



**2025 – 2026
STUDENT/PARENT HANDBOOK**

WESTON SCHOOL DISTRICT
E2511 COUNTY ROAD S
CAZENOVIA, WI 53924

WESTON SCHOOL DISTRICT | 2025-2026 CALENDAR – 7:50 start & 3:05 End

JULY '25						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY '26						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Jan 1 – No School
 Jan 2 – Staff Workday/No Students
 Jan 19 & 20 - Semester Final Exams
 Jan 20 – End of 2nd Quarter
 Jan 19 & 20 – early release (2:20pm)
 Jan 21 – 3rd Qtr./2nd semester start

20 Days

Aug 12 & 13 – New Staff Inservice
 Aug 19-22 - All Staff Inservice
 Aug 21 – Open House

AUGUST '25						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Feb 27 – Staff Workday/No Students

19 Days

Sept 2 – 1st day of School

SEPTEMBER '25						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MARCH '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March 19 & 20 PT Conferences
 March 20 -No Students / Staff ½ day
 March 24 End of 3rd Quarter
 March 25 Beginning of 4th Quarter
 March 30 & 31 – No School

19 Days

21 Days

Oct 30 & 31 P/T conferences
 Oct 30 – End of 1st Quarter
 Oct 31 – No Students / Staff ½ day

OCTOBER '25						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL '26						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April 1, 2 & 3 – No School
 April 6 – Staff Workday/No Students

18 Days

22 Days

Nov 3 Beginning of 2nd Quarter
 Nov 26-28 No School

NOVEMBER '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY '26						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 22 Graduation
 May 25 – Memorial Day – No School

20 Days

17 Days

Dec 19 – Early Release (1pm)
 Dec 22-31 No School

DECEMBER '25						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE '26						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June 2 & 3 Final Exams
 June 2 & 3 Early Release (220pm)
 June 3 – Last day of school
 June 4 & 5 Staff Workday

3 Days

15 Days

Student/Parent Handbook

WESTON SCHOOL

Welcome to Weston School. All the members of the staff and I are pleased to have you as a student and will do our best to help make your experience here as productive and successful as you wish to make it.

Molly Kasten, District Administrator/7-12 Principal 608-983-2380 X 204 or 608-610-9636

Jason Meyer, Dean of Students/4K-6 Principal 608-983-2380 X 104 or 608-610-9635

Hannah Powell, School Counselor 608-983-2380 X 218

Mariah Green, High School Secretary 608-983-2380 X 210

Corinne Hineman, Elementary & Jr High Secretary 608-983-2380 X 100

Tammy Riese, District Secretary 608-983-2380 X 206

Board of Education Approval: August 18, 2025

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FOREWORD

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

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

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the School District. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2025, the language in the most current policy or administrative guideline prevails. The current policies are available on the District's website.

EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT

It is the policy (*Board Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity*) of the School District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws (hereinafter referred to as “Protected Characteristics”) or other protected characteristics as well as place of residence within School District boundaries, or social or economic background.

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

It is also the policy (*Board Policy 5517 – Student Anti-Harassment*) of the School District to maintain an educational environment that is free from all forms of harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the School District can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the School District.

The School District 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.

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

Jason Meyer
Dean of Students / PK-6 Principal
608-983-2380 extension 104
E2511 County Road S,
Cazenovia WI 53924
meyer@weston.k12.wi.us

Lauretta Bormett
Director of Business Services
608-983-2380 extension 214
E2511 County Road S,
Cazenovia, WI 53924
pickel@weston.k12.wi.us

The complaint procedure is described in *Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity* and *Policy 5517 – Student Anti-Harassment*. The policies are available in the School office and on the School District’s website.

Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed promptly. (What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence.)

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under *Board Policy 5517.01 - Bullying*, and not harassment under *Board Policy 5517 - Student Anti-Harassment*, because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

Under no circumstances will the School District threaten or retaliate against anyone who raises or files a complaint.

Our school is committed to an educational environment that is free of harassment of any form. Our school will not tolerate any form of harassment and will take all necessary and appropriate action 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 the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws (hereinafter referred to as "Protected Characteristics which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment also includes "hate speech" directed against a student—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

Examples of conduct that may constitute harassment include:

- A. graffiti containing offensive language.
- B. name calling, jokes or rumors.
- C. threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability).
- D. notes or cartoons.
- E. slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic.
- F. written or graphic material containing comments or stereotypes which are posted or circulated, and which is aimed at degrading individuals or members of protected classes.
- G. a physical act of aggression or assault upon another because of, or in a manner related to, the individual's protected characteristic; or
- H. other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

NONDISCRIMINATION ON THE BASIS OF SEX

The Board of the Weston School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not

to discriminate in its education program or activity extends to admission and employment. The School District's Title IX Coordinator(s) is/are:

Jason Meyer
Dean of Students / PK-6 Principal
608-983-2380 extension 104
E2511 County Road S,
Cazenovia WI 53924
meyer@weston.k12.wi.us

Lauretta Bormett
Director of Business Services
608-983-2380 extension 214
E2511 County Road S,
Cazenovia, WI 53924
pickel@weston.k12.wi.us

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in *Board Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities*. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the School District will respond.

It is a violation of this policy for anyone to knowingly making false statements or knowingly submitting false information during the sex discrimination complaint process, including intentionally making a false report of sexual harassment, or submitting a false formal complaint. The School District will not tolerate such conduct, which is a violation of the Student Code of Conduct.

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or *Board Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities*, or because the individual made, a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, is a serious violation of *Board Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities* that can result in the imposition of disciplinary sanctions, consequences, and/or other appropriate remedies.

All students, parents, and their representatives are advised to review *Board Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities* for more information and detail regarding the School District's commitment to nondiscrimination on the basis of sex.

SEXUAL HARASSMENT

Sexual harassment is prohibited in our school and at school-sponsored activities in accordance with *Board Policy 5517 – Student Anti-Harassment*. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

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

- C. conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.

Sexual harassment may include, but is not limited to:

- A. unwelcome verbal harassment or abuse.
- B. unwelcome pressure for sexual activity.
- C. unwelcome, sexually motivated, or inappropriate patting, pinching or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property.
- D. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status.
- E. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status; or
- F. unwelcome behavior or words directed at an individual because of their sex or sexual orientation.

Sexual harassment examples include, but are not limited to:

- A. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest.
- B. rating a person's sexuality or attractiveness.
- C. staring at or leering at various parts of another person's body.
- D. spreading rumors about a person's sexuality.
- E. letters, notes, telephone calls or materials of a sexual nature.
- F. displaying pictures, calendars, cartoons, or other materials with sexual content.
- G. a pattern of conduct, which can be subtle in nature, which has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another; or

remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

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

If you wish to report harassment, please contact either of the School District's Title IX Coordinators listed below:

Jason Meyer
Dean of Students / PK-6 Principal
608-983-2380 extension 104
E2511 County Road S,
Cazenovia WI 53924
meyer@weston.k12.wi.us

Lauretta Bormett
Director of Business Services
608-983-2380 extension 214
E2511 County Road S,
Cazenovia, WI 53924
pickel@weston.k12.wi.us

Any person may report sexual discrimination, including sexual harassment, to the School District's Title IX Coordinator listed above, regardless of whether the person is the alleged victim of the reported conduct. The report may be made in person, by mail, by telephone, or by email. The report may be made at any time, including during non-business hours.

A copy of *Board Policy 2266 - Nondiscrimination of the Basis of Sex in Education Programs or Activities*, including the reporting, investigation, and resolution procedures, is available in the school office and on the District's website. *Board Policy 5517 - Student Anti-Harassment*, as well as *Board Policy 2266*, both contain the complaint procedures and steps for investigating complaints under these policies.

Any person who is unsure about how to submit a complaint of discrimination, harassment, or sexual harassment is encouraged to immediately contact one of the listed Compliance Officers, a Title IX Coordinator, an administrator, or any trusted member of the staff for assistance in filing a complaint.

Retaliation against a person who files a complaint is prohibited by Board policy and Federal law. Any allegation of retaliation should be filed immediately with assurance that it will be taken seriously and fully investigated by the School District.

BULLYING

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

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

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds that aggressive behavior has occurred, it will result in prompt and appropriate discipline, co-curricular sanctions, and/or disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying.

Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, the student should report it and allow the administration to determine the appropriate course of action. (*Board Policy 5517.01 - Bullying*)

STUDENT HAZING

Hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. The Board prohibits all such activities at any time in school facilities, on school property, and at any School District-sponsored activity or event.

Hazing is defined 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.

If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Principal or to the District Administrator.

Students who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but is not limited to, suspension and/or expulsion. (*Policy 5516 – Student Hazing*)

SECTION 504/ADA COMPLAINT

Any person who believes that the Weston School or any staff person has discriminated against them in violation of the *Board Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability* may file a complaint. A formal complaint can be made in writing to a District Compliance Officer listed below:

Jason Meyer
Dean of Students / PK-6 Principal
608-983-2380 extension 104
E2511 County Road S,
Cazenovia WI 53924
meyer@weston.k12.wi.us

Lauretta Bormett
Director of Business Services
608-983-2380 extension 214
E2511 County Road S,
Cazenovia, WI 53924
pickel@weston.k12.wi.us

The complaint procedure is described in Administrative Guideline 2260.01A and 2260.01B and are available in the School office and on the School District's website.

STUDENT RIGHTS AND RESPONSIBILITIES

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

Parents have the right to know how their child succeeds in school and will be provided with information on a regular basis and as needed, when concerns arise. Many times, it will be the responsibility of the student to deliver that

information. If necessary, U.S. mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child accomplish their educational goals better.

No student shall be required, as a part of the school program or the School District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the minor's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning: political affiliations or beliefs of the student or the student's parents; mental or psychological problems of the student or their family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or the student's parents; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program). (*Board Policy 2416 – Student Privacy and Parental Access to Information*)

Students must arrive at school on time, prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the School Counselor or another trusted adult.

Adult students (age eighteen (18) or older) are expected to follow all school rules. If they are residing at home, adult students should include their parents in their educational program.

STUDENT WELL-BEING

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

All students must have emergency medical information completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

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

INJURY AND ILLNESS

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

A student who becomes injured or ill during the school day should request permission from the teacher to go to the office. The office staff will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. (*Board Policy 5340 – Student Accidents/Illness/Concussion & Sudden Cardiac Arrest*)

HOMEBOUND INSTRUCTION

The School District may arrange for individual instruction to students of legal school age who are not able to attend classes because of serious physical or emotional disability.

Parents should contact the principal regarding procedures for such instruction. (*Board Policy 2412 – Homebound Instruction*)

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

Wisconsin students enroll in the School District in which they live. However, the School District will release a resident student who is accepted as a student in another School District under that District's open enrollment program.

Students who are new to Weston School are required to enroll with their parents or legal guardian unless the student is eighteen (18) years old. When enrolling, the parents will need to bring:

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

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

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

During the enrollment process, a parent (or adult student) may present information to the School District certifying that the parent (or adult student), their child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice. In such cases the School District shall use the address designated by the Department of Justice to serve as the student's address for enrollment purposes. The School District shall place a copy of any certification provided by the parents in the enrollment files.

Students experiencing homelessness who meet the Federal definition of homelessness may enroll and will be under the direction of the Homeless Liaison with regard to enrollment procedures. (*Board Policy 5111.01 – Homeless Students*)

Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures (*Board Policy 5111.03 – Children and Youth in Foster Care*).

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

SCHEDULING AND ASSIGNMENT

Elementary

The Principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the Principal.

Jr high and High School

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

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

EARLY DISMISSAL FROM SCHOOL

No student will be allowed to leave school prior to dismissal time without a written or oral request signed by the parent/guardian or the parent coming to the school office to request release. No student will be released to a person other than a custodial parent(s) or guardian without an oral request or a permission note signed by the custodial parent(s) or guardian. (*Board Policy 5200 - Attendance and Policy 5230 – Release of Students to Authorized Persons*)

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer to another school, the parent must notify the Principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. Parents are encouraged to contact Tammy Riese, District Secretary for specific details.

OPEN ENROLLMENT

The School District participates in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the School District, all as amended from time-to-time. (*Board Policy 5113 – Open Enrollment and Policy 5113.01 – Part-Time Open Enrollment*)

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of their parents and completion of any required forms.

IMMUNIZATIONS

Each student must have the immunizations required by the Wisconsin Department of Health Services or must have an authorized waiver. If a student does not have the necessary vaccinations or waivers, the student may be excluded from school as permitted by law. This is for the safety of all students and staff. Any questions about immunizations or waivers should be directed to Brittany Niemeyer, Weston Nurse. (*Board Policy 5320 - Immunization*)

STUDENT ACCIDENTS/ILLNESS/CONCUSSION & SUDDEN CARDIAC ARREST

The School District believes that school personnel have certain responsibilities in case of accidents, illness, concussions, or sudden cardiac arrest that occur in school. Said responsibilities extend to the administration of first aid by people trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports. (*Board Policy 5340 – Student Accidents/Illness/Concussion & Sudden Cardiac Arrest*)

SUICIDE PREVENTION

The School District values the mental health of every student and has counseling and prevention resources available for any student considering self-harm. Students may seek help from any staff member. In addition, students are urged to approach any staff member of their choice if they know of another student who is talking about death by suicide. (*Board Policy 5350 – Suicide Prevention, Intervention, and Postvention*)

EMERGENCY MEDICAL AUTHORIZATION

The Board requires every student to have an Emergency Medical Authorization Form completed and signed by their parents in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities. (*Board Policy 5330 – Administration of Medication/Emergency Care*)

The school has made the Emergency Medical Authorization Form a required document filled out for each student during the online registration process.

EMERGENCY NURSING SERVICES

To provide for the protection of the students, the School District shall make available emergency nursing services during the regular school day and during all school-sponsored student activities. (*Board Policy 5310.01 – Emergency Nursing Services*)

USE OF PRESCRIBED MEDICATIONS

In circumstances where a student must take prescribed medication during the School day, the following guidelines of *Board Policy 5330 – Administration of Medication/Emergency Care* are to be observed.

- A. Parents should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.

B. The Medication Request and Authorization Form must be completed before the student will be allowed to begin taking any medication during school hours. The forms are available by contacting Brittany Niemeyer, Weston School Nurse.

- All medications to be administered during school hours must be registered with the nurses office.
- Medication that is brought to the nurses office will be properly secured.
- Medication may be conveyed to school directly by the parent unless other arrangements have been made with the nurse.
- For each prescribed medication, the container shall have a pharmacist's label with the following information:
 1. student's name.
 2. practitioner's name.
 3. date.
 4. pharmacy name and telephone.
 5. name of medication.
 6. prescribed dosage and frequency; and
 7. special handling and storage directions.
- Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about their person, except for school-approved emergency medications for allergies and/or reactions.
- Any unused medication not claimed by the parent will be destroyed by the Weston School Nurse when a prescription is no longer to be administered or at the end of a school year.

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

ASTHMA INHALERS AND EPINEPHRINE AUTO-INJECTORS

Students, with appropriate written permission on file at the Nurses office, may possess and use a method dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. (*Board Policy 5330 – Administration of Medication/Emergency Care*)

Students, who suffer from severe allergic reactions may, possess and use an epinephrine auto-injector when the student is required to carry the epinephrine auto-injector to prevent the onset of an allergic reaction, and the appropriate written permission from the medical practitioner and completed Parent Consent form have been submitted to the school nurse.

Stock Inhalers and epinephrine can be administered by school officials only in accordance with conditions confirmed by the Principal, consistent with the approved plan adopted by the School District and updated annually, as necessary.

USE OF NONPRESCRIBED MEDICATIONS

The Nonprescription Drug Product Request and Authorization Form must be completed and filed with the school nurse before the student will be allowed to begin taking any medication during school hours.

For each nonprescription drug product, the container shall be the original manufacturer's package, and the package must list in a legible format the ingredients and recommended therapeutic dose.

The parents request to administer a nonprescription drug product shall contain the following information:

- student's name.
- name of medication.
- Dosage and frequency
- special handling and storage directions
- authorization for trained and authorized school staff to administer the medication; and
- health care practitioner's note authorizing administering medication in a dosage that varies from the label's recommended dosage, if applicable.

Further, only those nonprescription drugs that are provided by the parent or guardian in the original manufacturers' package which lists the ingredients and dosage in a legible format may be administered.

Parents give permission for the school to administer a nonprescribed drug product by completing the medication permission form during online registration. A physician does not have to authorize such medication, but all of the other conditions described above under Use of Prescribed Medications will also apply to nonprescribed medications. The student may be authorized on the request form by their parents to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

HEAD LICE

If a child in the School District is found to have lice, the child's parent will be contacted to have the child treated and to pick up the student at the parent's earliest convenience. Treatment with an FDA-approved pediculicide/ovicide, treatment by a qualified healthcare provider, or treatment at a clinic specializing in lice and nit removal, and upon returning to school, the school health staff or principal will examine the child. The School District practices a policy of "no live lice" as a criteria for return to school. (*Board Policy 8451 – Pediculosis*)

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. In order to protect the health and safety of the students, School District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations that pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting.

In accordance with *Board Policy 8450 – Control of Casual-Contact Communicable Diseases*, a teacher, nurse, or Principal may send home a student who is suspected of having a communicable disease and will notify the parent of such action and the reason(s) it was taken. School officials may be required to notify local health officials if they suspect a student has a covered communicable disease. School officials will comply with notification requirements of the Wisconsin Department of Health Services in addition to notifying the student's parents.

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

Any student's removal from school will only be for the contagious period as specified in the Wisconsin Communicable Disease chart or cleared by a medical provider..

DIRECT CONTACT COMMUNICABLE DISEASES

In the case of direct contact communicable diseases, the school still has an obligation to protect the safety of the staff and students. In these cases, the person in question will have their status reviewed by a panel of resource people to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion. (*Board Policy 8453 – Direct Contact Communicable Diseases*)

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

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

STUDENTS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability (*Board Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability*). This protection applies not just to the student, but to all individuals who have access to the School District's programs and facilities.

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school encourages parents to be active participants. To inquire about Special Education programs and services, a parent should contact Molly Kasten at 608-983-2380 X 204. (*Board Policy 2460 – Programs for Students with Disabilities*)

The School District is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its authority who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

SERVICE ANIMALS AND OTHER ANIMALS ON DISTRICT PROPERTY

Students, parents, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and *Board Policy 8390 – Animals on District Property*.

Other animals permitted in schools and elsewhere on School District property shall be limited to those necessary to support specific curriculum-related projects and activities as approved by the principal.

An emotional support animal is not granted the same access to school buildings and classrooms as service animals. The School District is not required to grant students' requests that they be permitted to bring an emotional support animal to classes or on school grounds for any purpose.

Therapy dogs which meet the certification and documentation requirements in *Board Policy 8390 – Animals on District Property* may be allowed limited access to the schools to perform their educational purpose as determined by the District Administrator.

BILINGUAL STUDENTS/ENGLISH LEARNERS

The School District recognizes that there may be students enrolled whose primary language is not English. The School District provides appropriate identification and transition services for bilingual students and English Learners (ELs). The purpose of these services is to develop English language skills that will enable the students to function successfully and complete the School District's required curriculum. (*Board Policy 2260.02 – Services for Bilingual Students/English Learners*)

STUDENT RECORDS

The origination and maintenance of appropriate student records are essential to the effective operation of the School District and meeting the educational interests of students. The rights and responsibilities of students, parents, and the School District with respect to student records are governed by State and Federal law (*Board Policy 8330 – Student Records*). Teachers, counselors, and administrative staff keep many student records. There are two (2) basic kinds of student records - directory data and confidential records.

Directory data can be given to any person or organization when requested unless the parents of the student object in writing to the disclosure as required under school policy and State and Federal law. Directory data is specified in *Board Policy 8330 – Student Records* and includes a student's name, photograph, participation in officially recognized activities and sports, weight, and height of members of athletic teams, date of graduation, degrees and awards received. Directory data also includes a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a School District's electronic systems, if, standing alone, it cannot be used to access student education records, (i.e. a pin number, password, or other factor is also needed).

Student records are considered confidential under State and Federal law and may not be released to third parties unless the student's parent(s) consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent's written consent. If you have questions about the confidentiality of student records and/or the release of student records to third parties, please contact Tammy Riese, District Secretary or consult the *Board Policy 8330 - Student Records* and associated Administrative Guidelines.

Parents and students are reminded of: 1) their rights to inspect, review and obtain copies of students records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; 4) the categories of student record information which have been designated as directory data and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the School District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the student's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or their parents.
- B. mental or psychological problems of the student or their family.
- C. sex behavior or attitudes.
- D. illegal, anti-social, self-incriminating or demeaning behavior.
- E. critical appraisals of other individuals with whom respondents have close family relationships.
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers.
- G. religious practices, affiliations, or beliefs of the student or their parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact Molly Kasten, District Administrator to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the building principal receives the request.

The Family Policy Compliance Office in the U.S. Department of Education administers both Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA). Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpc

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

ARMED FORCES RECRUITING

The School must provide at least the same access to the high school campus and to student directory data as is provided to other entities offering educational or employment opportunities to those students. "Armed forces" means the armed forces of the United States and their reserve components and the United States Coast Guard.

In accordance with Federal and State law, the school shall release the names, addresses, School District assigned e-mail addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed who requests such information. A secondary school student, or parent of the student, may request in writing that the student's name, address, School District assigned e-mail address, and telephone listing not be released without prior consent of the parent(s)/eligible student.

The Board shall ensure that students and parents are notified of the provisions of the opportunity to deny release of directory data. Public notice shall be given regarding right to refuse disclosure to any or all directory data including in the armed forces of the United States and the service academies of the armed forces of the United States. (*Board Policy 8330 – Student Records*)

If parents and eligible students do not submit such written notifications to the School District, directory data may be utilized by the District Administrator in School District-wide publications, on the cable television educational access channel, or on the School District's website. The directory data used will be properly verified and approved by the District Administrator.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

STUDENT FEES, FINES, AND CHARGES

Fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property (*Board Policy 6152 – Student Fees, Fines, and Charges*). The school and staff do not make a profit.

Fees may be waived in situations where there is financial hardship. (*Board Policy 6152.01 – Waiver of School Fees or Fines*)

Students using school property and equipment can be fined for excessive wear and abuse. The fine will be used to pay for the damage, not to make a profit.

Students who fail to pay fines, fees, or charges may be denied participation in graduation ceremonies. (*Board Policy 5460 – Graduation Requirements*)

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. (*Board Policy 5830 – Student Fund-Raising*)

The following general rules will apply to all fund-raisers:

- For fundraisers by student clubs and organizations that involve the sale to students food items and/or beverage that will be consumed on campus, the food, and/or beverages items to be sold must comply with the current USDA Dietary Guidelines for Americans and the Smart Snack Rules. Each student organization shall be permitted two (2) fundraising exceptions per school year where foods and beverages that are not allowed under the Smart Snack Rules can be sold. If approved, fundraisers that involve the sale, to students, of food items or beverages to be consumed on School District property shall not compete directly with the sale of reimbursable meals.
- If the fundraising activity involves students under twelve (12) such students' parents must provide written permission for the student to participate in the fundraising activity. Any student under nine (9) years of age, or each group containing one (1) or more students under nine (9) years of age, must be physically accompanied by a parent or a person at least sixteen (16) years of age.
- No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.
- Fundraising by students on behalf of school-related organizations whose funds are not managed by the School District may be permitted on school grounds by the District Administrator.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safety and will not be liable for loss or damage to personal valuables.

REVIEW OF INSTRUCTIONAL MATERIALS

Any parent who wishes to review instructional materials or observe classroom instruction should contact the Principal to make the appropriate arrangements.

Parents also have the right to review any instructional materials related to the human growth and development curriculum and may also observe instruction in classes dealing with such subject matter. (*Board Policy 2414 – Human Growth and Development*)

Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

MEAL SERVICE

The school participates in the National School Lunch Program and makes lunches available to students for a fee. (*Board Policy 8500 – Food Services*) Ala carte items are available to students who have a zero or positive lunch account balance. Students may also bring their own lunch to school to be eaten in the school's cafeteria

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. (*Board Policy 8531 – Free and Reduced-Price Meals*) Extra applications can be obtained in the School office.

The following nondiscrimination statement applies to all programs administered by the School District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating based on race, color, national origin, , disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication to obtain program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the responsible State or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

FIRE DRILLS, TORNADO DRILLS, LOCKDOWN DRILLS

The school has a comprehensive School Safety Plan (*Board Policy 8420 – School Safety*) that includes specifications for fire drills, tornado drills, and lockdown drills.

The overhead paging system at Weston is reserved for safety and emergency situations only.

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, who are responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for fires. The tornado alarm consists of an overhead announcement, and the fire alarm consists of an alarm.

Lock down drills in which the students are restricted to the interior of the school building and the building secured may occur during the school year. The alarm system for School lock down is an announcement by administration.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will use the following notification outlets:

Thrill share, WRCO, WRDB, WMTV, WKOW, Weston Website and all other Weston social media sites.

Parents and students are responsible for knowing about emergency closings and delays. (*Board Policy 8220 – School Day/School Closure*)

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Toxic Hazard Policy and asbestos management plan will be made available for inspection at the School District office upon request. (*Board Policy 8431 – Preparedness for Toxic Hazards and Policy 8431.01 – Asbestos Management*)

VISITORS

Visitors, particularly parents, are welcome at the School. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to register and obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal and/or law enforcement.

If a person wishes to confer with a member of the staff, they must call for an appointment prior to coming to the school, in order to prevent any loss of instructional time. Visitors access to classrooms and instructional activities are subject to reasonable restrictions and limits. Please consult with the Principal regarding these restrictions. Students may not bring visitors to school without first obtaining written permission from the Principal. (*Board Policy 7440 – Facility Security and Policy 9150 – School Visitors*)

In accordance with 120.13(35), Wis. Stats., the District Administrator has the authority to establish conditions for entering or remaining in a School District building, prohibit the entry of any person to a school of this School District, or to require a visitor to leave when there is reason to believe the presence of such person would be or is detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, administrators are authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

USE OF THE LIBRARY / MEDIA CENTER

The library / media center is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian/media center staff. Books on the shelves may be checked out for a period of 2 weeks before renewal is required. To check out any other materials, contact the librarian/media center staff.

Requests for reconsideration of school library /media center materials shall be processed in accordance with *Board Policy 2522*

USE OF SCHOOL TELEPHONES

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

USE OF CELL PHONES OR PERSONAL COMMUNICATION DEVICES

5136 - PERSONAL COMMUNICATION DEVICES

Personal Technology Devices (PTD), such as cell phones, personal digital assistants (PDA), cameras, digital video cameras, MP3 players and iPod, are becoming a regular part of modern life and are owned by everyone. Students are encouraged not to bring personal technology devices to school; these are often valuable and there is a risk of damage or theft. Such devices may be confiscated by school staff (or students will be required to take them to the office) when these devices are used in an inappropriate, or unauthorized manner. When students bring personal technology devices to school the District does not make any guarantees concerning the safeguarding of these devices and will not commit to taking any measures to investigating the loss of or recovering devices that are reported missing or stolen.

Confiscation PTD's are not to be used during class time or any other occasion where the school staff asks for a student's attention. Students who use PTD's during these times, or in an inappropriate manner, can have those devices confiscated by the school staff. PTD's will be made available for collection from the school office in accordance with the Guidelines for the Use of Personal Technology Devices, unless required to be kept for purposes of disciplinary investigation. If a device is kept by the school for the purposes of a disciplinary investigation it will only be returned to the student in the presence of a parent, or by appropriate law enforcement officials.

Mobile Telephone Etiquette: Bringing mobile telephones to school is not encouraged by the school because of the potential for theft and general disruption associated with them. However, if they are brought to school, they must be turned off and out of sight during classes, assemblies, home rooms, concerts, field trips, and passing time. Mobile telephones may be used appropriately before school, during eight-minute breaks, during lunch breaks, and after school. Any situations or issues arising from damage, theft, loss etc. of mobile phones are at the students' personal risk.

Recording Voice and Images: Every member of the school community should feel confident about participating fully and frankly in all aspects of school life without concern that their personal privacy is being invaded by them being recorded without their knowledge or consent. We uphold the value of trust and the right to privacy at Weston. Students using personal technology devices to record individuals without their consent, or to record inappropriate behaviors or incidents (such as vandalism, fighting, bullying, staged fighting or pranks etc.) for the purpose of dissemination among the student body or outside the school, by any means (including distribution by phone or internet posting) builds a culture of distrust and disharmony, is forbidden by this policy, and will be dealt with in accordance with Student Discipline. Actual dissemination (text messaging, display, internet uploading etc.) of such material is equivalent to the actual recording, as is knowingly being a subject of such recording. This type of conduct has the potential to prejudice the good order and management of the school and may lead to consequences. Also, recording of events in class, and/or dissemination of class recordings, is not permitted unless the class teacher provides express consent. Cyberbullying Student who uses a personal technology device(s), or other electronic forms of communication, to embarrass, torment, stalk, humiliate, or intimidate other individuals, is guilty of cyberbullying and considered to be in breach of this policy. Cyber Bullying interferes with the orderly environment of our school and disrupts the learning process. It is considered a major infraction and will be dealt with in accordance with Student Discipline and may be referred to local legal authorities. Consensual and Nonconsensual Use of Technology Even where consent is obtained for such recording, the school will not tolerate images or sound captured by personal technology devices on the school premises or elsewhere being disseminated to others, if it is done for the purpose of causing embarrassment to individuals or the school, for the purpose of bullying or harassment, including racial and sexual harassment, or where without such intent a reasonable person would conclude that such outcomes may occur. Students should note that the recording or dissemination of images that are considered indecent (such as nudity or sexual acts involving children) is a major infraction, may result in expulsion, is against the law, and if detected by the school will result in immediate referral to legal authorities.

Assumption of Cheating: PDTs may not be used by students during normal class time, use of PDTs during exams or during class assessments will result in immediate confiscation and a determination will be made as to whether students

may have been attempting to cheat. Disciplinary action will be taken against any student who is caught using a personal technology device to cheat during exams or assessments and dealt with in accordance with Student Discipline.

Recording Private Conversations and the Invasion of Privacy Act 1971: It is important that all members of the school community understand that under the Invasion of Privacy Act 1971, 'a person is guilty of an offence against this Act if the person uses a listening device to overhear, record, monitor or listen to a private conversation'. It is also an offence under the Act for a person who has overheard, recorded, monitored, or listened to a conversation to which s/he is not a party to publish or communicate the substance or meaning of the conversation to others. Students need to understand that some conversations are private and therefore to overhear, record, monitor, or listen to such private conversations may be in breach of this Act, unless consent to the recording is appropriately obtained. **Special Circumstances Arrangement** Students who require the use of a personal technology device in circumstances that would contravene this policy (for example to assist with a medical condition or other disability or for a special project or IT based subject) should negotiate an exceptional circumstances arrangement with the Principal.

Guidelines:

Students are cautioned not to bring personal use electronic devices to school. Personal technology devices (PDT) are defined as portable electronic devices used to communicate, store information, and/or record visual or sound information. Typical PDTs examples include, but are not limited to cell phones, personal digital assistants (PDA), cameras, voice recorders, MP3 Players/Recorders, and iPod. Weston discourages students from bringing these devices but will permit students to possess these devices. Students are only permitted to use cell phones before school, after school, during their eight-minute break, and lunch. Faculty may permit devices used solely for the purpose of storing and playing music into classrooms, on a case-by-case basis, where educational goals are supported or not negatively impacted. Multiple use devices: such as Blackberry's, Palms, IPOD phones, and similar pocket computing instruments are prohibited from classroom use. When students violate terms of Policy 5136 - Personal Communication Devices, the staff and administration reserve the right to confiscate such devices.

- A. On the first offense, the student may retrieve the PDT from the office that afternoon, after school dismissal.
- B. On the second offense, and every offense thereafter, the student and parent may retrieve the device on the morning of the day after the infraction, and the student will be charged with a minor infraction in accordance with Policy 5600 - Student Discipline.
- C. Repeated infractions may result in a conference with the parent and student.

Serious infractions of this policy will be treated as a major infraction and result in a minimum of one (1) day suspension and possible legal consequences. Serious infractions include but are not limited to: Cyber Bullying – harassment, intimidation, stalking, humiliating, or embarrassing other individuals. Recording, visual or voice, without consent and intent to harass, intimidate, stalk, humiliate, or embarrass. Recording, visual or voice, events of a sexual nature, including nudity, consensual or not, and disseminating or posting. Possession of images depicting nudity, sexual acts, or auditory files of a sexual nature. Students who are found to possess PDTs when taking tests can be initially presumed to be cheating and may have PDTs immediately confiscated. PDTs confiscated under these circumstances will be examined in order to determine if cheating had taken place. Students guilty of cheating will be dealt with in accordance with Student Discipline. Parents will be notified immediately.

5772 - WEAPONS

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law.

For this policy, the term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of people. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives

(subject to the exceptions below), razors with unguarded blades, clubs, electric weapons (as defined in 941.295(1c)(a), Wis. Stats.), metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

The District Administrator is authorized to establish instructional programs on weapons and reporting and dealing with violations of this policy.

The District Administrator will refer any student who violates this policy to the student's parents and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers.
- B. items pre-approved by the District Administrator, as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms and live ammunition will never be approved); and
- C. theatrical props used in appropriate settings.

Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

VIDEO AND AUDIO SURVEILLANCE

The Board has authorized the use of video and audio surveillance and electronic monitoring equipment at various school sites throughout the school, () including school buses. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. (*Board Policy 7440.01 – Video Surveillance and Electronic Monitoring*)

SAFETY AND SECURITY

The safety of our students requires the following precautions that are conducted in accordance with *Board Policy 7440*

- A. All visitors must enter through the designated visitor entrance and report to the School office when they arrive at School.
- B. All visitors are given and required to wear a visitor pass while they are in the building.
- C. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- (x) All outside doors, except the main entrance, are locked during the School day.

SECTION –I - ACADEMICS

NONDISCRIMINATION

All courses, including Career and Technical Education courses, are available without discrimination based on race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability, any other characteristic protected by law in any of student programs, activities, and employment ("Protected Classes").

ACADEMIC AND CAREER PLANNING

Academic and career planning services, including individualized support and access to software tools and staff assistance, are provided to students in grades 6 to 12. The mission of academic and career planning is to provide a comprehensive plan, which will be developed and maintained by a student, that includes the student's academic, career, personal, and social goals and the means by which the student will achieve those goals both before and after high school graduation. (*Board Policy 2411 – School Counseling and Academic and Career Planning*)

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. (*Board Policy 2340 – District-Sponsored Trips*)

Attendance rules, the Student Code of Conduct, and the Search and Seizure policy apply to all field trips. Parental permission for field trips is obtained electronically during the online registration process.

GRADES

Teachers have a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned course grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a course grade and will so inform the students at the beginning of the course work. If a student is not sure how their course grade will be determined, the student should ask the teacher.

Grade Point Average

To calculate a grade point average (G.P.A.), assign a point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half-credit course with an earned grade of C would be $.5 \times 2 = 1$. Then add this to the other grades earned for total points earned. This total is then divided by the total credit earned for the G.P.A. This can be done by grading period, semester, year, or for a series of school years.

Grading Periods

Elementary and Junior High Students shall receive a report card at the end of each 9-week period indicating their grades for each course of study for that portion of the academic term. Report cards will be downloaded into Skyward Family Access. Any family who would like to receive a copy of their students report card should contact the appropriate office.

High Students shall receive a report card at the end of each 18-week period indicating their grades for each course of study for that portion of the academic term. Report cards will be downloaded into Skyward Family Access. Any family who would like to receive a copy of their students report card should contact the appropriate office.

When a student is at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve the student's performance.

GRADUATION REQUIREMENTS

Diploma

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the School District's requirements for basic course work and earn the total number of required credits. (*Board Policy 5460 – Graduation Requirements*)

Specific course requirements are:

English	4 credits
Health	.5 credit
Phys. Ed.	1.5 credits
Mathematics	3 credits
Science	3 credits
Social Studies	3 credits
Career & Technical Education	1 credit
Personal Finance	1 credit
Fine Arts	.5 credit
Employability Skills	.5 credit
Electives	6 credits
Total	24 credits

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

Graduation must be earned by passing all mandated subjects and earning the total units required for the specific diploma sought.

Depending upon the disability profile, students in special education shall receive a diploma if certified they have properly completed the requirements of their IEP, or received the recommendation of the IEP Team, as related to completion of credit requirements through regular, special, or alternative education. They may participate in all graduation activities.

A student may be denied participation in graduation activities for disciplinary reasons and/or for nonpayment of fees. (*Board Policy 5460 – Graduation Requirements*)

A complete explanation of the requirements for graduation are listed in the High School Course Selection Guide.

CHILDREN AT-RISK OF NOT GRADUATING FROM HIGH SCHOOL

The Board shall establish programs to serve children in the School District who are identified as "children at-risk" in compliance with State statutes.

The School District shall annually identify all children at-risk enrolled in the School District and develop a plan describing how the Board will meet the needs of such students. All programs and services developed for "children at-

risk" shall be designed to improve and expand educational opportunities for these children on an individualized basis, through a variety of means (e.g., additional instruction, differentiation, intervention), and provide alternative courses or program modifications which satisfactorily meet the School District's graduation requirements.

Principals are responsible for identifying and addressing barriers to learning through a variety of strategies. The plan will communicate the structure, strategies, and program offerings for students at-risk which will vary by individual. Strategies for support, interventions, programs, and alternative educational options are made available to all students and at all levels as needed. *(Board Policy 5461 – Children At-Risk of Not Graduating from High School)*

EARLY COLLEGE CREDIT PROGRAM

Any student in 9th, 10th, 11th, or 12th grade may enroll in the Early College Credit Program providing the student meets the requirements established by law and by the School District and subject to the approval of the Board on an annual basis. A student or their parent must also complete and submit the Intent to Participate Form available from the Student Services Office or the Department of Public Instruction to the high school administration by February 1st if the student intends to enroll in the summer session, by March 1st if the student intends to enroll in the next fall semester, and by October 1st if they intend to enroll in the spring semester. Any interested student should contact Hannah Powell, Weston School Counselor to obtain the necessary information. *(Board Policy 2271 – Early College Credit Program)*

START COLLEGE NOW PROGRAM

Any student in 11th or 12th grade may enroll in a course at a Wisconsin Technical College System campus through the Start College Now Program providing the student meets the requirements established by law and by the School District and subject to approval of them on an annual basis. A student or their parent must also complete the application form and submit it to the high school Student Services Office by March 1st if the student intends to enroll in the next fall semester or by October 1st if they intend to enroll in the spring semester. Any interested student should contact Hannah Powell, Weston School Counselor to obtain the necessary information. *(Board Policy 2271.01 – Start College Now Program)*

ACADEMIC HONESTY

Honesty and integrity are expected at all times. Students are prohibited from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in all its forms.

All school work submitted for the purpose of meeting course requirements must be the individual student's original work. Also, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students.

Students who engage in cheating or academic dishonesty will be subject to disciplinary consequences. *(Board Policy 5505 – Academic Honesty)*

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides technology resources (as defined in Bylaw 0100 - Definitions) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources affords them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system

do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District technology resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136 - Personal Communication Devices).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are limited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access to services through its technology resources to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the District Administrator, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Board utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image, graphic image file, or other visual depiction that:

- A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion.
- B. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- C. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

At the discretion of the Board or the District Administrator, the technology protection measure may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measure may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The District Administrator or Technology Director may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measure.

The District Administrator or Technology Director may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communication
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Staff members will provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District technology resources. Such training should include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District technology resources (and their parents if they are minors) are required to confirm their agreement to abide by the terms and conditions of this policy, sign a written agreement and/or acknowledge during the annual student registration process.

Off premises use of E-Rate supported technology must be primarily for an educational purpose that is integral, immediate, and proximate to the education of students.

Students are responsible for good behavior when using District technology resources - i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. The Board does not approve any use of its technology resources that are not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Users who disregard this policy and its accompanying guidelines may have their privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District technology resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the District Administrator and Technology Director as the administrator(s) responsible for initiating, implementing, and enforcing this policy as they apply to students' use of District technology resources.

VIRTUAL INSTRUCTION

Students who are engaged in classes conducted in a virtual/online environment are considered, for conduct purposes, to attend school. Policies, rules, and expectations for students conduct while at school, or under the supervision of school authorities while at a school-sponsored activity, also apply to students when engaged in online learning activities.

Conduct that is not permitted at school is also not permitted during online learning in a virtual classroom setting.
(Board Policy 5500.01 – Conduct in Virtual Classroom)

STUDENT ASSESSMENT

The yearly student assessment calendar can be located in the appendix.

To measure student progress, students will be tested in accordance with State standards and School District policy.
(Board Policy 2623 – Student Assessment)

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

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

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

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

College entrance testing information can be obtained from the School's Counseling office.

SINCERELY HELD RELIGIOUS BELIEFS

Our curriculum is chosen for its place in the education of the District's students, not for its conformity to religious principles. It is expected that students will receive unbiased instruction in the schools, so they may privately accept or reject the knowledge thus gained, in accordance with their own religious tenets if any.

If after careful personal review of the program's lessons and/or materials, a student, or parent of a minor student, indicates to the school that either the content or activities conflict with the student's or parent's religious beliefs or value system, the school will honor a written request for the parent's child to be excused from particular class periods for specified reasons.

The student will be provided with alternate learning activities during the times of such adult student or parent requested absence. (Board Policy 2270 – Religion in the Curriculum and Board Policy 2240 – Controversial Issues in the Classroom)

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Students have the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The school has many student groups that are approved by the Administration. Authorized groups include:

- FBLA (Future Business Leaders of America)
- FFA (Future Farmers of America)
- NHS (National Honor Society)
- Archer Club
- Elementary Enrichment
- Yearbook
- Student Council (High school and Junior High)
- Forensics
- Sheep Project

Extra-curricular activities do not reflect the school curriculum but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. (*Board Policy 2430 – District-Sponsored Clubs and Activities*)

SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS

5722 The Board sponsors student publications and productions as means by which students learn, under adult direction/supervision, the rights, and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society.

For purposes of this policy, school-sponsored student media shall include both student publications and productions. School-sponsored student media does not include student expressions related to classes that are not directly associated with student publications/productions. The term publication shall include distribution, transmission, and dissemination of a student publication regardless of its medium. Student publications shall include any written materials, (including, but not limited to, banners, flyers, posters, pamphlets, notices, newspapers, playbills, yearbooks, literary journals, books, and t-shirts and other school-sponsored clothing), as well as material in electronic or on-line form (including, but not limited to, apps and services (as defined in Bylaw 0100, webpages/sites, web logs ('Blogs), video or audio clips, text, wireless broadcast, or other similar distribution/dissemination).

The term performance shall include presentation and broadcast of a student production. Student productions should include vocal, musical, and/or theatrical performance, impromptu dramatic presentation, or any electronic media (including, but not limited to, radio and television programs, videoblogs (vlogs), and podcasts.

Only District-approved social media (as defined in Bylaw 0100) may be used to host school-sponsored student media, in accordance with Policy 7544. School-sponsored student media must also comply with Policy 7540.02.

The following speech is unprotected and prohibited in all school-sponsored student publications and productions: speech that is defamatory, libelous, obscene, or harmful to minors (as that term is defined in Children's Internet Protection Action (CIPA)); speech that is reasonably likely to cause substantial disruption of or material interference with school activities or the educational process; speech that infringes upon the privacy or rights of others; speech that violates copyright law; speech that promotes activities, products or services that are unlawful (illegal) as to minors as defined by State or Federal law; and speech that otherwise violates school policy and/or State or Federal law. The

Board authorizes the administration to engage in prior review and restraint of school-sponsored publications and productions to prevent the publication or performance of unprotected speech.

Student expression relates to classrooms or educational settings, not otherwise directly associated with school-sponsored student publications/productions are nonpublic forums. As nonpublic forums, the content of such student expression can be regulated for legitimate pedagogical school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the content of these student expressions prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker.

Nonpublic forum student expressions may only be published/performed to members of the school community. See Board Policy 9160 – Public Attendance at School Events.

All school-sponsored student media are nonpublic forums. While students may address matters of interest or concern to their readers/viewers, as nonpublic forums, the style and content of the student publications and productions can be regulated for legitimate pedagogical, school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the type and/or content of all school-sponsored student media prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker. Legitimate pedagogical concerns are not confined to academic issues but include the teaching by example of the shared values of a civilized social order, which consists of not only independence of thought and frankness of expression but also discipline, courtesy/civility, and respect for authority. School officials may further prohibit speech that is grammatically incorrect, poorly written, inadequately researched, biased, or prejudiced, vulgar, or profane, or unsuitable for immature audiences.

Staff will monitor comments posted to social media platforms/sites that have been approved under Policy 7544 for use as school-sponsored student media. Comments will be monitored to verify the age-appropriateness of the material, whether unprotected speech is involved, and whether there is compliance with posted rules for use of the forum and the platform/site's applicable terms of service. Comments that are not age-appropriate for the student-audience for the school-sponsored publication, constitute unprotected speech, and/or violate the posting rules for the use of the forum and/or the platform/site's applicable terms of service will be removed. The review of posted comments will be conducted in a viewpoint neutral manner, and consistent with State and Federal law.

Students shall not be disciplined and/or retaliated against for exercising and/or asserting their free speech rights as defined in this policy. Nothing in this policy, however, restricts the Board's ability to impose post-publication/performance discipline related to a student engaging in the impermissible publication/performance of unprotected speech.

Advertising is permitted in all school-sponsored student media.

Any advertisement must be consistent with Policy 9700.01.

Advertisements submitted for publication or inclusion in a production shall be reviewed by the District Administrator for determination that they are appropriate for juveniles. Board retains the final authority to determine whether an advertisement is appropriate and will be included in publication/production. Advertisements may be rejected for legitimate pedagogical school-related reasons unrelated to the viewpoint of the advertiser (e.g., the advertisement encourages action that would endanger the health and safety of students).

General Prohibitions

Regardless of their status as non-public or limited-purpose public forums, the Board prohibits publications, productions, and advertisements that:

- A. promote, favor, or oppose any candidate for election or the adoption of any bond issue, proposal, or question submitted at any election;

- B. fail to identify the student or organization responsible for the publication/performance;
- C. solicit funds for non-school organizations or institutions when such solicitation has not been approved by the Board.

ATHLETICS

A variety of athletic activities are available in which students may participate providing they meet eligibility requirements that may apply. The following is a list of activities currently being offered. For further information, contact Maggie Landsinger, Weston Athletic Director, at 608-983-2380 X 222.

Football (High School and Junior High)
 Football Cheer/Spirit Squad
 Volleyball (High School and Junior High)
 Basketball (High School and Junior High)
 Wrestling (High School and Junior High)
 Baseball
 Softball
 Track (High School and Junior High)
 Cross Country (High School and Junior High)
 Trap

SECTION IV - STUDENT CONDUCT

ATTENDANCE

5200 - ATTENDANCE

The Board will enforce regular student attendance in the District's program in which each student is enrolled as required pursuant to State law. Further, the Board recognizes that the District's educational program is predicated upon the participation of each student in the program of instruction in which the student is enrolled and required to attend. Student success requires continuity of instruction and program participation. For purposes of this policy, the regular period and hours of instruction include both those periods and hours a student's program requires that they be in school as well as any attendance requirements defined as part of a course of virtual instruction, or a combination of more than one type of instructional delivery.

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 guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Parent Notification of Absence Required

The District Administrator shall require from the parents of each student or from an adult student, who has been absent for any reason either a written or oral notification stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. single absence.
- B. absence of more than three (3) days duration; or

- C. repeated unexplained absence and tardiness.

School Attendance Officer

The District Administrator shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities as required by State law, this policy, and any administrative guidelines issued by the school. The duties of the School Attendance Officer shall include, but not be limited to, the following.

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school or failed to fulfill the attendance requirements of a virtual instruction program component, are absent from school and whether the absence is excused.
- B. Submitting to the District Administrator, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The District Administrator shall then submit this information to the State Superintendent. To the extent feasible, absentee data shall be separated by absences for in-person instruction periods and absences based on virtual instruction attendance requirements.
- C. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy 8330 - Student Records.

Excused Absences

As required under State law, a student shall be excused from school for the following reasons:

A. Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program. Absences for this reason may be excused by oral or written notification to the attendance officer by the adult student or minor student's parent. The attendance officer in appropriate circumstances may require a written statement from a health care provider describing the condition and excusing the student for a period not to exceed thirty (30) calendar days.

B. Obtaining Religious Instruction

To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction).

C. Parent-Excused Pre-Planned Absence

The student has been excused in writing by their parent before the absence for any reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any coursework missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

1. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day
2. to attend a funeral
3. legal proceedings that require the student's presence
4. college visits
5. job fairs

D. Religious Holiday

For observance of a religious holiday consistent with the student's creed or belief.

E. Suspension or Expulsion

The student has been suspended or expelled.

F. Program or Curriculum Modification

The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

G. High School Equivalency – Secured Facilities

The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and the student's parent(s) agree that the student will continue to participate in such a program.

H. Child at Risk

The student is a 'child at risk' as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

I. Election Day Official

A high school student, including students enrolled in private schools and students enrolled in home-based private education, age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official provided that the following criteria are met: 1) the student has the permission of their parent to serve as an election official on election day; 2) the student has signed up and the municipal clerk has informed the principal that the student has been assigned to serve in this capacity; and 3) the student has at least a 3.0 grade point average or equivalent, or has met alternative criteria established by Board, if any. The principal shall promptly notify the municipal clerk or the board of election commissioners of the municipality that appointed the child as an election official if the child no longer has at least a 3.0 grade point average or the equivalent no longer meets the established alternative requirements. A student's absence to serve as an election official under this policy shall be treated as an excused absence. Where possible, students are encouraged to provide advance notice as much as possible. Students are responsible for completing any missing school work and responsible for making appropriate arrangements to do so.

J. Virtual Access

The student is unable to access virtual instruction programming due to a temporary disruption in the student's access to necessary technological systems (i.e. internet outage, computer failure, software malfunction, etc.) as communicated by the student's parent.

A student may be excused from school, as determined by the School Attendance Officer, or the School Attendance Officer's designee, for the quarantine of the student's home by a public health officer.

Unexcused Absences

Unexcused absences are absences from school for part or all of one (1) or more days from school without an acceptable excuse. Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The District Administrator shall develop administrative guidelines to address unexcused absences.

Definitions

A. Truancy

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

B. Habitual Truant

A student will be considered a habitual truant if the student is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

C. Part of a School Day

Part of a school day is any time period within a school day, which is from the time the first class period of that day begins until the end of the last class period of that day.

Tardiness/Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day, or as required by the student's virtual instruction program, in order to benefit fully from the educational program of the District. Unless excused per this policy, tardiness, or late arrival, occurs when a student arrives at the student's registered class location after the bell that signals the start of the class period has sounded. Unless excused, early dismissal occurs when a student leaves the student's registered class location before the bell has rung signaling the end of the class period or the end of the school day. Tardiness and early dismissal can occur more than once per day. Tardiness and early dismissal constitute being absent for part of a school day.

The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As an agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by written (including e-mail) or personal (phone or face-to-face) request of the student's parents, who shall state the reason for the tardiness or early dismissal. The Building Principal shall determine justifiable reasons.

No student who has a medical disability that may be incapacitating may be released without a person to accompany him/her. No student shall be released to anyone who is not authorized such custody by the parents.

Truancy Plan

The Board will issue a Truancy Plan based upon the recommendations of the County Truancy Committee convened under State law, the Board's policies and procedures, and applicable provisions of State law. The Board will review and, if appropriate, revise the Truancy Plan at least once every two (2) years.

The Truancy Plan will include, at a minimum, the following:

- A. procedures to be followed for notifying the parents of the unexcused absences of a student who is truant or a habitual truant and for meeting and conferring with such parents.

- B. plans and procedures for identifying truant children of all ages and returning them to school, including the identity of school personnel to whom a truant child shall be returned.
- C. methods to increase and maintain public awareness of and involvement in responding to truancy within the school district.
- D. a provision addressing the immediate response to be made by school personnel when a truant child is returned to school.
- E. the types of truancy cases to be referred to the District Attorney and the time periods within which the District Attorney will respond to and take action on the referrals.
- F. plans and procedures to coordinate the responses to the problems of habitual truants, as defined under 118.16(1)(a), Wis. Stats., with public and private social services agencies.
- G. methods to involve the truant child's parent in dealing with and solving the child's truancy problem.

Notice of Truancy

The School Attendance Officer shall notify a truant student's parent of the student's truancy and direct the parent to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. The notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. The notice may be made by electronic communication, personal contact, telephone call or 1st class mail and a written record of this notice shall be kept. This notice must be given every time a student is truant until the student becomes 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, by registered or certified mail, or by 1st class mail. The School Attendance Officer may simultaneously notify the parent of the habitually truant student by electronic communication. The notice must contain the following:

- A. a statement of the parent's responsibility under State law to cause the student to attend school regularly.
- B. a statement that the parent 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.
- C. a request that the parents 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 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 parents the date for the meeting may be extended for an additional five (5) school days.

- D. a statement of the penalties, under State law or local ordinances that may be imposed on the parent upon failure to cause the child to attend school regularly as required by State law;
- E. if the student is attending the District through the Open Enrollment Program, each notification shall also inform the parent: (1) that the student's open enrollment may be terminated if the student is habitually truant; and (2) the process described in Board Policy 5113 - Open Enrollment Program (Inter-District), which the parent or student may follow if they believe the student was erroneously marked truant.

The School Attendance Officer will also continue to notify the parents of a habitual truant's subsequent unexcused absences.

Referral to the District Attorney

Truancy cases will be referred to the District Attorney as provided in the County Truancy Committee Plan. The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the District Attorney:

- A. met with the student's parents to discuss the student's truancy or attempted to meet with the student's parents and received no response or were refused.
- B. provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have curriculum modifications under State law.
- C. evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at grade level;
- D. conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals.

Note that paragraph A. is not required if the meeting between school personnel, the student, and the student's parent, which was requested in the Notice of Habitual Truancy to the parent, did not occur within ten (10) school days after the Notice was sent. Paragraphs B., C., and D. are not required if appropriate school personnel were unable to carry out the activity due to the student's absences from school.

Make-up Course Work and Examinations

Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up coursework and examinations missed during the absence when they return to school. It is the student's responsibility to contact their teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and coursework shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence unless extended by the principal based upon extenuating circumstances.

STUDENT ATTENDANCE AT SCHOOL EVENTS

[NOTE: This section is for Elementary and Middle School Only]

The school encourages students to attend as many school events held after school as possible, as long as such attendance does not interfere with the student's school work and home activities. Enthusiastic spectators help to build School spirit and encourage those students who are participating in the event. *(Board Policy 5855 – Student Attendance at School Events)*

However, in order to ensure that students attending evening events as nonparticipants are safe guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event.

The board recommends that all pre-high school students be accompanied by a parent or adult chaperone.

Weston students are not charged an entrance fee upon attending home athletic events.

STUDENT BEHAVIOR

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

Expected Behaviors

Each student shall be expected to:

- abide by Federal, State, and local laws as well as the rules of the school.
- respect the civil rights of others.
- act courteously to adults and fellow students.
- be prompt to school and attentive in class.
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, sex, sexual orientation, race, or ethnic background.
- complete assigned tasks on time and as directed.
- help maintain a school environment that is safe, friendly, and productive.
- act at all times in a manner that reflects pride in self, family, and school.

CARE OF PROPERTY

Students are responsible for the care of their own individual property. The school will not be responsible for the loss of individual property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

The Board authorizes the imposition of fines for the loss, damage, or destruction of School District-owned, borrowed, or leased equipment, computing devices, school records, apparatus, musical instruments, library materials, textbooks, and for damage to School District buildings or facilities. Therefore, if a student damages or loses school property, the student or their parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct and may be referred to law enforcement. (*Board Policy 5513 – Care of District Property*)

PROHIBITED USE OR POSSESSION OF INTOXICANTS, DRUGS, OR PARAPHERNALIA

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

As the educational institution of this community, our school strives to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

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

- all dangerous controlled substances as designated and prohibited by Wisconsin statute.
- all derivatives of hemp, including Delta-8-THC, Delta-9-THC, Delta-10-THC, Delta-11-THC, THC-O, and all other forms that cause psychosis; in all forms of delivery (i.e., inhalation, ingestion, injection, etc.
- all chemicals which release toxic vapors.

- all alcoholic beverages.
- any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy.
- "look-alikes;"
- anabolic steroids.
- any other illegal substances so designated and prohibited by law.

The use, possession, concealment, or distribution of any drug, drug look-alike, and any drug-paraphernalia at any time on school property or at any school-related event is prohibited. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines. (*Board Policy 5530 – Student Use or Possession of Intoxicants, Drugs, or Paraphernalia*)

USE OF TOBACCO/NICOTINE IS PROHIBITED

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

It shall be a violation of School District policy for any student of the School District to possess, use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, at any time on school property or at off-campus, school-sponsored events. Specifically, in policy the term "tobacco product" means any product containing, made, or derived from tobacco or that contains nicotine, whether synthetic or natural, that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to, cigarettes; electronic smoking devices; cigars; little cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; pouches, snuff; snuff flour; cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco, and other kinds and forms of tobacco. (*Board Policy 5512 – Use of Tobacco and Nicotine by Students*)

The use of other products containing nicotine, such as nicotine patches and nicotine gum is also prohibited except when a student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with *Board Policy 5330 - Administration of Medication/Emergency Care*.

STUDENT CODE OF CLASSROOM CONDUCT

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

To ensure adherence to these expectations and principles, the Board has adopted a Code of Classroom Conduct, which applies to all students. (*Board Policy 5500 – Student Code of Classroom Conduct*)

Grounds for Removal of a Student from Class

Disturbances that interrupt the learning process cannot be permitted by any teacher. A teacher may temporarily remove a student from the teacher's class if the student violates the Code of Classroom Conduct. Additionally, the student may

be removed from the class for a longer period of time at the discretion of the Principal. A student removed from class may also be placed in an alternative education setting.

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

It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are examples of reasons a student may be removed from class. A teacher may remove a student from class for conduct or behavior that:

- A. would result in suspension or expulsion under the Board's policies and procedures.
- B. violates the behavioral rules and expectations of the school.
- C. is dangerous, disruptive, or unruly. Such behavior includes, but is not limited to, the following:
 - 1. possession or use of a weapon or look-alike or other item that might cause bodily harm to people in the classroom.
 - 2. being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy.
 - 3. behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment.
 - 4. arguing, taunting, baiting, inciting, or encouraging an argument, disruption, or group posturing to provoke altercations or confrontations.
 - 5. disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations.
 - 6. pushing, striking, or other inappropriate physical contact with a student or staff member.
 - 7. interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means.
 - 8. using dress or appearance in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder.
 - 9. restricting another person's freedom to properly utilize classroom facilities or equipment.
 - 10. repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions.
 - 11. throwing objects in the classroom.
 - 12. repeated disruptions or violations of classroom rules, or excessive or disruptive talking.
 - 13. behavior that causes the teacher or other students to fear physical or psychological harm.
 - 14. willful damage to or theft of school property or the property of others; or

15. repeated use of profanity.
- D. interferes with the ability of the teacher to teach effectively. Such conduct includes, but is not limited to, the following:
 1. repeated reporting to class without bringing necessary materials to participate in class activities; or
 2. possession of individual property by school rules or otherwise disruptive to the teaching and learning of others.
 - E. shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior; or
 - F. is inconsistent with class decorum and the ability of others to learn. Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

Procedure for Student Removal from Class

When a student is removed from class, the teacher shall send or escort the student to the Principal and inform the Principal of the reason for the student's removal from class. The teacher shall provide the Principal with a written explanation of the reasons for the removal of the student within twenty-four (24) hours of the student's removal from class.

The Principal will give the student an opportunity to briefly explain the situation. The Principal shall then determine the appropriate educational placement for the student.

Student Placement

The Principal shall place the student, who has been removed from a class by a teacher, in one of the following alternative educational settings:

- A. an alternative education program approved by the Board under State law.
- B. another instructional setting, time-out, in-school suspension, or out-of-school suspension; or
- C. the class from which the student was removed if, after weighing the interests of the student, the other students in the class, and the teacher, the Principal determines that readmission to the class is the best or only alternative.

Parent/Guardian Notification Procedures

The Principal shall provide the parent or guardian of a student removed from class with written notice of the removal and the reason(s) for the removal. The notification shall be made as soon as practicable, but no later than two (2) school days after the student's removal from class. The notice shall also include the reasons for the student's removal and the placement made by the Principal. If the removal from class and change of educational placement involves a student with a disability, the parent notification shall be made consistent with State and Federal laws and regulations applicable to disabled students.

If the student removed from a class is subject to disciplinary action up to and including suspension or expulsion for the particular classroom conduct and/or other disciplinary incidents the parent shall also be notified of the disciplinary action in accordance with legal and policy requirements.

Students with Disabilities

A student with a disability under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and 115.758, Wis. Stats., may be removed from class and placed in an alternative educational setting only to the extent authorized under the laws.

Definitions

"Student" means any student enrolled in the District, an exchange student, or a student visitor to the District's schools.

"Teacher" means a person holding a license or permit issued by the State Superintendent whose employment by a school district requires that the teacher hold that license or permit.

"Class" or "classroom" means any class, meeting, or activity which students attend, or in which they participate while in school under the control or direction of the School District. This definition of "class" includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch, or recess. "Class" also includes regularly scheduled School District-sponsored extracurricular activities, either during or outside of school hours. Such activities include, by example and without limitation, School District sponsored field trips, after-school clubs, and sporting activities.

DISCIPLINE AND BEHAVIOR

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

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

Minor Behavior Referrals

Teacher managed behavior that may include

- Student reminder
- Student Redirection
- Loss of Privilege
- Change of seating
- Providing options
- Parent contact

Major Behavior Referrals

Administration managed and will include Skyward documentation and possible

- Lunch detention
- In School Suspension
- Out of School Suspension
- Loss of Privilege

A matrix of the minor and major behavior referral process can be found in the appendix.

SUSPENSION AND EXPULSION

Suspension and expulsion will occur when there are significant major behavior referrals or fights.

Board Policy 5610 – Suspension and Expulsion authorizes the use of suspension and/or expulsion as follows:

A. Suspension

1. Duration and Grounds for Suspension

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

- a. Noncompliance with school or School Board rules.
- b. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives.
- c. Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health, or safety of others.
- d. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of others at school or under the supervision of a school authority.
- e. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of any employee or School Board member of the School District in which the student is enrolled.
- f. Under paragraphs c, d, and e above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

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

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

2. Suspension Procedure

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

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

3. Notice of Suspension

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

4. Sending a Student Home on the day of the Suspension

The student should remain in school on the day of the suspension until school is dismissed for the day. Except as provided below, if the situation requires that the student be removed from the premises before school is dismissed, the Principal shall attempt to contact the student's parent or guardian to request that the parent/guardian pick up the student. If the

parent/guardian is unable to pick up the student, the student should remain under the school's supervision until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision.

5. Opportunity to Complete School Work

A suspended student shall not be denied the opportunity to take any quarterly semester or grading period examinations or to complete course work missed during the suspension period. Such work shall be completed pursuant to the procedures established by the School Board.

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

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

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

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

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

The administrator shall make a finding within fifteen (15) days of the conference.

7. Co-Curricular or Extra-Curricular Participation

A student's participation in co-curricular or extra-curricular activities during a suspension shall be determined on a case-by-case basis.

B. Expulsion

1. Grounds for Expulsion

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

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

safety of any employee or School Board member of the School District in which the student is enrolled; or

- Was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion.

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

2. Expulsion for Bringing a Firearm to School

The School Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

3. Expulsion Hearing

Prior to expelling a student, the School Board shall provide the student with a hearing. Prior written notice of the expulsion hearing must be sent separately both to the student and their parent(s) or guardian(s) if the student is a minor, otherwise just to the student. The notice will comply with the requirements of State law.

The student, or the student's parent if the student is a minor, has the right to request a closed hearing or the Board may choose to close the hearing. The student and, if the student is a minor, the student's parent or guardian may be represented at the hearing by counsel.

4. Expulsion Order

The Board shall reduce its decision in the form of a written order. If expulsion is ordered, the order must state the length of time that the student is to be expelled. The order should also state specific findings of fact and conclusions of law in support of the decision.

5. Student Records

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

Discipline of Disabled Students

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

SEARCH AND SEIZURE

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

Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The School 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.

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

Review of such information may be done by the School District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the School District retains the right to access information in spite of a password. A student's refusal to permit such access may be grounds for disciplinary action.

No strip searches will be conducted by any employee of the School District, but may be conducted by law enforcement officials, if deemed necessary.

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever a staff member or chaperone has individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the student refuses to take the test, the Principal will inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with this handbook.

Anything that is found in the course of a search that may be evidence of a violation of school rules, or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. (*Board Policy 5771 – Search and Seizure*)

[A drug test is considered a search under the Fourth Amendment.

Therefore, if the school administers drug tests this section of the Handbook should be referred to by the school.]

STUDENT RIGHT OF EXPRESSION

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

- A. Material cannot be displayed if it:
 - 1. is obscene to minors, libelous, indecent, or vulgar.
 - 2. advertises any product or service not permitted to minors by law.
 - 3. intends to be insulting or harassing.
 - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event; or
 - 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access to the building.

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

Distribution or display by any student of prohibited non-school-sponsored material or in violation of the school's approval process will be halted, and the student(s) involved will be subject to disciplinary action.

STUDENT DRESS AND APPEARANCE

The school recognizes that each student's mode of dress and appearance is a manifestation of personal style and individual preference. The school will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

The school has established appropriate dress and appearance guidelines that are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes.

Accordingly, the school prohibits student dress or appearance practices that:

- A. present a hazard to the health or safety of the student or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others;
- B. interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving their own educational objectives because of blocked vision or restricted movement.

Such guidelines shall also apply to the dress requirements for members of the athletic teams, bands, and other school groups when representing the school at a public event. A uniform or specific dress requirement may be enforced for students when representing the school.

In enforcing the dress code, the following procedures shall be used:

- A. the principal shall serve as the initial arbiter of student dress and grooming in their building;
- B. before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the principal shall determine whether the item constitutes protected speech in so far as the item independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two that does not require separate explanation.

Expressive dress may not be protected speech if it involves:

- A. Obscenity
- B. Language or depictions intended to incite violence or foment hatred of others

Dress that is otherwise protected speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.

No protected speech may be prohibited on the basis of disagreement by school officials with the specific point of view expressed if the topic is otherwise permitted (e.g., permitting depictions of support for one political party but prohibiting depictions of support for the other).

Students who violate the foregoing rules will not be admitted to class and may be subject to additional consequences.

If the clothing cannot be removed or concealed, the student may be sent home after contact is made with the student's parent/guardian. (*Board Policy 5511 – Dress and Appearance*)

STUDENT SUGGESTIONS AND COMPLAINTS

The school is here for the benefit of the students. The staff are here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, the student should feel free to offer them. Written suggestions may be presented directly to the Principal () or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear of reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal () or to the student government.

STUDENT DUE PROCESS RIGHTS

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To ensure appropriate due process is provided to a student, the Board establishes the following guidelines:

A. Students subject to suspension:

The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with an Administrator. This conference will serve as an opportunity for the student to respond to the charges against the student. If the Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged. (*Board Policy 5610 – Suspension and Expulsion*)

B. Students subject to expulsion:

Prior to expelling a student, the Board must hold a hearing. A student and their parents must be given written notice of the intention to expel and the reasons at least five (5) days prior to the date of the hearing. The hearing is an opportunity for the student and their parents to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or their parent may appeal the expulsion consistent with 120.13, Wis. Stats. (*Board Policy 5610 – Suspension and Expulsion*)

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

Bus transportation is provided for all eligible students. The bus schedule and route are available by contacting Tammy Riese, District Secretary at 608-983-2380 extension 206.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the Principal stating the reason for the request and the duration of the change, and the Principal approves. (*Board Policy 8600 - Transportation*)

BUS CONDUCT

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

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

The following behaviors are expected of all students:

Previous to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone (10 minutes prior to scheduled stop).
- stay off the road at all times while walking and waiting for the bus.
- line up single file off the roadway to enter.
- wait until the bus is completely stopped before moving forward to enter.
- refrain from crossing a highway until the bus driver signals it is safe.
- go immediately to a seat and be seated.

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

During the trip

Each student shall:

- remain seated while the bus is in motion.
- keep head, hands, arms, and legs inside the bus at all times.
- not litter in the bus or throw anything from the bus.

- keep books, packages, coats, and all other objects out of the aisle.
- be courteous to the driver and to other bus riders.
- not eat, play games, or play cards, etc.
- not tamper with the bus or any of its equipment.

Leaving the bus

Each student shall:

- remain seated until the bus has stopped.
- cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe.
- be alert to a danger signal from the driver.

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

CAMERAS ON SCHOOL BUSES

The Board has authorized the installation of cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and their actions were recorded on the bus camera, the recording will be submitted to the Principal and may be used as evidence of misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with State and Federal law. (*Board Policy 8600 - Transportation*)

PENALTIES FOR INFRACTIONS

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

SELF-TRANSPORTATION TO SCHOOL

Parking on school property is a privilege which can be revoked at any time. Students who are provided with the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

Failure to comply with these administrative guidelines may result in loss of driving privileges and/or disciplinary actions for the student.

The following rules shall apply.

- All driving students must have a signed parental authorization on file in the high school office.
- Students shall complete the Student Vehicle Form which is available in the High School office and provide:
 - driver's license.
 - insurance certificate.

- Vehicle registration.
- Vehicles are to be operated on designated roadways and parking lots only. Drivers are prohibited from driving or parking on any natural areas of District property without the consent of Molly Kasten, District Administrator.
- Parking lot maximum speed limit is 10 mph.
- The student must obtain a parking lot permit from the high school office.
- When the school provides transportation, students shall not drive to school-sponsored activities.
- No other students are allowed to be driven to a school-sponsored activity by the approved student driver without a note from parents of passenger students granting permission and approval by the Principal.

APPENDIX



Bell Schedule

GOOD MORNING BELL 7:45 a.m.

1ST PERIOD 7:50-8:35 a.m.

2ND PERIOD 8:38-9:23 a.m..

3RD PERIOD 9:33-10:18 a.m.

4TH PERIOD 10:21-11:06 a.m.

5TH PERIOD 11:09-11:54 p.m.

LUNCHES AND 11:54-12:42 p.m.

SOAR BEGINS

JH LUNCH 11:54-12:24 p.m.

HS SOAR 11:57-12:12 p.m.

HS LUNCH 12:12-12:42 p.m.

JH SOAR 12:27-12:42 p.m.

7TH PERIOD 12:45-1:30 p.m.

8TH PERIOD 1:33-2:17 p.m.

9TH PERIOD 2:20-3:05 p.m.

WESTON JR/SR HIGH

2 Hour Delay Bell Schedule



MORNING BELL 9:45 a.m.

1ST PERIOD 9:50-10:21 a.m.

2ND PERIOD 10:24-10:54 a.m.

3RD PERIOD 10:57-11:27 a.m.

4TH PERIOD 11:30-12:00 a.m.

LUNCHES AND 12:00-12:50 p.m.

SOAR BEGINS

JH LUNCH 12:00-12:30 p.m.

HS SOAR 12:00-12:20p.m.

HS LUNCH 12:20-12:50 p.m.

JH SOAR 12:30-12:50 p.m.

5TH PERIOD 12:53-1:23 p.m.

7TH PERIOD 1:26-1:56 p.m.

8TH PERIOD 1:59-2:29 p.m.

9TH PERIOD 2:32-3:05 p.m.

Weston School District Food Service

We are committed to ensuring all students have access to nutritious meals throughout the school day. Below is an overview of our food service program, including pricing, communication about meal balances, and important information.

Meal Pricing

- **Breakfast:** \$1.90
- **Elementary Lunch:** \$3.15
- **JH/SH Lunch:** \$3.65
- **Adult/Staff breakfast:** \$2.95
- **Adult/Staff lunch:** \$4.60
- **Milk:** \$0.50
- **Grades 6-12:** Ala carte items are priced individually (**Ala carte items can only be purchased if the account balance is positive. If the account is negative cash cannot be used to purchase items.)

Free and reduced meal applications are available and encouraged for qualifying families. Please contact the elementary/middle school office for details.

Balance Notifications

To help families stay informed about their student's meal account status:

- **Low Balance Calls:** Sent weekly when accounts reach \$20.00 or below
- **Negative Balance Calls:** Sent weekly once accounts are in the negative
- **Quarterly Letters:** Sent home every quarter for accounts with negative balances
- **Skyward emails** will also go out to all accounts in the negative

These reminders ensure families have ample time to add funds and avoid larger deficits.

No Student Left Hungry

Regardless of account status:

- **All students will be provided a breakfast and lunch upon request**
- **No student will be denied a meal due to an insufficient or negative balance**

For questions or assistance with your account, please contact the elementary/middle school office at 608-983-2380 ext. 100.

Weston Junior High and High School Grading Procedures 2025-26

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

Assignments will be graded within 72 hours

- Teachers will add in Skyward an assignment worth 1 point for recording when an assignment is turned in on an assignment that will take more than 24 hours to grade.
- Teachers will have the extra time to provide more thorough grading on the assignment.
- This will allow parents, students and staff to see that a student has turned in their assignment even though the teacher cannot grade the assignment thoroughly at that time.

Late Work will be recorded as Missing in Skyward

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

Communication

- Parents and students will receive weekly notification when a student is on the D/F list.
 - Junior High parents will receive mailed progress reports in the middle of each quarter.
 - High School parents will receive mailed progress reports at nine and eighteen weeks.
-

- SOAR Coaches and Classroom teachers will communicate with students about grading/progress concerns.

Assessments

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

Semester and Final Exams

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

Students that are chronically absent miss 10% of the scheduled school days in any given year. This would mean that any of our students that miss 17.5 days of school are considered Chronically Absent.

Type Of Absence	Unexcused	Personal- Parent Excused	Acceptable Excused	Parent Excuse
Examples	Students do not report to school with no contact from parents.	Students are absent, parents notify school of an illness (no medical documentation), personal reason or travel.	-medical excuse (with documentation) -religious observance -family medical emergency -death in family	Parents report that the student does not want to attend or has a difficult time attending school.
After 5 Absences	The district will call parents for each absence. If parents do not respond they will receive a written Truancy Notice requesting a meeting with parent and student.	The district will call or send electronic notice to the parent of the number of absences and determine if any should be recorded differently and gather the appropriate information.	The district will send an electronic communication to the family reminding them of the importance of attendance.	The district will schedule a meeting with the parent and student to determine if the student is not coming to school due to academic or social difficulties.
After 10 Absences	The District will notify in writing through registered or certified mail, that the student is Habitually Truant including another meeting with the parents and the family. If there is no response, refer to the District Attorney.	The district will send a written Truancy Notice requesting a parent and student meeting.	The district will send a written Truancy Notice requesting a parent and student meeting.	The district will send a written Truancy Notice requesting a parent and student meeting.
After 15 Absences	Continue with recommendations from the County.	The District will notify in writing through registered or certified mail, that the student is Habitually Truant including another meeting with the parents and the family.	The District will notify in writing through registered or certified mail, that the student is Habitually Truant including another meeting with the parents and the family.	The District will notify in writing through registered or certified mail, that the student is Habitually Truant including another meeting with the parents and the family.
20 Absences				
	Continue with the process that has been initiated.	Referral to the District Attorney.	Referral to the District Attorney	Referral to the District Attorney

Weston Attendance Procedures 2025-26

Term	Definition	Examples
Compulsory Student Attendance	Wisconsin Law "Any child excused in writing by his or her parent or guardian before the absence, The school board shall require a child under this paragraph to complete any coursework missed during the absence. A child may not be excused for more than 10 days in a school year under this paragraph."	All children between six and eighteen years of age shall attend school regularly during the full period and hours, religious holidays exempted, that the school is in session.
Chronically Absent	Students that miss 10% of their scheduled school days.	Weston students attend school 175 days, in order to be chronically absent they would miss 17.5 days.
Truancy	If a student is absent part or all of one or more days from school and the office has not been notified by the parent or guardian the reason for the absence.	A student arrives at school late without a parent notifying the school the reason for the absence.
Habitual Truancy	If a student is absent from school without an acceptable excuse for part or all of five or more days of school. A warning letter will be sent home to parents/guardians at this point.	Student has missed five days of school in one quarter and the parent has not notified the school to excuse the student.
Excused Absences	Wisconsin law provides a parent the opportunity to excuse their child from school for any reason for a total of 10 dates per school year.	Physical or mental condition, religious instruction, parent-excused pre planned absence, religious holiday, suspension, expulsion, program or curriculum modification, high school equivalency program, child at risk attending another program, election day official.
Unexcused Absences	Absences from school for a	Student comes to school late

	part or all of one or more days from school without an acceptable excuse.	without parent notification.
Preplanned Absences	Students have an upcoming appointment, family trip, funeral, etc. that will require them to miss school and parents provide written notification of absence to the office.	Student has a doctor's appointment and will be missing part of the school day. Student's family is taking a vacation and will miss three days of school prior to spring break.
Tardy	Arriving after the bell during any class period without an excuse from staff.	Student comes into class five minutes after the bell rang during fourth hour.

School Start Times

- Junior High and High School 7:50
- Elementary 8:00

Attendance

- Junior high and high school staff will take attendance within the first five minutes after the bell has rang.
- Elementary staff will take attendance no later than 8:10
- If a student is missing that was previously at school, call the appropriate office to see if the child has left school.
- If a student is marked absent and they come to class this will be changed to a tardy.
- The appropriate office will call home for students that are absent and have not had a parent notification.
- When the office has received communication from parents in regards to a student absence, the office will mark the student absent, in Skyward, for the periods communicated by the parent.

Tardies

- Students that arrive late to class will be marked as tardy in Skyward by the teacher. The late student code will be changed to tardy by the office. If a student has an excuse for being tardy, the teacher should call the office to have that excused.

- The only reason that a student would be Tardy-Excused is if another staff member calls, directly speaks to the instructor, sends an email or a written pass explaining the reason the student was tardy.
- Students arriving after the official start of the school day for their level will report to the school office and receive a pass.

Field Trips

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

Missed Work

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

Written Notification

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

Truancy

- Truancy Notices will be sent after 5 unexcused absences and 10 excused absences.
- Habitual Truancy notices will be sent after 10 unexcused absences and 15 excused absences.
- Referral to District Attorney will occur after 10 unexcused absences and no parent communication OR after 20 excused absences.
- Review the Truancy Matrix for better understanding.

Weston Junior High and High School Driving Procedures 2025-26

Term	Definition	Examples
Permit Process	The process developed by the school district to allow students to drive to school.	Permit process begins in the High School office with the High School Secretary.
Permitted Vehicles	Automobiles, snowmobiles and ATVs. *Approval for special days for other modes of transport	FFA week - Drive your tractor to school day.
Designated Areas	Area on the school property where an automobile, snowmobile or ATV may be operated.	Specific parking space and are not permitted to be off the concrete.
Legally Qualified Individuals	Students that have the appropriate license or certification to operate a vehicle on the road in the state of Wisconsin.	A student that is at least 16 and has a valid drivers license. A student that is 12 years old and has a valid ATV operators certificate.

Student Parking

- Students will be assigned a permit upon providing proper documentation.
- Student parking will be located in the back row in the parking lot.
- Students will depart from the school following the exit in and exit out signage.

Requirements for ATV Operators

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

Misconduct with student drivers

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

Minor
Teacher
Managed

IS THE BEHAVIOR MANAGED BY ELEMENTARY STAFF OR ADMINISTRATION?

Major
Administration



Classroom Options

- Remind, Redirect, Reteach
- Calming Spot
- Buddy Room
- Parent Contact
- Logical Consequence
- Support Staff

Document in Skyward



Six well documented similar minors will be considered for Tier II intervention.

Minors

Inappropriate Language: Repeated pattern of any inappropriate language.

Pre-fight aggressive posturing, wrestling, bumping into others.

Defiance/Noncompliance

Disruption

Teasing (See Handbook)

Taunting (See Handbook)

"accidentally" damaging property.

Blurting

Inappropriate Hallway behaviors

Off-Task

Technology misuse (mishandling devices without damaging, off task or using unassigned sites)

Majors

Inappropriate Language: Swearing used to harass, intimidate, show defiance, create an unsafe climate.

Hitting or kicking; encouraging another to fight; retaliating

Defiance/Noncompliance (Chronic)

Disruption:

Behavior that stops the learning in class; defiant repetition of behavior following correction.

Harassment (See handbook)

Bullying (See handbook)

Property Damage

Lying, Cheating, Theft

Possession of a Controlled/Illegal Item

Technology misuse (damaging device(s) with intent to cause damage, viewing inappropriate sites, online harassment or bullying, changing passwords without permission)

SAFE, ORGANIZED, ACCOUNTABLE, RESPECTFUL

Ensure safety

Fill out major in
Skyward

Make parent contact.

Administrator
determines further
action and then
communicates with
parent and/or staff
member.

Did you document
EVERYTHING?

IS THE BEHAVIOR MANAGED BY JR/HS STAFF OR ADMINISTRATION?

Minor
Teacher
Managed



Major
Administration



Classroom Options

- Remind, Redirect, Reteach
- Conversation
- "If/Then Statement
- Give 2 Options
- Buddy Room
- Parent Contact
- Logical Consequence
- Fix It/Reflection Form

Document in Skyward



6 well documented
similar minors will be
considered for Tier II
intervention.

Minors

Inappropriate Language
Physical Altercation
Noncompliance
Disruption
Peer Disrespect
Unsafe Behavior
Academic Dishonesty
Technology Misuse
Cell Phone Violation

Majors

Any minor offenses may become major offenses with repetition and increased severity of the situation through investigation by administration.

These additional offenses will only be assigned as majors after an investigation by administration:

Fighting
Intimidation
Harassment
Bullying
Theft
Property Damage
Physical Fight
Possession of a Controlled/Illegal Item



Ensure safety/
Investigates



Fill out major in
Skyward
Make parent contact.



Administrator
determines further
action and then
communicates with
parent and/or staff
member.

Did you document
EVERYTHING?

SAFE, ORGANIZED, ACCOUNTABLE, RESPECTFUL

Weston School District Behavior Code

	Warning/Reteach	Minor	Major	Expected Behavior
Skyward Category	The teacher handled no documentation required, teacher discretion for consequence and personal documentation.	Teacher handled, teacher assigns own or building consequence and adds behavior referral to Skyward.	Behavior referral completed in Skyward. Administration investigates and assigns consequences (with teacher input) and may rename the offense to adequately describe the situation. The administrator communicates to the teacher and parent about the situation.	Safe Organized Accountable Respectful
Inappropriate Language	Offensive remarks or gestures in a casual manner inappropriate sexual connotations; put downs to a particular subgroup.	Repeated pattern of any inappropriate language.	Swearing used to harass, intimidate, show defiance, create an unsafe climate.	Language that is socially appropriate, respectful and safe.
Physical Altercation	Rough play	Pre-fight aggressive posturing, wrestling, bumping into others.	Hitting or kicking; encouraging another to fight; retaliating Fighting Harrassment Intimidation Bullying	-Respect for others personal space. -Walking away from and reporting possible conflicts.
Noncompliance	Passive refusal to participate, extremely slow in response to request, testing the limit	Ignoring reasonable requests to stop low-level disruption; overt refusal to participate.	Repeated refusal, ignoring reasonable requests that leads to escalation and/or to an unsafe situation.	-Acting in a cooperative manner respectful of school and classroom expectations. -Responding appropriately when addressed.
Disruption	Noise making; outside-talk; attention-getting behaviors (silly answers, class clowning, etc.); bothering others	Repeated pattern of any disruptive behaviors.	Behavior that stops the learning in class; defiant repetition of behavior following correction.	-Cooperative behavior -Turn taking -Contributing appropriately to class discussions and activities. -Cell phones off and

				away during instructional time.
Peer Disrespect	Annoying on purpose; altering names	Put downs; threatening and/or disrespectful body language/posturing; targeted insults	Threat/extortion; racist/socio-economic status/sexual/religious/disability/ethnicity/sexual orientation/cultural remarks; continued pattern of Minor offenses; continued proximity after separation; cyber-bullying/intimidation Harassment Intimidation Bullying	-Language that honors and validates others and their values and beliefs.
Unsafe Behavior	Not returning items to appropriate places. Borrowing without asking.	Thoughtlessly or is “accidentally” damaging property. Taking another’s property (minor value), refusing to return a borrowed item.	Theft, purposefully damaging or defacing property. Theft Property Damage	-Respect personal and school property. -Using equipment in an appropriate manner. -Return items to appropriate places.
Academic Dishonesty	Using an online program to complete any assignment.	Substituting someone else’s work for your own.	Cheating on a test or plagiarizing another's work.	-Produce authentic work. -Be honest with words and actions.
Technology Misuse	Using technology without permission during classtime.	Repeated offenses of using technology during class time. Spending time on websites or programs that are not allowed at school.	Repeated offense of inappropriate technology use including during class time and sites or programs that are not permitted at school.	-Use technology in the manner which it was intended to be used in an academic setting
Cell Phone Violation	Not putting the cell phone in an acceptable storage location.	Cell phones are out during any class period and asked to be put away or in classroom storage.	Refusal to put phone away during class time or multiple cell phone violations.	-Turn cell phones into storage containers/locations during class time (from bell to bell).

			Possession of a Controlled/ Illegal Item Under the influence, possession, distribution, paraphernalia of drugs or possession actual or look-alike gun, knife, or other weapons.	-Show an informed point of view in regards to drugs and alcohol. -Report safety concerns to staff.
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Weston School District Assessment and Calendar 2025-2026

Date	Test	Students	Other
9/4/25- 9/19/25	iReady Reading/Math	1-8th grade	K No Fall Diagnostic 9-12th grade Special Education
9/15/25-9/24/25	Aims Web Screener	4K-3rd	4K=9/15-9/16 K=9/16/-9/17 1st=9/17-9/18 2nd=9/18-9/19 3rd=9/22-9/23
9/17/25- 9/26/25	BOY Writing Assessment	7-12th graders	during their English/ELA classes
9/25/25-10/22/25	Diagnostic	K-3rd	K=9/25-9/29 1st=10/6-10/8 2nd=10/13-10/15 3rd=10/20-10/22
9/30-10/24	Personalized Reading Plans	K-3rd	K=9/30-10/3 1st=10/9-10/10 2nd=10/16-10/17 3rd=10/23-10/24
1/5/26-1/22/26	Aims Web Screener	K-3rd	K=1/6-1/7 1st=1/8-1/9 2nd=1/19-1/20 3rd=1/21-1/22
1/7/26-1/26/26	Diagnostic	K-3rd	K=1/8-1/9 1st=1/12-1/13 2nd=1/21-1/22 3rd=1/23-1/26
1/9/26-1/28/26	Personalized Reading Plans	K-3rd	K=1/12-1-1/13 1st=1/14-1/15 2nd=1/23-1/26 3rd=1/27-1/28
1/19/26- 2/6/25	iReady Reading/Math	K-8th grade 9-12th grade Special Education	K- 3rd- Math 4th- 8th ELA & Math
1/21/26- 1/30/26	MOY Writing Assessment	7-12th graders	during their English/ELA classes
3/10/26	ACT	Juniors	
3/16/26- 3/19/26	Forward Exam	3rd-6th grade	P/T Conferences 3/19 & 3/20 3/19 Make-Up
3/23/26- 3/26/26	Forward Exam	7th-8th grade	

4/14/26	PreACT Secure	9th & 10th Grade	
4/15/26	Forward Exam	10th Grade	
4/8/26- 4/17/26	Aims Web Screener	4K-3rd	4K=4/8-4/9 K & 1st=4/10-4/13 2nd=4/14-/4/15 3rd=4/16-4/17
4/10/26- 4/21/26	Diagnostic	K-3rd	K=4/10-4/13 1st=4/14-4/15 2nd=4/16-4/17 3rd=4/20-4/21
4/14/26- 4/23/26	Personalized Reading Plans	K-3rd	K=4/14-/4/15 1st=4/16-4/17 2nd=4/20-4/21 3rd=4/22-4/23
5/4/26- 5/15/26	EOY Writing Assessment	7-12th graders	during their English/ELA classes
5/4/26- 5/22/26	iReady Reading/Math	K-8th grade	K- 3rd- Math 4th- 8th ELA & Math 9-12th grade Special Education



Weston School District

E2511 Hwy S ~ CAZENOVIA, WI 53924 ~ (608)-983-2380

Chromebook Protection Plan

INTRODUCTION

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

PLAN TERMS

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

COST

Chromebook protection coverage for the 2025-2026 school year costs \$26 per student or \$52 per family. This covers 1 incident per student throughout the school year. If a Chromebook is replaced due to damage by the student a new protective coverage plan can be purchased for



Weston SCHOOL DISTRICT

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the replacement item. Family coverage provides coverage for 1 incident for each child of a family.

REFUNDS

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

FRAUD, CONCEALMENT, AND MISREPRESENTATION

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

SETTLEMENT OPTIONS

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

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

DETAIL OF COVERAGE

- Accidental damage, drops, liquid spills, and submersion
- Vandalism (requires report from school administration (e.g., Incident report))
- Fire, flood, natural disaster
- Power surge
- Mechanical or Manufacturer's failure or defect
- Charging Port damage
- Device or charging brick/cable loss



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DETAIL OF EXCLUSIONS OF COVERAGE

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

YOUR DUTIES IN THE EVENT OF LOSS OR DAMAGE

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

CHROMEBOOK PROTECTION PLAN PAYMENT

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

UNINSURED COSTS

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

INTENTIONAL DAMAGE

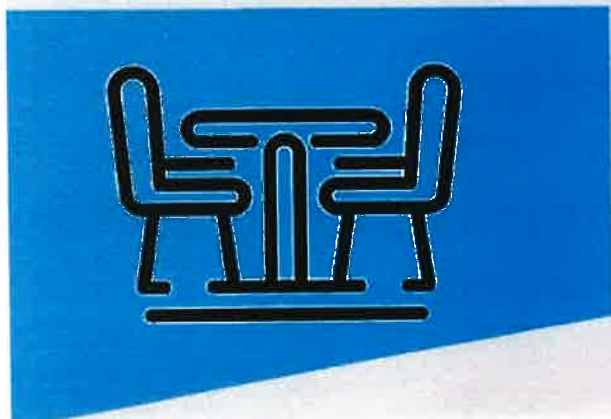
Students/Parents are responsible for full payment of intentional damage to devices. Device Protection **DOES NOT** cover **INTENTIONAL** damage to the device.

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





JUNIOR/SENIOR PRIVILEGE

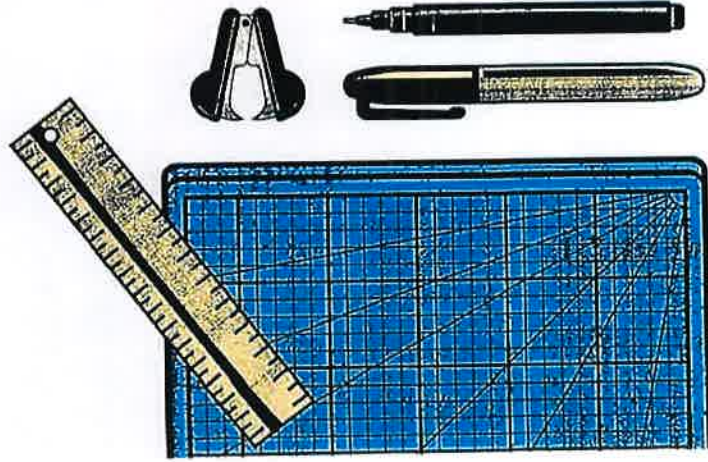


In order to qualify for Junior Senior Privilege:

- Junior or senior standing
- Grades: A's and B's
- No disciplinary referrals in Skyward
- Not habitually truant
- Qualifications reviewed every three weeks



Attendance Reporting



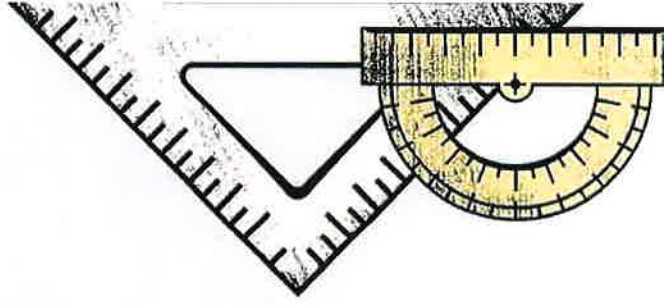
Elementary & Junior High

- ☎ 608-983-2380 Ext. 100
- ✉ chineman@weston.k12.wi.us

High School

- ☎ 608-983-2380 Ext. 210
- ✉ green@weston.k12.wi.us

Preferred method of contact is by phone



*Medical absences that are excused must be accompanied by a doctor's note.