
  - b. Smoke
  - c. Obstruct entrances, hallways, or aisles
  - d. Interfere with the business of employees, students, or citizens lawfully using the school facilities

Violation of section 3(C) will result in a referral to the police.

## **Parking**

Students are DISCOURAGED from driving cars to Wauwatosa East and are not allowed to park in the lot. Please see [this parking handbook](#) for street parking availability. PLEASE NOTE: Parents who are dropping students off at East should use 74<sup>th</sup> street rather than Milwaukee Avenue. Bicycles, motor bikes, mopeds and motorcycles: The school provides an enclosure for bicycles, motor bikes and mopeds. We encourage you to employ a very secure locking system to prevent theft. DO NOT lock your bike, etc. to poles, trees or the building. They will be cut off and moved to the enclosure by our custodial staff. Motorcycles are considered autos for parking purposes.

## **Hallway Guidelines / Passes**

In order to ensure a proper academic climate at Wauwatosa East, students are not permitted in the halls during class periods unless they are accompanied by a staff member or have a written hall pass. Failure to comply may/will result in disciplinary action.

## **Security**

The entrances to school will be locked throughout the normal school hours. Visitors or students will need to use the Milwaukee Avenue entrance and check in at the Main Office.

## **Smoking / Tobacco**

### **(Board Policy #5512)**

The Board prohibits students from using or possessing tobacco in any form including but not limited to, cigarettes, cigars, snuff, and chewing tobacco on District premises, in District vehicles, within any indoor facility owned or while leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events. For students, suspension from school is the consequence for tobacco use violations. Smoking is also prohibited in educational facilities based upon Wisconsin Statute Section 101.123(2)(a)(2). This will be enforced throughout Wauwatosa Public Schools. Violations of this regulation will result in the following progressive steps:

1. **First Offense** – possible suspension from school for one day, parents notified, referral to the Wauwatosa Police Department for possible citation and fine in violation of chapter 7.02.010(32) of the City of Wauwatosa code.
2. **Second Offense** – suspension from school for two (2) days, parents notified, referral to Wauwatosa Police Department as mentioned above.

Students who violate this rule will be referred to the police for a citation, and/or may be suspended from school.

Students who interfere with a staff member's Board directed responsibility to observe and identify students who are smoking on a campus will be disciplined. This interference can be either a verbal or non-verbal warning to the students who are smoking that a teacher is entering or observing the area. Students disciplined for or suspected of a tobacco, drug or alcohol related offense are to be referred to the TOSA Program counselor for confidential help.

### **Valuables**

Students are cautioned not to bring large amounts of money or other valuables to school. This includes i-Pods, cell phones and cameras. Please take special care of watches and eyeglasses and avoid leaving them in any unsecured location. Students, not the school, are responsible for their personal property. Safeguard any money brought to school.

### **Weapons**

#### **(Board Policy #5772)**

In order to protect the safety and welfare of all, students must not bring articles which are hazards to the safety of others. Possession or use of a weapon (defined below) on school premises, before, during or after school or at any school-sponsored activity is prohibited. A pupil found to be in possession of a weapon on school premises before, during or after school or at any school-sponsored activity is subject to suspension and/or expulsion from school and/or legal action.

Weapons are defined in two categories:

1. Articles commonly used or designed to inflict bodily harm and/or to intimidate other persons. Examples include but are not limited to firearms, BB guns, look-alike weapons, knuckles, razors, switch blade/butterfly knives, chains, clubs, stars or other knives or sharp articles etc.
2. Articles designed for other purposes but which through intent are used to inflict bodily harm and/or intimidate. Examples include but are not limited to belts, combs, pencils, files, compasses, aerosol sprays, pepper sprays, scissors, etc. Wauwatosa Board Policy 5572.

Pupils found to be in possession of firearms (as defined by the Gun Free School Act of 1994) in any school facility, on any school grounds, on school buses or other vehicles or at any school-sponsored function or event at any time before, during or after school will be expelled from school for a period of not less than one year. The Superintendent maintains authority to modify the one-year expulsion requirement of this policy on a case by case basis. Students facing discipline under this policy retain the right to due process proceedings and requirements of Part B of the IDEA and Section 504 of the Rehabilitation Act if they apply. In addition, students found to be in possession of firearms under this policy will be referred to the criminal justice or juvenile delinquency system. The School District does not discriminate in the administration of disciplinary actions, including suspension and expulsion, on the basis of sex, race, religion, ancestry, sexual orientation, national origin, pregnancy, marital or parental status, or the physical, mental, emotional or learning disability.

#### **Chemical Irritants (Board Policy #5530.01)**

Possession, distribution or use of chemical protection devices, natural or artificial sprays or other irritants on school premises, before, during, or after school or at any school sponsored activity is prohibited. A student found to be in violation of this policy is subject to suspension or other disciplinary actions.

## **GENERAL**

### **Health Information**

Every attempt is made to contact parents when a student is ill. It is important that current contact telephone numbers are on file in the office for parent(s) and other individuals who are designated by parents as emergency contacts. Students who wish to go to the office should first report to their classroom teacher for a pass.

PLEASE NOTE: Parents are expected to notify the school of a temporary change of emergency contacts due to vacations or other temporary parental absences that leave another adult in charge of the student.

### **Child Abuse Reporting**

Wauwatosa School District employees shall uphold the provisions of Chapter 355, Laws of 1977 State of Wisconsin, requiring that when reasonable cause exists to suspect that a child seen in the course of their

professional duties has been neglected or abused, the belief is to be reported to the appropriate county agency, the county sheriff, or the city police.

Legal Reference: Wisconsin Statutes s.48.981 (2), (3), (4), (6), (10), and (11) as recreated by Chapter 355, Laws of 1977.

## **Medications**

### **(Board Policy #5330)**

State law governs the administration of medication to students while in school. Specifically, any school employee or volunteer authorized in writing by the administrator of the School District or by a school principal/designee may:

- Administer any drug, which may lawfully be sold over the counter without a prescription (non-prescription), in accordance with the manufacturer's instructions. In addition, these medications are administered in compliance with the written instructions of the student's parent or guardian if the student's parent or guardian consents in writing by filing an Authorization for Administration of Medication form. Written consent and instructions must be on file at school before any non-prescription medication can be administered
- Administer a prescription drug to a student in compliance with the written instructions of a health care practitioner and consent of the parent/guardian along with a signed healthcare practitioner's statement and instructions before any medication is given at school. These forms authorize school personnel to administer the medication during school hours. A new, signed, consent form is required each time a medication order is changed during the school year. The prescribing health care provider must also agree to accept direct communication from the person administering the medication

In addition to the administration of medications listed above, students with asthma may possess and use a metered dose inhaler or dry powder inhaler while in school, at a school-sponsored activity, or under the supervision of a school authority under the conditions described in administrative procedures. Students may carry and self-administer prescription medication as long as it is not a controlled substance (medications used for pain and attention deficit issues are usually controlled). For the student to self-administer any prescription medication written approval, signed by the parent or guardian and physician, must be on file in the school office. Medications must never be shared with friends.

## **Insurance**

We wish to emphasize that the school district does not provide health or accident insurance for injuries incurred by students at school. Since all children are particularly susceptible to injuries, we encourage a review of present health and accident insurance programs to determine if coverage is adequate. If insurance is not adequate because of a deductible or co-insurance clause, or if there is no insurance, we

encourage review of the student insurance program which will be made available in school during the first month of school.

## **Issue Resolution**

### **(Board Policy #9130)**

Situations arise throughout the school year that cause concern for parents, staff members and students. Prompt resolution of these issues to the satisfaction of all parties involved benefits the education program of the district. In addition to School Board Policy #9130, Issue Resolution, which details the process, the following “STEPS” will give direction as to the appropriate contact person.

- **Step 1: Appropriate Staff Member:** The first step is to discuss your concern with the staff member involved- the teacher, aide, coach, etc. More than 95 percent of all concerns are resolved at this level
- **Step 2: Principal:** If Step 1 does not resolve the concern, discuss it with the principal. Principals can explain policies and procedures that may not have been covered by the staff member in addressing your concern
- **Step 3: Central Office Director:** If you feel your concern was not adequately resolved at the building level, contact the appropriate Director at Central Office-Business Services, Human Resources, Student Learning, or Student Services
- **Step 4: Superintendent:** If the Central Office Director was not able to determine a resolution, discuss with the Superintendent
- **School Board:** The School Board hears concerns that have not been resolved at a previous level. The Board can be contacted in writing, by phone, or e-mail. If the issue is presented to the Board at a public meeting, Board members may need to gather further information before entering into a discussion. Concerns or complaints may be presented in two (2) formats, oral (informal) or written (formal):
  1. Oral: The person submitting the issue should either schedule an appointment with the appropriate official or telephone the person. The concern should be expressed as clearly as possible, indicating as much information as is known. An informal setting is encouraged.
    - a. Both the citizen and the school official should make every effort to be objective and maintain a relaxed environment. The primary purpose is to appraise, acquaint and inform. Generally, the school official is to respond to the concern either immediately, if possible, or within three (3) working days.
  2. Written: Once the concern or complaint is in writing and delivered to the school official, that person will respond in writing within ten (10) working days. Any concern or complaint that is presented in writing should include a description of:
    - a. The specific nature of the matter and a brief statement of the facts giving rise to it
    - b. The respect in which the individual(s) has been, or will be affected



- c. The action which the individual(s) wishes taken and the reasons why it is felt that such action should be taken

## **Equal Educational Opportunities (EEO) Policy**

The Wauwatosa School District, in accordance with state and federal laws, specifically prohibits discrimination in the following areas: admission, standards and rules of behavior, disciplinary action, acceptance and administration of gifts, bequests and scholarships, instructional and library/media materials selection, testing, evaluation and counseling methods and practices, facilities, athletic programs and activities, and food service programs.

## **Fire Drills**

Fire drills are held at regular intervals throughout the school year to learn and practice evacuation procedures in case of a fire. Every drill should be approached with the attitude that there is an actual fire. Every person in the building must leave at the sound of the alarm. Directions posted in each room should be followed carefully so that everyone is assured of a safe exit. Once outside, it is necessary to stay in class groups to hear directions from your teacher. The student should:

- Walk quickly and quietly, do not run
- Not wait in line to use a specific exit if another one is free
- Move away from the exit after leaving the building to make room for those following
- Re-enter the building only when the recall alarm sounds

## **Severe Weather**

Tornado alert drills are conducted to acquaint students with indoor survival procedures in case of an emergency. During these drills, exit your room and stay with your class. Proceed to the area designated by your teacher and be ready to follow the directions of that teacher. If evacuation of the building is necessary, it should be carried out in the same manner as fire drills.

### **Students should:**

- Walk quickly and quietly, do not run
- Remain alert for additional or changed instructions
- Proceed to the far end of an assembly area so that entrances will not be blocked
- Return immediately to classrooms when instructed to do so

## **School Closings**

The Superintendent of Wauwatosa Schools will determine if schools are to be closed because of severe weather conditions. Parents should monitor local radio and television stations to determine if schools have been closed. The district recommends listening to WTMJ radio (620 AM). Parents are to use their own discretion in determining whether or not to send their children to school during inclement weather when schools are open. The decision should be based upon the particular conditions in the student's

neighborhood and the unique circumstances of the student's family. If schools are dismissed early because of weather, it is assumed that children will have access to their house or that arrangements have been made for them to report to another person's home. Early dismissals are an extremely rare occurrence and will be announced over the radio if such a decision is reached.

## **Advisory**

Advisories meet weekly on Wednesday. Students are assigned to a specific Advisory. Attendance during Advisory is mandatory. Students remain in the same Advisory group throughout all four years at Wauwatosa East.

## **Fundraising**

All fundraising projects must be approved by the associate principal. Projects which involve selling merchandise to residents of our community are not allowed without special permission. Tickets or articles of any kind, other than those associated with school sponsored activities, are not to be sold on school property by students or outside organizations. Sales of fundraising items are not to occur in school between 8:00 a.m. and 3:00 p.m. without the permission of an administrator.

## **ID Cards**

All students will be issued an I.D. card while in attendance at Wauwatosa East High School. This card should be carried at all times during the school day and at school sponsored functions. It is used in many areas of the school. The library requires the I.D. card for identification. The card is the official Student Activity Card for those students who have paid for the Student Activity Card. The I.D. card is identification to be used whenever requested to prove enrollment at Wauwatosa East. Any student who needs to have their card replaced will have to pay a fee of \$5.00 for another card, which can be obtained in the main office.

## **Limited Open Forum**

Students may organize before school or after school meetings to discuss subject matter which is not directly related to the school curriculum. Permission for such meetings must be obtained from the school principal or his/her designee. Usage of the school's facilities is subject to availability and shall not be allowed to interfere with instructional or regularly scheduled extra-curricular activities.

## **Student Fees**

In accordance with School Board policy, various fees are collected at the beginning of the school year from all students attending Wauwatosa East with the exception of charges for student activities and materials used for special classes and instrument rentals. Student fees are \$80.00 per student. In

addition, athletic participants are responsible for a separate school fee. Each athlete will pay \$50.00 per sport in which they participate once they have been accepted to the team.

## **T.O.S.A. United**

The Wauwatosa School District's student assistance program T.O.S.A. (Together Offering Student Assistance) is a confidential prevention, educational, and brief intervention program designed to address the needs of the students who express concern about their own use of alcohol, tobacco, and other drugs, or who are concerned about the use of these substances by those close to them. Students participating in the T.O.S.A. program have the right to expect confidentiality.

## **Work Permits**

With the acceptance of a job, a work permit is needed for students who are younger than 16 years old (16+ do not require a work permit). Work permits may be obtained from the Tosa East main office between 7:30 a.m. - 3:30 p.m. The following items are needed:

- Letter from the employer on the employer's letterhead, stating that the student has been hired as well as the job duties the minor has been hired to perform.
- Parent permission letter that must include the minor's name, address, and telephone number.
- Proof of age (birth or baptismal certificate, driver's license, or state ID)
- Original Social Security card
- \$10.00 fee (cash or check, made out to Wauwatosa East High School)

## **Parent Organizations**

### **AFS/International Club**

AFS offers opportunities for families to host foreign students and has programs for American students to travel abroad. Hosting is available for a semester, a school year, or for three weeks in the summer. All family types are welcome. Interested families may apply between January and June. We recommend applying as early as possible so AFS has time to make a good match. Americans Abroad programs include summer homestay, and calendar year homestay (to Australia etc.). We take applications from September through April. We recommend early application for two reasons: Students will be able to participate in fun and valuable orientations. Also, country requests are honored on a first-come, first-served basis. Throughout the year AFS holds many events, including potluck dinners where our foreign students and Americans Abroad students speak. Foreign students and Americans Abroad students are available to speak to community groups as well.

### **Band Boosters**

This organization supports the Tosa East band and musical education for our students by offering scholarships to summer music camps, hiring professional clinicians, and sponsoring competitions and

bi-annual trips through a variety of fundraising activities. Some activities include managing concession booths at Tosa East athletic events. Parents of band students, being automatic members of Band Boosters, are encouraged to attend all meetings.

### **Orchestra Parents of Wauwatosa East High School**

The Orchestra Parents exist to promote the education of students in orchestral music and to support the many activities of this nationally acclaimed and award winning orchestra. Through fundraising activities and community service efforts, this organization supplements the orchestra program by sponsoring guest clinicians, WSMA solo/ensemble competition fees, trips, scholarships, awards, and post-concert receptions. All parents of orchestra students are automatically members of Orchestra Parents. In addition, we offer the entire Wauwatosa community the opportunity to join the “Friends of the Wauwatosa East Orchestra.”

### **PTA**

Anyone can belong to PTA – parents, teachers, administrators, grandparents, neighbors! PTA promotes the health and welfare of all children. All parent groups are represented at PTA meetings. Come and hear what each is planning. Spirit wear (T-shirts, sweatshirts, jackets, etc.) with team logos are sold at cost to students and parents several times a year as another service. PTA helps with registration, sponsors informational meetings, and helps out as needed. If you are unable to give your time, show your support by joining PTA.

### **Raider Athletic Booster Club**

The Raider Athletic Booster Club supports all athletic programs at Tosa East. Parents/students/coaches fundraise all year to raise necessary money for much needed equipment not paid for out of the budget. We promote school spirit at all events.

### **Friends of Theatre and Arts**

Friends of Theatre and Arts (FTA) was organized by parents and friends of the Wauwatosa East High School theatre program in 2004. Its mission is to support the program with volunteer and financial assistance. Since its inception, FTA has raised funds for scholarships, theatre education, expert backstage support and theatre equipment

### **Board of Education**

The School Board of Education meets every other Monday in the boardroom of the Fisher Administration Building. School Board minutes are posted on the District website and the meetings are video recorded and posted to the District’s YouTube channel. The Board will consider action items and hear reports at both monthly meetings. At each meeting, the Board will hear public comments preceding the action agenda, after each section of scheduled reports and at the end of the meeting.

### **Board Members**

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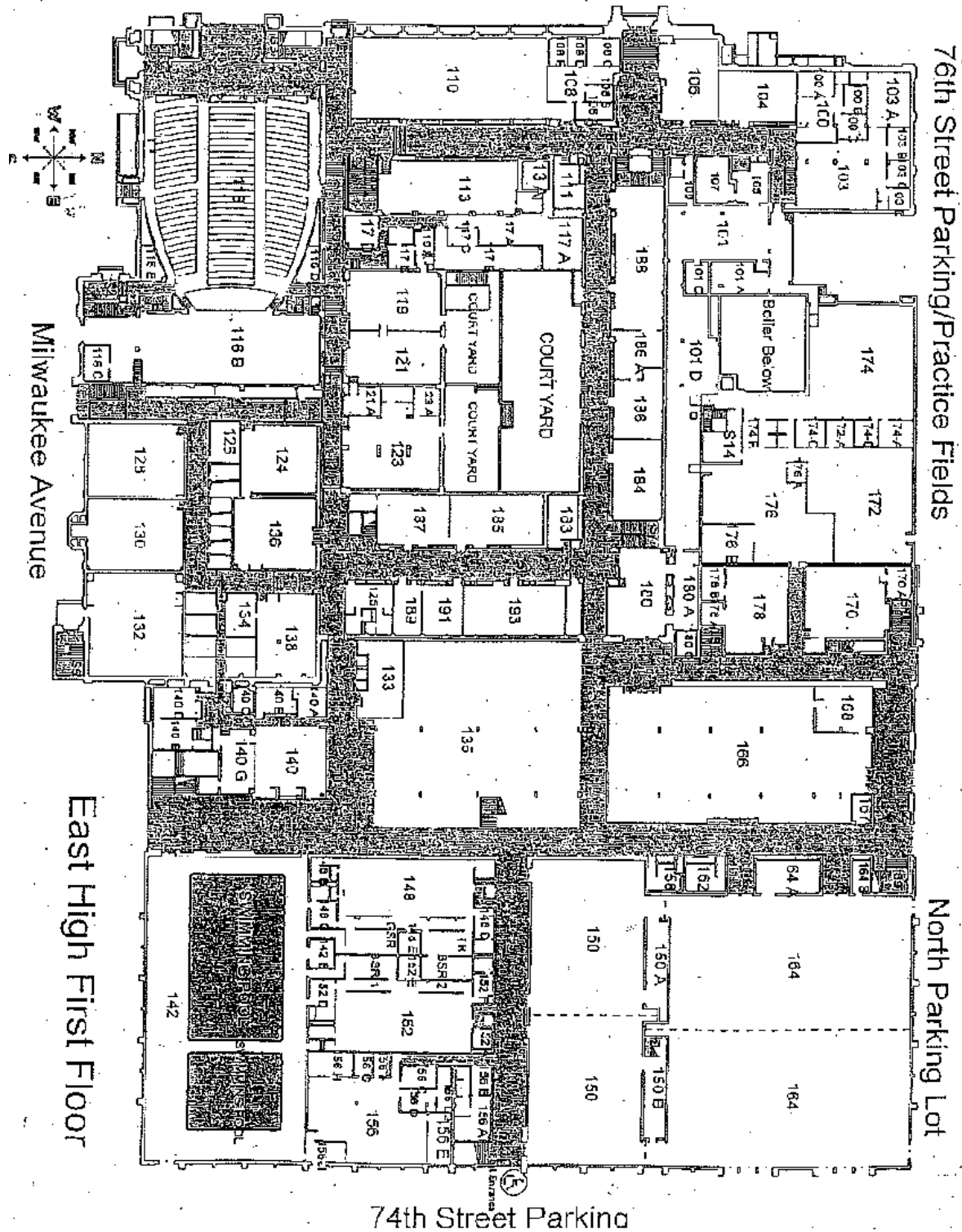
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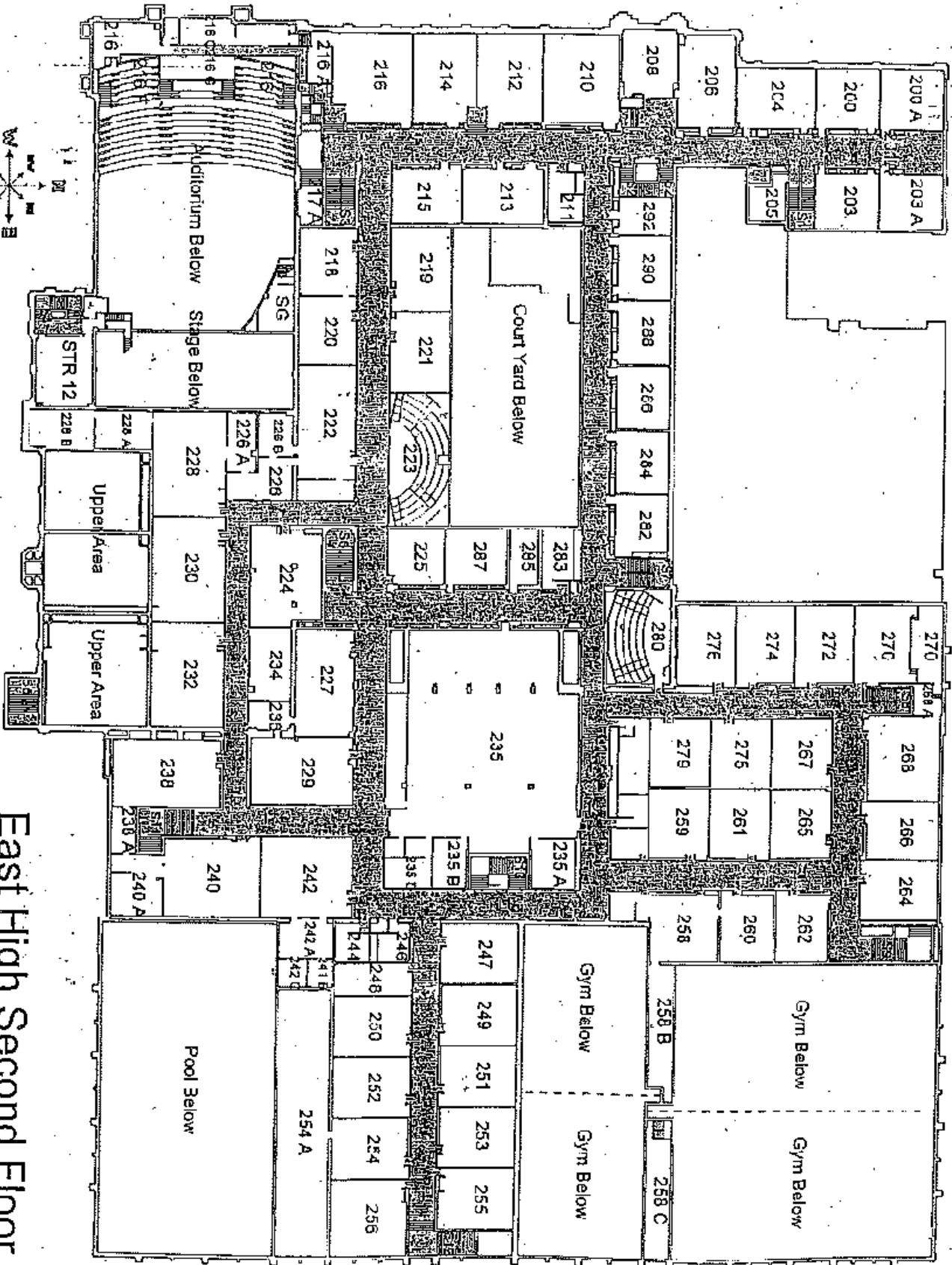
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School Maps

Wauwatosa Avenue (76th Street)





East High Second Floor