

# 2024-25 WCLL Student Handbook

## "Wizard Proud"

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Milwaukee, Wisconsin 53233  
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Dr. Ramona Phillips, Principal

Web page: <https://mps.milwaukee.k12.wi.us/Schools/Wis-Conservatory-Lifelong-Lrng.htm>

Write or type your name

Name:	
Phone:	
Email Address:	

### Our Mission

The mission of Wisconsin Conservatory of Lifelong Learning is to provide K4-12 students with an urban comprehensive teaching and learning environment grounded in lifelong learning values to achieve academic, personal, employability, and civic excellence.

### Our Vision

We believe the most engaging strategy for achieving the mission of Wisconsin Conservatory of Lifelong Learning is to function as a collaborative professional learning community. We envision lifelong learning values will:

- Create a culture of integrity to support cooperative leadership.
- Build mutual respect for individual student academic achievement successes.
- Maintain disciplined peer and professional relationships.
- Guide students to develop a strong work ethic.
- Provide frequent opportunities for positive family engagement.

# **Wisconsin Conservatory of Lifelong Learning**

School Administration, Counseling & Support Staff

2024-2025

## **Administration**

### **Principal**

Dr. Ramona Phillips

### **Assistant Principals**

Mr. Robert Bly, Grades K4-8

Ms. Patience Wade, Grades 9-12

## **School Counselor**

Mr. Darrell Citchen, Grades 9-12

## **Support Staff**

Bookkeeper

Ms. Shante Crawford

Bookstore Coordinator

Ms. Yolonda Jackson

Parent Coordinator

TBA

School Psychologist

Mr. Edmund Campbell

School Social Worker

Ms. Nicole Vujosevich

Special Education Supervisor

Ms. Heather Hojnacki

School Nurse

Ms. Hope Parker

Transition Coordinator

Ms. Asima Wise

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## **Section I: Student Responsibilities**

### **Parent Ethics**

**Parenthood is a responsibility—preparing each child for a life that responds to his/her/their own calling to live in our society.**

This responsibility includes:

- Nurturing the development of the whole child; physical and intellectual
- Being role models for our children
- Working together in the school and larger community toward the healthy growth of all children
- Attend parent/teacher conferences, meetings, and school events to support our children

**We teach our children that their bodies, minds and spirits should be respected:**

- We respect our own bodies and those of others. We are clear with our children; they should refrain from using tobacco, alcohol, and other illegal substances throughout their school years
- We reject violence and degradation in all forms. Media, including television, movies, music, games, and other forms of entertainment that violate the dignity of human person are harmful to our children
- We commit our precious time to our children. We bring our special and specific talents to our school community. We find fulfillment in sharing our financial treasure for the benefit of the children in our community.

**In order to carry out our parental duty to teach our children, we will:**

- Model the behavior we want our children to emulate
- Love our children unconditionally
- Set age-appropriate boundaries for curfews and the use of television, telephones, computers, automobiles, etc.
- Foster a home environment with space and time for quiet study each day
- Work together with staff and other parents in our community
- Speak with respect when referring to students, parents, teachers, coaches, advisors, and others who serve our children

## **Section II: ATTENDANCE**

### **A. ATTENDANCE POLICY**

Wisconsin law has stated that unless the child is excused or has graduated from high school, any person having under control a child who is between the ages of 6 and 18 years shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled is in session until the end of the school term.

It is the shared responsibility of the family and the school to assist students to develop habits of punctuality and attendance. Students are expected to attend school regularly in compliance with the current law for compulsory attendance.

Administrators are authorized to require satisfactory explanation from the parent or guardian for the absence of a pupil from all or part of the school day.

Academic success and development are directly related to regular school attendance. Absences are detrimental to a student's academic growth and career preparation. Attendance records become a part of a student's permanent records. These permanent records are often required for college admission and by employers. Therefore, it is in the best interest of each student to establish a regular and punctual pattern of school attendance.

### **B. ATTENDANCE & STUDENT PRIVILEGES**

Poor attendance, including tardiness to school or class periods, may result in a loss of academic or extracurricular privileges as determined by the administration. Attendance is considered when granting the privilege of exam exemptions for juniors and seniors. A student may be considered ineligible to participate in athletics, theater, student government, or school field trips if they are habitually tardy or absent from the same class period- or from school in general. Habitual absence is defined as missing part or all of 10 or more class days during an academic quarter (approximately 45 school days). Habitual tardiness is defined as 10 or more times tardy to the same class period in an academic quarter.

In addition, a student who is marked absent for two or more (2) periods on a school day is ineligible to participate in extracurricular events, practice, games, or activities on that calendar day. Exemptions to this regulation (for doctor appointments, etc.) must be approved in advance by their grade level administrator.

### **C. ATTENDANCE PROCEDURES**

The school day begins at 8:00 am and ends at 3:25 pm. All students are expected to be in their assigned class on time every period.

During the school day, attendance is taken within the first 10 minutes of each class period. Student attendance is recorded initially by teachers on Infinite Campus and then verified by the Attendance Office. Attendance concerns are monitored on a daily basis by administrators.

#### **D. ABSENCES**

Since absences are disruptive to both the teaching and the learning process, we strongly discourage scheduling appointments and vacations during the school year.

It is each student's responsibility to request makeup work from their teachers; however, it should be understood that some types of class work cannot be replicated (e.g., labs, class discussions, field trips, other activities, etc.). Students will however be given the opportunity to demonstrate proficiency for the standards missed due to absences.

Parents are asked to request work through the main office only if the student will be ill on three (3) consecutive days or more. For absences that extend beyond three weeks, parents are asked to contact the Counseling Department.

Please note the dates for final exams in December and May. Student absences during the week prior to exams or during exam days should occur only for unavoidable circumstances. Exams are not available prior to the scheduled exam days.

#### **E. ABSENCE PROCEDURES**

If a student is absent or tardy for any reason, **the parent or guardian is required to:**

1. Call the school attendance line (414) 304-68 , between 7:30 am and 9:00 a.m.
2. Provide a written excuse for the student, which should be brought to the attendance office upon the student's return to school.

A student who is recorded as absent through the attendance process, and whose parent has not notified the school, is considered **truant**. Parental communication with the school regarding student absences will always result in proper attendance documentation. Lack of parental initiative in communicating student absences will unfortunately result in negative consequences for students. Proactive communication by parents is always appreciated. Written excuses not submitted within **one week** of an absence are not valid; the absence will be recorded as an unexcused.

## **F. TARDY POLICY**

Students who do not report to their period one class on time will be considered “tardy to school.” Students who arrive at school after 8:30 am are required to sign-in at the attendance office as tardy. Period one teachers will not allow tardy students to enter a classroom after 8:30 am without this tardy slip.

Students are required to report directly to school from the bus as it is an extension of school. Students who DO NOT report directly to school from the school bus may face the following consequences:

- **1st offense- Verbal warning/parent contact**
- **2nd offense- Parent conference**
- **3rd offense- 1 week bus suspension**

Students arriving after 9:00 a.m. will go through the scanning process at Exit 1 (front door) and report to the Attendance Office. Students with a legitimate excuse for being tardy will receive a tardy pass to class. Students without a legitimate pass may face the following consequences:

- **1st offense- Verbal warning/Parent contact**
- **2nd offense- Parent conference**
- **3rd offense- 1 week bus suspension**

Students may be recorded as tardy to school and/or tardy to any school day periods. A “tardy” which results in missing all or part of a class or any school day period may be considered skipping. Tardiness to any class is subject to documented warning by each staff member. Tardiness or unexcused absence from study hall, lunch, or a resource period is assessed the same disciplinary consequences as tardiness or absence from a class period.

Students have 5 minutes to transition to each class with a 1 minute warning bell. Hall sweeps will begin 5 minutes after the bell. Students in the hall sweep may be subject to the following consequences:

- **First offense in a given day/week- Verbal Warning; Counseling**
- **Second offense in a given day/week- Parent Contact**
- **Third offense in a given day/week- Referral to Supportive Services**
- **Repeated offenses may result in loss of extracurricular privileges, a parent conference and/or referral to administration.**

A student who is habitually tardy to the same class period may be assigned additional consequences by the classroom teacher or their grade level administrator.

Students who are skipping class will receive a phone call home to their parent or

guardian. Students will also be dealt with accordingly by their grade level administrator or Principal.

### **G. REQUESTING EARLY DISMISSAL**

Early dismissal from school is a privilege and may be approved only for unusual circumstances. Formal requests for early dismissal should be made in writing by a parent or guardian on the day prior to the date of the early dismissal. If same day dismissal is required, parents should contact Ms. Anderson, Attendance Secretary at (414) 304-6800. Be sure family members or guardians are listed in Infinite Campus to verify identity and request early dismissal for their student. **Students do not possess the authority to dismiss themselves from school.** Parents/guardians should specify the exact date and time that a student should be released. Written requests should be delivered to the attendance office. These requests are filed with attendance records and serve to authorize attendance office staff to excuse a student from class at the designated early dismissal time. It is essential that students check out in the attendance office before departing school on the day of an approved early dismissal.

## **SECTION III: PASS POLICY**

Students are required to be in the classroom on time in order to benefit from instructional activities. Students are allowed to be out of the classroom only during specific pre-approved times: before school starts, lunch time, passing periods between classes, and after school. Interruption of instructional time must be avoided as much as possible. Locker passes are prohibited. Students are expected to attend class with needed supplies and go to lockers between classes as needed.

All staff are responsible for reporting students who are outside of class without a pass during instructional time by notifying the safety desk.

Every effort must be made to minimize interruption of instructional time. However, in the event that a student is required to leave the classroom during class, the following policy must be enforced:

### **Restroom Pass**

Every student who leaves the classroom during instructional time MUST:

- Have a valid Hall pass signed by staff
- Comply with the “Fifteen Minute Rule,” which states that no passes are valid



during the first and the last fifteen minutes of class

- Return to class within 10 minutes or they may lose their pass privileges

- Remain on the floor where pass was given

Restroom/Hall passes are color coded by floor: for lower level, for the second floor, and for the third floor.

### **Hall Passes**

Students requesting to go to the office, nurse, CACC, Athletic Director, counselor, administrator, library, or supportive services (white pass):

- Staff member must call the aforementioned to see when/if student may come
- If permission is granted, staff member should write a pass specifying where the student is going
- This is a one way pass, students should return back to class with a new pass from said individual
- Students should not receive passes to attend an unscheduled class w/o administrative approval

Students who abuse the pass policy may lose hall pass privileges. Such students will be placed on the No Hall Pass list and will require an escort.

## **SECTION IV: ACADEMICS**

### **A. GRADING POLICIES**

A student's grade is dependent upon several factors. Foremost, the grade is determined by how well the student demonstrates proficiency for the course as assessed through tests, quizzes, assignments and course activities during the semester. Homework/practice is considered necessary to meet those standards, and will be designed for that purpose. Students are encouraged to take advantage of teacher provided opportunities to Review, Revise and Redo assignments, quizzes and tests for the purpose of demonstrating mastery of skills to improve their grades.

Students will receive progress reports and snapshot grades throughout the semester to monitor their progress to meet proficiency towards the standards in their courses. The final semester grade is determined at the end of each semester after final

evidence days. The semester grade is the final grade reflected on the official transcript.

## **B. INDIVIDUAL TEACHER/CLASS GRADING**

Teachers shall specify in writing how students' grades are determined for the courses they teach. This information will be on a course syllabus that will be provided to each student and parent/guardian at the beginning of each semester. It will include the rubric and/or grading scale for tests, quizzes, assignments, etc. to figure out the grade.

Teachers' syllabus and grading policies will reflect their course's alignment to the Common Core Standards.

## **C. COPYING, CHEATING, PLAGIARISM**

Plagiarism is copying or taking ideas, writings, or translations knowingly from another person or source and presenting them as one's own work. The student must always provide proper citation when recording someone else's ideas. Plagiarism is a form of cheating, lying, and stealing. Because plagiarism is a serious offense, the consequences are severe, including a failing mark on the standards-based assessment.

## **D. REPORT CARDS**

Students will receive three different types of reports to indicate their progress toward meeting standards. Interim Reports use teacher comments to record progress toward standards and course work. Snapshot Reports provide a current grade based on work at that point in time in the course. Semester Reports show the coursework grade, exam grades, final course grade and reflect credit attainment and GPA for the semester.

## **E. REVIEWING/APPEALING A GRADE**

When you feel a grade is not accurate for any reason, here are the effective steps to follow:

1. Organize your completed/graded assignments, exams, projects, etc. and add up your own points. Be sure to check Infinite Campus, Google classroom, your syllabus and/or any other guides handed out by your teacher that specify how you are assessed in this course. Compare your total/summary to the grade recorded by your teacher. If you still have a concern,
2. Set up a meeting with your teacher. Show your teacher your summary of your own performance and ask your teacher to review this with her/his grade book. If you still have a concern,

3. Review the information from the first two steps with your parent(s). If you still have a concern,

4. Ask your parents to contact your teacher directly. Through a phone or in person meeting, your parents (and you) can review all of the information gained through the first three steps. If you/your parents still have a concern,

5. Ask your parents to contact the Principal to review the concerns. The Principal will meet with the teacher and, if necessary, set up a meeting for all of the pertinent persons needed. During or shortly after this meeting, a final decision/solution will result.

## F. CREDIT REQUIREMENTS

The following table shows the credits required to pass to the next grade level.

GRADE LEVEL	CREDITS REQUIRED
9	0-4.9 credits
10	5 - 9.9 credits
11	10-15.9 credits
12	16 or more credits
<b>High School Diploma</b>	<b>22</b>
MPS	20 Hours
Service Learning/Community Service	

## G. GRADUATION REQUIREMENTS

- 4.0 credits: [English language arts](#)
- 3.0 credits: [Mathematics](#) (courses at or above the algebra level)
- 3.0 credits: [Science](#) (this must include one course with a lab)
  - One unit of life science
  - One unit of physical science
  - One unit in an additional life science, physical science, earth or space science, or district-approved science course
- 3.0 credits: [Social studies](#) (including state and local government)
- 1.5 credits: [Physical education](#) (must take one course per year over a three-year period\*)
  - \*A waiver of the final 0.5 unit is available junior or

senior year.

- 0.5 credit: [Health](#)
- 1.0 credit: Fine arts ([art](#), [music](#), dance, or theater)
- 2.0 credits: [World languages](#)
  - English language learners may substitute English as a Second Language course in place of world languages courses.
- 1.0 credit: College and career readiness
  - Any combination of approved college and career readiness coursework totaling 1.0 credit. Some courses such as Advanced Placement or International Baccalaureate diploma courses may count as meeting another requirement *and* the college and career readiness requirement. Beginning with the class of 2026 at selected high schools, 0.5 credit of Personal Finance will be required as one of the college and career readiness courses.

### **Electives**

- 3.0 units: A variety of electives is available, often related to the focus of the school.

### **Notes**

- A. Students must complete one of the following three options: online learning, community service experience, or service-learning.
- B. All students in Wisconsin must pass the district civics test.
- C. Students must complete their academic and career plan.
- D. Students must complete the Free Application for Federal Student Aid (FAFSA).
  - a. Students who are unable to access parental financial information, are undocumented, or whose parents allow them to abstain must complete the waiver.

## **H. SERVICE LEARNING MPS GRADUATION REQUIREMENT**

Service Learning, Community Service, or an online class is a graduation requirement for all MPS High Schools. Counselors will assist students throughout the process of completing the 20 hours of community service needed to fulfill this graduation requirement option. If a student receives a D or a U in a class, the student is eligible for an online class. In passing the online class the student will get credit for the class and will complete this graduation requirement. Please see the Counseling Department for more information.

## **I. SCHOOL COUNSELORS**

WCLL's Counseling Department is staffed by qualified and certified personnel. Although students are assigned to counselors, considerable flexibility is possible in these assignments. In accordance with the philosophy of the school, the program includes services for the personal, social, educational, and vocational development of each student. In general, students are assigned to our counselors in the following manner:

Mr. Citchen (Grades 9-12)

The Counseling Department aids in the achievement of the objectives of WCLL High School by:

1. Identifying individual needs, abilities, and interests
2. Adapting the resources of the school to each individual's attributes
3. Assisting the student in achieving self-understanding and self-direction
4. Assisting the student in development of skills in decision-making and communication
5. Facilitating communication among administration, faculty, students, and their parents.

The Counseling Department maintains a record of academic achievement and aptitude for each student. This information is shared with the individual student and his/her parents/guardians and teachers.

#### Orientation and Programming

- Scheduling all students

#### Counseling:

- Personal request by students or their parents/guardians
- Referral by staff member

## **J. COLLEGE AND SCHOLARSHIP APPLICATION**

### **PROCEDURES**

#### 1. Applications to Colleges, Universities and Technical Schools

The following procedure will ensure the proper processing of all applications within the time limits set by the individual schools:

- The application process is generally completed in the 1st semester of senior year.
- The CACC usually has applications available for most colleges and universities.
- Completed applications (this includes exact fees either in a check or money order plus a signed transcript release form) must be brought

personally to the counselor AT LEAST 7 WORKING DAYS BEFORE THE COLLEGE'S STATED DEADLINE FOR ACCEPTANCE OF APPLICATION (the same procedure applies for scholarship applications).

- The counselor will review the application, and if it is complete, will “log” the application to acknowledge receipt of these materials, and then issue the required transcript(s) and forward the application to the specific college(s).

## 2. Letters of Recommendation

Frequently students, particularly seniors, are in need of a letter of recommendation from school personnel when applying for jobs, scholarships, or admission to college. We suggest that the students consider the following:

- Pick someone who knows them well.
- Give this person at least 2 weeks to respond.
- Have the writer make copies; students may request additional letters in the future.
- Check with the writer within a reasonable time to see if the letter has been sent so as to meet deadlines.

Items not received by indicated deadlines for processing may not be received by the colleges and/or scholarship committees in time to meet their individual deadlines for consideration. WCLL can give no guarantees in this situation.

## **SECTION V: TEXTBOOK/CHROMEBOOK RESPONSIBILITIES**

The student, parent, or guardian will be responsible for the proper use and care of textbooks and chromebooks. They are responsible for stolen, lost, or damaged textbooks/chromebooks and are required to pay the school for any replacement costs or fines.

1. Students must keep chromebook/textbooks in a secure place.
2. Students must bring chromebook/textbooks to class as directed by the teacher
3. Students are not to write on, damage, or destroy books or chromebooks.
4. Parents/students are responsible for stolen, lost, or damaged textbooks/chromebooks and are required to pay the school for any replacement or fines.

The fines for textbooks will be as follows:

\$1.00 FINE – per damaged page including (but not limited to): torn, soiled, or written upon.

\$10.00 FINE – written on the outer edge of book pages or outer cover, ripped off cover, or the book cover broken in half.

FULL PRICE – missing pages, lost, stolen, broken binding on a brand-new textbook, or any unusable book.

The fines for chromebooks will be as follows:

\$20.00 - Missing keys on keyboard Trackpad has peeled up  
Broken camera Broken or lost/stolen power adapter Broken  
speaker Chassis/casing damage

\$60.00 - Major chassis/casing damage Damaged screen

\$300.00 - Device replacement due to fluid damage; Device  
lost; replacement due to destruction

## **SECTION VI: FACILITIES & STUDENT SERVICES**

### **A. CAFETERIA**

It is each and every student's responsibility to clean tables, dispose of refuse in the containers provided. Any student failing to respond properly to a cafeteria moderator's request for assistance in cleaning up will be reported to the Administration for insubordination and will face disciplinary action.

**Food and beverages are to be consumed only in the cafeteria.** Such items will be confiscated if taken outside of the cafeteria. Disciplinary consequences may also be assigned.

Rules governing student conduct in the cafeteria and concourse are as follows:

1. Walk at all times in the cafeteria or concourse area.
2. Sit only on chairs.
3. Speak with a conversational tone and volume.
4. Contribute to creating a positive environment.

### **B. ILLNESS OR ACCIDENT**

If a student becomes ill or is injured during the day, the nurse is to be notified immediately. Arrangements for medical attention or to be excused to go home will be made by the nurse or main office. Parents will be contacted by the staff; it is the responsibility of the parents to make arrangements to get the student home safely. Students are not allowed to leave campus to transport other students during the school

day. If a student misses a class due to illness and has not reported to the nurse or main office, the student will be considered truant.

Every accident occurring on the school grounds or at school sponsored events which involves possible injury must be reported immediately to the person in charge and to the nurse or main office. The person in charge will fill out an accident report through the main office.

### **C. LIBRARY**

Our library is an important academic resource, serving our college-prep curriculum with hundreds of publications (online and in print) and the latest information technology, including an updated computerized library catalog. WCLL students are welcome to utilize the library.

**Library Hours:** 8:00 a.m. – 3:20 p.m.

Library Use Procedures:

1. All library materials, except certain books in reference or those placed on reserve, may be checked out of the library for a two-week period. Items may always be renewed unless needed by another student.
2. Students are responsible for their overdue materials, fines, and lost materials. All library material must be returned, and fines paid before a student's grades are recorded. In addition, seniors must "clear" with the library before receiving their caps, gowns, and diplomas.

#### **Student conduct requirements in the Library:**

1. Food and beverages are not allowed.
2. An atmosphere of quiet study is maintained at all times.
3. When a student's conduct is unsatisfactory, s/he will lose her/his library privilege for a time deemed appropriate by the librarian; further disciplinary consequences may also apply.
4. The Internet use policy in the Handbook applies at all times in the Library (and other computer labs). Use of e-mail is only allowed for school-related research or college application communication.

**NOTE:** ALL chromebooks, textbooks and novels are the property of WCLL and included in the cost of tuition.



Students may still receive LIBRARY FINES for novels or texts that may be overdue. All books are renewable without cost but students are responsible for doing so in a timely manner. Most textbooks are checked-out for the whole year. Textbooks used in semester only courses are checked-out for only one semester. If students keep these books beyond the time allowed, fines may result. If the class or student needs to use the book longer, it may be renewed without any fine incurred.

#### **D. LOCKERS**

Lockers are assigned to every student for them to store their personal belongings. Lockers are not to be shared and students are prohibited from sharing their locker combination with other students. Lockers are school property loaned to students for their convenience. **The school reserves the right to inspect lockers at any time for any reason. In addition, students are held responsible for the contents of their lockers.**

Lockers should be kept clean and orderly. Students should remove food items daily. Personal stickers are never allowed on the outside of lockers. School activity sponsored decorations on lockers are allowed with pre-approval of Administrators or Principal. Only removable masking tape or magnetic strips should be used to attach items inside of lockers. Fines may be issued for damaged lockers and/or securing unlocked lockers.

#### **E. LOST AND FOUND**

Any misplaced item found on campus should be brought to the Main Office, where they may be claimed.

#### **F. MEDICATION**

It is best to give your child any prescription medicine at home. However, there are times a child may need to be given a prescription medication during school hours. School personnel may not administer medication that should have been given to the child at home prior to starting the school day unless it has been determined to be essential to be given at school.

The procedure will be followed by staff in the administering of medication to students in school:

- 1. All prescription drugs and over the counter (OTC) medications should be registered and kept with the school's Nurse.** Only designated school personnel will be authorized to hand the medication to students.
2. All prescription medication must be in a labeled prescription bottle and include the following information: student name, physician name, physician phone number, name, and number of pharmacy, and dosage. Over the counter (OTC) medication must be accompanied by a note of parent

permission.

3. A signed letter of consent from the parent/guardian must be on file. It is here that the school is given written authorization with specific directions on dosage and time of administering the prescribed medicine.

4. SPECIAL NOTE: School personnel will hand the entire bottle/container of medicine to the student. It is the responsibility of the student to take the recommended dosage at the prescribed time. All parent/guardian consent forms and other medical information can be picked up in the Main Office.

Note: If a student is found in possession of prescription or over the counter medication that has not been prescribed to the student, has not been registered with the school Nurse and/or lacks parent permission, the medication will be confiscated, parent will be notified and disciplinary actions may be taken.

## **G. PARKING LOT**

**The parking lot has cameras and is monitored by school safety throughout the day.** Students are prohibited from loitering in the parking lot during school hours. The parking lot is school property, therefore, any behavior that occurs on WCLL premises (including the parking lot) that violates the student code of conduct will result in disciplinary action.

## **H. TELEPHONES**

Students with an urgent need to use a phone during the school are required to ask permission from their grade level administrator between class periods. Telephone calls are to be kept as brief as possible.

## **I. BUS TRANSPORTATION (COUNTY AND WCLL)**

Both school buses and Milwaukee County Transit system buses are extensions of the school. As a result, all rules that the school makes to ensure good order and safety within the school building apply as well to the school buses and public transportation. Failure to comply with either school regulations or busing regulations could result in the suspension of the student's privilege to ride the bus. These rules apply to conduct on any bus transportation contracted through WCLL High School (to and from home and school, field trips, athletic events, etc.):

1. All conduct on the bus must be within the bounds of respect, courtesy, and common sense.

**2. NO SMOKING, VAPING, OR TOBACCO CHEWING.**

3. Students are to remain seated keeping arms, hands, and heads inside the bus at all times.

4. The bus driver has the authority to assign seats for disciplinary, safety, or other reasons.

5. Students who damage a school bus can be held liable for repairs and subject to suspension.

**J. PUBLICITY AND ANNOUNCEMENTS**

Permission to put up posters, flyers and/or signs must be obtained from the Administrators or the Principal. Organizations or individuals putting posters up must remove them after the approved time. No tape or adhesive of any kind may be used on ceilings, upper painted parts of walls or on windows or glass. Removable masking tape only should be used at all times. Announcements are made once a day. Announcement forms are available in the main office. The faculty advisor must give approval for all announcements, commercials, etc. P.A. announcements must be of a general all-school nature.

**K. WORK PERMITS – MAIN OFFICE**

The school has been authorized by the State of Wisconsin to issue Work Permits. Work Permits are issued in the Main Office. The following items are required prior to the issuance of any permits:

1. Student's Birth Certificate
2. Social Security Card (No photocopies; original copy only)
3. Letter from student's employer, which provides:
  - Business name, complete address, phone number
  - Statement of the nature of the business
  - Information concerning the nature of the work the student will be doing.
4. Letter of permission from the student's parent or legal guardian (including student's home address)
5. Fee of \$10.00 required by the State of Wisconsin

**IMPORTANT:** A student signature is required to obtain a work permit. Therefore, students are required to request the permits IN-PERSON.

The above information may be handled into the main office at the beginning of the day and picked up later the same day.

## **SECTION VII: STUDENT ACTIVITIES**

### **A. STUDENT ORGANIZATIONS**

Participation in co-curricular activities plays an important role in the total education of students and, therefore, is strongly encouraged. However, student participation is subject to review based on behavior and academic performance and is subject to eligibility requirements. Clubs are maintained to give students an opportunity to develop creativity and leadership, as well as enrich their lives, give service, and acquaint themselves with students in a way different from classroom interaction.

### **B. ELIGIBILITY**

Co-curricular eligibility (for theater, clubs, and organizations, field trips and school travel) is linked directly to attendance. Co-curricular ineligibility stipulates that a student may not participate (practice as well in certain circumstances) in any co-curricular activity while identified on behavior probation. Please be advised that specific clubs and organizations may have additional eligibility requirements.

### **C. STUDENT ASSEMBLIES**

Students must sit with their assigned sections during school assemblies. The nature of the program presented should direct audience response within the bounds of good taste and courtesy. Student misbehavior during assemblies may result in removal of a student from assembly and/or exclusion from one or more future programs, as well as additional disciplinary consequences as determined by the Administration.

### **D. SOCIAL & ATHLETIC EVENTS**

No smoking, alcoholic beverages, or illegal drugs are permitted at school affairs (this includes all school sponsored trips). Students under the influence of drugs or alcohol will not be admitted to school functions; they will be detained for immediate contact of parent/guardian and/or law enforcement officials. If a student leaves a function, he or she may not return. Any special arrangements concerning the time of arrival or departure at a student activity should be made with the event supervisor a few days prior to the function. Guests of students must have a High School ID card, must follow all school regulations, and will be refused admittance or be asked to leave should a violation warrant such action.

### **E. TRIPS ABROAD / OVERNIGHT TRIPS**

All students and their parent/guardian(s) must know that all WCLL High School policies as outlined in this handbook apply to students participating in trips abroad or

overnight trips. The WCLL administration reserves the right to deny any student the privilege to travel with a school – sponsored trip/activity overnight. For all field trips and overnight trips, parents/guardians are required to sign an WCLL waiver/permission form authorizing the involvement of the student. WCLL staff and administrators reserve the right to apply and enforce additional rules beyond those in this student handbook as they see fit to ensure the safety of students on trips abroad/overnight. Students who do not comply with these additional rules may be subject to discipline in accordance with MPS Student Rights and Responsibilities Handbook.

## **SECTION VIII: ATHLETICS**

### **A. GENERAL**

WCLL recognizes the importance of participation beyond the classroom and realizes its role in the education of the student. The student in turn must recognize and accept the responsibility s/he carries as a representative of WCLL High School. The student must strive to be physically, mentally, socially, and academically fit and understand all rules, regulations and responsibilities to others, school, and self. All students are expected to conduct themselves in a manner that is a credit to their personal integrity, to that of their parents, and to the school.

The requirements for eligibility and expectations outlined in the Eligibility Code are reviewed annually. Any changes to policy may be enacted during the next academic semester after notification is given to parents and students. Notification will generally be made one academic quarter (or equivalent time) in advance of any modification taking effect.

### **B. ELIGIBILITY**

Eligibility for athletics is linked directly to attendance and behavior. Ineligibility stipulates that a student may not participate (practice as well in certain circumstances) in any co-curricular activity while identified on behavior or athletic probation.

A student is placed on athletic probation for one or more of the following reasons:

- Earning two (2) or more failing grades during the most recent grading period
- Achieving a grade point average (GPA) below 2.00 during the most recent grading period (Academic Quarter or Semester)
- Failing a course whose academic credit is required to achieve graduation.

### **C. PARTICIPATION REQUIREMENTS**

Every student who participates in athletics at WCLL High School must:

1. Maintain the standards and adhere to the policies and requirements of WCLL High School, the WCLL Athletic Department, and the WIAA.
2. Have signed and on file in the school office the policy acknowledgment card that accompanies the Student/Parent Handbook.
3. Have a Physical Examination Card/Alternate Year Health Card on file with the Athletic Director prior to the first practice. While attendance at practice remains mandatory, no student is allowed to participate in a practice or event until the appropriate health card is on file at WCLL. All students new to WCLL (Freshmen and Transfer students) must have a newly completed Physical Examination Card.
4. Be in good academic and behavioral standing.
5. Pay a non-refundable fee of \$25.00 per sport. (Fee may be different depending on sport)

#### **D. RULES & REGULATIONS**

The following are to be observed by all WCLL students:

1. No smoking, vaping, or other use of any tobacco products. No use, possession or distribution of any alcohol, non-prescription drugs, or controlled substances (or distribution of prescription drugs).
2. Students are expected to abide by all school rules as outlined in the entire Student Handbook.
3. Since practice is the backbone of many programs, particularly sports, it is essential that every student be in attendance unless s/he notifies her/his supervisor prior to the start of practice.
4. Students are advised to plan appointments, business, vacations, etc., at times that do not interfere with their schedules. Absences from events, meetings or practices could result in disciplinary action, including, but not limited to, suspension from one or more contest(s).
5. The school absentee list will be checked each day. In the event that a student's name appears on such a list, s/he will not be permitted to participate that day unless excused by Administration.
6. All athletes are governed by the rules set down by both the WIAA Constitution and Bylaws.

## **E. PENALTY FOR VIOLATIONS OF ATHLETIC RULES AND REGULATIONS**

Violation of athletic rules and regulations will result in a suspension from one or more events. Any subsequent offense could result in further suspensions or dismissal from the group and loss of recognition. The student-athlete may also forfeit his/her award (letter or other), and other recognition's such as team captain position, conference nominations, etc.

## **F. POLICY ON QUITTING**

Participation in athletics teaches responsibility toward others and also requires students to carefully budget their time and prioritize their other responsibilities including academic, family, work, and social obligations. Unless approved by school officials and parents for compelling reasons, quitting is often irresponsible and unfair to others. Therefore, a student who does quit may be ineligible for future participation. Students may follow the appeal procedure if a mutual agreement with the coach/Athletic Director is not reached.

Students seeking to transfer from one sport to another within a season must obtain written approval from parent/guardian, the Head Coaches of each sport, and the Athletic Director. Students who quit a sport must contact the Athletic Director prior to the next athletic season to have their eligibility reinstated.

## **G. APPEAL PROCESS**

Students have the right to appeal disciplinary cases to their respective coach, Athletic Director, Dean of Students, or Principal. The student may do so by making a request in writing as to why such an appeal should be heard. The request must be received by no later than three (3) days after the student has been notified of the consequence in question. The Athletic Director or moderator and the Principal will determine if an appeal meeting should take place. In such cases, a council designated by the Principal will meet to review the appeal. The student and her/his parent will be notified with the decision regarding the appeal within three (3) school days of receipt of request for appeal. A student may not participate in practices or games if s/he has been suspended- regardless of appeal status. Reinstatement as a participant can only occur if the appeal results in a decision conveyed by the Principal to rescind the suspension. The decision of the Principal is final.

## **H. CONFERENCE AND STATE ASSOCIATION MEMBERSHIP**

WCLL is a full member of the Wisconsin Interscholastic Athletic Association [WIAA]. Accordingly, WCLL adheres to all WIAA rules, regulations, and requirements in our athletic programs.

## **I. WIAA ELIGIBILITY REQUIREMENTS**

### **Enrollment:**

1. The student must be in grades 9-12 with an academic program of at least 4 full credits.
2. The student must be enrolled in the school within 17 days of the start of the semester.
3. A student is ineligible for participation after 8 semesters.
4. A student is ineligible for interscholastic competition if he/she turns 19 years old before August 1st of any given year.

### **Transfer Students:**

1. Unless transfer is effective at the outset of a semester, a student cannot establish eligibility at his/her new school until the 5th calendar day of such transfer.
2. A student is eligible only upon his/her 1st transfer from a non-WIAA school (parochial or private) unless there is a change in residence on the part of the parents.
3. A student who transfers is ineligible to participate in his/her school's summer program unless such transfer involves change of residence and includes registration and certification.
4. A student may not have eligibility in more than one school at the same time. A parent or parents who move from a primary residence within one school's attendance boundaries, may be required by the Board of Control to provide evidence of a total move.
5. A student who transfers from any school with a status on ineligibility for disciplinary reasons retains such status at his/her new school for the same period as decreed by the former school. 6. No eligibility will be granted for a student whose residence within a school's attendance boundaries, with or without parents, or whose attendance at a school has been the result of undue influence (special consideration due to athletic ability or potential) on the part of any person, whether or not connected with the school.

### **Amateur Status:**

1. All contestants in WIAA must be amateurs.
2. Students will lose their amateur status and become ineligible for all further participation in the school's interscholastic program if he/she:



- Accepts reimbursement, in any form; salary, cash, merchandise of any kind or amount, or share of game or season
  - Accepts proceeds, for achievement in athletics
  - Signs a professional contract or agreement for services as a participating athlete receives compensation or benefit, directly or indirectly, for the use of name, picture, and/or personal appearance, as an athlete, or provides endorsement, as an athlete, in the promotion of a commercial or profit-making event, item, plan, or service
  - Plays in any contest under a name other than his/her own name.
3. Students may accept reimbursement for food, travel, or lodging for participation as well as their uniform and symbolic awards.

## **J. SPORTSMANSHIP EXPECTATIONS**

Good sportsmanship is essential to a successful high school extra-curricular program. The elements of fairness, courteous behavior, and gracious acceptance of positive human relations must be a priority.

With these objectives in mind, the following are fundamentals of sportsmanship:

- A. Respect is to be shown to opponents at all times.
- B. Officials are to be respected at all times. Officials should be recognized as impartial arbitrators who are trained to do their job and who can be expected to do it to the best of their ability. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials.
- C. The rules of the contest are to be known, understood, and appreciated. A familiarity with the current rules of the game and the recognition of their necessity for a fair contest is essential. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.
- D. Self-control must always be maintained. A prerequisite of good sportsmanship requires one to understand her/his own bias or prejudice and the ability to prevent the desire to win from overcoming rational behavior. A proper perspective must be maintained if the potential educational values of athletic competition are to be realized. Good sportsmanship is concerned with the behavior of all involved in the game.
- E. Skill in performance regardless of affiliation is to be recognized and appreciated. Applause for an opponent's good performance is a

demonstration of generosity and good will that should not be looked upon as treason. The ability to recognize quality in performance and the willingness to acknowledge it without regard to team membership is one of the most highly commendable gestures of good sportsmanship.

## **K. SPECTATOR RESPONSIBILITIES AT ATHLETIC EVENTS**

At WCLL High School, all persons who enter field or gymnasium spectator areas are expected to be mindful that EACH of the participants in high school athletic events is:

1st: A student whose academic growth is vital, and

2nd: An athlete expected to demonstrate respect for the dignity of others at all times.

WCLL High School parents/guardians, staff, and alumni are expected to be leaders by reinforcing sportsmanship in our students at all times at home and away events. No student or adult has the right to speak, yell, gesture, or sign in any manner that can demean or humiliate a high school student-athlete or spectator.

The motto of the WCLL athletic department is clear and simple: We cheer for, not against.

## **L. SPECTATOR REGULATIONS AT ATHLETIC CONTESTS**

Spectator Behavior rules are as follows:

- A. All spectators shall behave in a manner which respects others, regardless of gender, race, ethnicity, place of origin, nationality or physical or mental disability.
- B. All spectators are to refrain from using tobacco or vapes on school property.
- C. There are to be no noisemakers at any athletic events.
- D. No signs can be posted in or carried into the events.
- E. Spectator language should be such that it will reflect favorably on the school and the students.
- F. Spectators under the influence of alcohol or drugs will be removed with parent and/or police notification.
- G. Spectators must be seated in the section or area designated for their school whenever possible.

- H. If students leave an event, they will not be allowed to return.
- I. Common courtesy shall be shown to all visiting spectators and their cheers.
- J. Spectators shall respect all decisions of contest officials.

## **M. ATHLETIC WAIVERS**

Prior to any participation in athletics all student athletes must complete the necessary waivers and paperwork. This is including, but not limited to: Physical/ Alternate year cards, Transportation agreement, Liability, and Insurance agreement. In the event of an injury during any aspect of a student participating in the athletic program, it is the responsibility of the parents/guardians' insurance company to assume responsibility for the medical expenses.

## **SECTION IX: DRESS CODE POLICY**

The following code applies to student dress each academic day from 8:00 a.m. to 3:25 p.m., as well as all school sponsored events. **The school administration will have final say in all dress code disputes.** If a dress code violation is deemed too inappropriate for a student to be in school, parents/guardians will be contacted to provide appropriate clothing. Students will then be admitted to class once they have on proper attire.

### **Why Does WCLL Have a Dress Code?**

The physical appearance of our students sets an important tone for the work of a school day. Maintaining an overall positive physical decorum depends upon a cooperative student body who takes pride in their personal appearance. Clothing that is neat, clean, and modest most accurately reflects the productive academic environment that our students encounter daily. Attire that may be popular or trendy in the current social culture may not necessarily be appropriate as school wear. The dress code is designed to guide students and their parents in making attire choices that are consistent with the values inherent in the mission of WCLL High School. Parents/guardians of WCLL High School students have a fundamental responsibility to reinforce expectations for proper dress. It is for these reasons that we expect our students to wear clothes that would be considered professional in a work environment. The only exception to the dress code policy is during special school events with administrative approval this includes: spirit week, homecoming, etc.

### **The Following Apply to All Clothing Items:**

- Any clothing that denigrates any other person, group of people, or institution, is unacceptable at any time.

- Any clothing items that are overly ripped, sheer, see-through, overly revealing, or immodest are not appropriate for school.
- Any clothing with obscene or profane language and/or images, weapons, alcohol, drugs, nudity, or sexual in nature may not be worn.
- Any clothing that represents gangs or gang related images may not be worn.
- Undergarments may not be exposed at any time (including “beaters” and tank tops).
- Blankets are not to be used during the school day.
- Pajamas or other forms of sleepwear are not allowed.
- All students must wear shoes for safety. Bedroom slippers may not be worn.
- No Gang-related or clique representative particles may not be worn. Clothing decorated with obscene phrases or images (weapons (firearms), beer, alcohol, drugs, marijuana, or tobacco), nudity, or any language interpreted as abusive or vulgar may not be worn.
- Hoodies are allowed, however, hoods may not be worn during the school day.

#### **A. SHIRTS, SWEATSHIRTS, TOPS**

- Hoodies are allowed, however, hoods may not be worn during the school day.
- No open back shirts.
- Chest area and mid-section must be adequately covered at all times.
- All shirts must cover the shoulder. Any shoulder straps must be at least 3 fingers wide.

#### **B. PANTS/SKIRTS, DRESSES & DRESS OUTFITS**

- All pants/shorts must be worn at the waist. No sagging pants will be allowed. ● Leggings and Biking shorts must be opaque and no shorter than 1 inch below the middle finger with hands extended to the side.
- Dresses and shorts will be no shorter than 1 inch below the middle finger with hands extended to the side.
- Skirts and dresses will be worn no shorter than 1 inch below the middle finger with hands extended to the side.
- All dresses and dress outfits must cover the shoulder. Any shoulder straps must be at least 3 fingers wide.
- No open back dresses are permitted.
- Chest area must be adequately covered at all times.

### **C. HEADWEAR /ACCESSORIES**

- Hats, bandanas, durags, scarves, hoodies, and bonnets will not be worn at any time inside the school building (this includes the concourse areas).
- Only glasses with clear lenses will be allowed to be worn inside of the building during school hours

### **D. FOOTWEAR**

- All students must wear shoes for safety. House shoes and/or slippers are not allowed.

### **E. DRESS CODE FOR SPECIAL DAYS (Includes School Dances)**

The Dress Code applies to all students at all home and away events/trips during the school day. For WCLL events outside of the school day, students may wear clothes that would be deemed casual (unless announced otherwise), yet appropriate and neat looking, as long as they are not deemed inappropriate by WCLL School administrators.

## **SECTION X: CELL PHONES AND ELECTRONIC DEVICES**

### **A. CELL PHONE POLICY**

The faculty of WCLL is working hard to provide a safe environment, conducive to learning, and free of all distractions that hinder the learning process. In order to preserve the learning environment where students are free to pursue high levels of academic achievement, we are sharing our enforcement of the school district's Electronic Device Procedure that will be followed. Milwaukee Public Schools Administrative Policy 8.51 states that "students are not allowed to activate, use or display personal electronic communication devices while at school." **At WCLL, all non MPS issued electronic devices will be collected upon entry to the school building and stored in a secure location throughout the day.** In addition, Administrative Policy 8.51 also states that "the school and school district will not be financially responsible for damaged, lost, or stolen items." The following redistribution process for electronic devices will be followed:

- Students following this newly enforced Electronic Device School Procedure will have their devices returned to them at the end of the academic day (period 7).

- Students will be required to be in attendance in their 7th hour class to retrieve their devices.
- Students who may require an early release from school due to scheduling, work, illness, or other reasons will be able to retrieve their device from the attendance office after checking out. Parents must call the school prior to picking up their child.

We are committed to enforcing full compliance with this policy and will be providing the needed support to help students adjust to these new procedures. Since this policy is not optional, if students are hesitant to have their electronic devices collected, we encourage leaving them at home. Students who do not comply with this policy will have their electronic devices held for parent or guardian to pick up. Please refer to the following chart:

**Violations/Consequences:**

WCLL has a school-wide cellphone free policy. Students are expected to turn in their cell phones when entering the building. When students do not adhere to our cell phone policy, the consequences are as follows:

Violation	Consequence
1st Violation	Cell phones are confiscated and returned the following day during 7th period <b>OR</b> the parent or guardian must retrieve the cellphone from the administration after 3:30pm.
2nd Violation	The cell phone is confiscated until the following day <b>AND</b> the parent or guardian must retrieve the cellphone from the administration after 3:30pm.
3rd Violation	The cell phone is confiscated until the following day <b>AND</b> the parent or guardian must retrieve the cellphone from the administration <b>AND</b> attend a Parent meeting with the administration.

As per MPS policy, if a student uses a communication device to endanger the physical safety or mental well-being of others, ***disciplinary action will be taken.*** Unauthorized use of recording equipment (i.e. camera/video phones, digital cameras, smart watch, etc.) **will result in disciplinary action.**

If your cell phone is lost, damaged, or stolen, WCLL, Milwaukee Public Schools, and all school personnel ***will not under any circumstances be responsible and will not pay to have it replaced or repaired.*** You are bringing your cell phone at your own risk.

1. Inappropriate Use of Electronic Devices

Any activation, use, or display of an electronic communication device (mobile phone, tablet, portable music player, or any device capable of accessing social media), including but not limited to capturing, distributing, and posting of inappropriate images that disrupt the learning environment are prohibited and will result in disciplinary actions. Certain inappropriate images or postings will be referred to law enforcement.

2. Headphones may only be used in cafeteria, study halls, or in classes in which an activity requires the use of headphones. Sound must be kept in headphones. Music may not be played outside of headphones at any time.

## **SECTION XI: BEHAVIORAL & SAFETY STANDARDS**

WCLL strives to provide for its students a safe and caring atmosphere that fosters a holistic sense of responsibility for personal and academic growth. Students are required to conduct themselves in an acceptable and appropriate manner in school and at all school functions. Ultimately, parents are responsible for the behavior of their sons or daughters at WCLL. If a student violates local, state, or federal law, s/he and his/her parents must be aware that the student is subject to the legal ramifications of such violations. Furthermore, WCLL personnel will fully cooperate with law enforcement officials by providing information as requested. **Ultimately, it is the responsibility of the student and her/his parent(s) to be aware of local, state, and federal laws.** When a student's behavior is inappropriate, the school may respond with interventions that include, but are not limited to:

1. Notification of parents
2. Referral to Supportive Services
3. Pending suspension with parent conference
4. Suspension from school with parent conference upon return
5. Placement on school probationary program
6. Referral to Police or other proper authorities
7. Expulsion from school

The following specific topics are noted in more detail to provide appropriate guidance and clarity for student behavioral expectations:

### **A. ALCOHOL AND OTHER CONTROLLED SUBSTANCES**

It is the expectation of WCLL that all students refrain from the use of alcoholic beverages. Any individual student, or group of students found to be using or distributing alcoholic beverages and/or controlled substances at any time or place are subject to disciplinary action by the school. WCLL policy is an extension of Wisconsin law which has stated that no person may possess or consume intoxicating liquor; (a) on school premises; (b) in a motor vehicle, when a pupil attending the school is in the motor vehicle; or (c) while participating in a school sponsored activity. School disciplinary consequences for the first-time use, possession, and selling of alcohol or controlled substances may include suspension from school and expulsion from school.

## **B. BULLYING**

Everybody should enjoy our school equally, and feel safe, secure, and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, nationality, and sexuality. Bullying causes pain and stress to victims and is never justified or excusable. Bullying will not be tolerated. Consequences include, but are not limited to detention, suspension from school and/or expulsion.

### **At WCLL, we are committed to:**

- Providing a caring, friendly, and safe environment for all our students so they can learn in a relaxed and secure atmosphere.
- Responding promptly and effectively to issues of bullying.

### **At WCLL, we believe that:**

- Bullying hurts. No one deserves to be a victim of bullying.
- Everyone has the right to be treated with respect.

### **At WCLL:**

- Bullying of any kind is unacceptable.
- Bullying will not be tolerated.
- We are a TELLING school. This means that anyone who knows that bullying is happening is expected to tell staff and know that incidents will be dealt with promptly and effectively. - We will provide support to students who are bullying and teach them different ways of behaving. - We will provide counseling and support for students who are victims of bullying

### **At WCLL, bullying is defined as:**

- the use of repeated aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

### **Bullying can be:**

- Emotional being unfriendly, excluding, tormenting (such as hiding books, making threatening gestures)
- Physical pushing, kicking, hitting, punching, tripping, or the use



of any violence.

- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually threatening or abusive comments
- Homophobic because of or focusing on the issue of sexuality.
- Verbal name-calling, sarcasm, spreading rumors, insulting, teasing. - Cyber use of social media, camera and video equipment, email and internet chat rooms to bully
- Mobile threats cell phone text messaging and phone calls

### **C. CHEATING/ PLAGIARISM**

Cheating in any form (including the intent to cheat), including plagiarism is unethical and contrary to the values and ideals of WCLL. All forms of cheating or plagiarism, including materials obtained improperly from the internet or other electronic sources will not be tolerated. In any case of academic dishonesty, the teacher will notify the parent or guardian of the offense and the student will not receive credit for the work until the evidence for the applicable standard(s) is resubmitted by the student.

#### **Consequences for Academic Dishonesty:**

In all cases of cheating/plagiarism parents will be notified by the teacher who discovered the infraction.

### **D. COMPUTER/INTERNET USE**

WCLL will not tolerate, within our students and learning community, the creation or participation in any Internet/Web sites that are contrary to our values.

WCLL also requires all students and parents to sign a computer usage agreement at the beginning of every school year. This is a separate form that will be required to be signed prior to any WCLL student using computers in the building.

MPS supports the use of computer technology to enhance the education of all students. It also recognizes that with this educational opportunity comes personal responsibility. Email accounts and file materials are not private and may be monitored by the district. Electronic messages must not contain profanity, obscene comments, sexually explicit material, or expressions of bigotry, racism, or hatred. Users are cautioned against transmitting personal information that they would not want made available to strangers. This includes name, address, and telephone, Social Security, and credit card numbers. Use of the Internet is a privilege, not a right. Inappropriate use will result in the cancellation of the privilege and possible disciplinary action according to Administrative

Policy 8.48.

### **E. FIRE ALARMS, 911 CALLS**

Students who are responsible for setting false alarms or facetiously calling 911 will be subject to prosecution under state statutes that carry a maximum penalty of 6 months imprisonment and/or a fine of \$10,000.00. Any such perpetrator of these acts is also subject to suspension and/or expulsion. Any reference to bombs, bomb threats or any destructive devices, however intended, will be subject to police referral.

### **F. FOOD AND BEVERAGE**

#### **Food and beverages are to be consumed in the cafeteria or other pre approved**

**designated area**; such items will be confiscated if taken outside of the cafeteria. Students are expected to clean their own tables. This is intended to help us maintain a clean building without increasing our cost for maintenance. WCLL students are expected to understand that littering or other disregard for property ultimately violates the dignity of all people who learn and work in the school, especially staff members who end up cleaning up an unnecessary mess. Students are not permitted to order or receive food from outside of the school building. All food deliveries will be confiscated.

### **G. GAMBLING**

Gambling is not allowed on campus during school hours. All dice and gambling contraband will be confiscated. Students who are observed gambling or throwing dice may face further disciplinary consequences.

### **H. HARASSMENT**

Harassment involves behavior towards pupils based, in whole or in part, on sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability which substantially interferes with a pupil's school performance or creates an intimidating, hostile or offensive school environment. Students harassing other students, WCLL staff or guests will be subject to consequences that may include, but are not limited to, suspension from school and/or expulsion.

Harassment exists when a person experiences speech or behavior from another that:

- Creates a hostile work or learning environment
- Is unwelcome
- Is repeated

## **I. IDENTIFICATION/ID CARDS**

As a matter of school security and accountability, students are required to carry their official WCLL Student Identification Card at all times. Upon the request of a member of the faculty or staff, students are to promptly produce their ID and provide their full name. Failure to comply may result in disciplinary consequences. ID cards may be collected during certain school events, and students who cannot readily produce them may be unable to participate.

## **J. LOITERING**

There is to be no loitering in hallways, staircases, lavatories, unsupervised classrooms, or any unsupervised area. Students who need to wait for transportation after school are expected to be working on homework and interacting in a respectful manner at all times. Students remaining in the school building after class hours must observe all rules and instructions regarding designated areas for seating and food/beverage consumption. After 3:30 p.m., all students are expected to be off campus, unless under the direct supervision of a faculty/staff member or coach/moderator. It is the parent's responsibility to arrange for transportation from WCLL after 3:30 pm.

## **K. OFFENSIVE LANGUAGE, PROFANITY, AND OTHER DISRESPECTFUL COMMUNICATION**

Offensive language always serves to create a hostile environment and is never appropriate during school. Profanity and/or disrespect (verbal or nonverbal) to or about any staff members, other students, or any group of people will result in consequences including a referral and possible suspension. Any reference to profane materials is always prohibited. The use of intelligent and respectful language is expected at all times. While not always profane, aggressive, or intimidating language is also considered inappropriate and will result in disciplinary consequences.

## **L. THEFT**

**The school cannot be held responsible for the personal property of students.** Students must protect themselves from the possibility of theft by not bringing to school large sums of money, valuable jewelry, or other items of monetary or sentimental value. Students should keep all of their possessions under their immediate control or in their locked locker. Students should not leave personal items unattended at any time. Students are never allowed to disable their locker for easy access. **Students are highly encouraged to use a padlock on their gym lockers to secure belongings.** Students are required to lock all possessions in their gym locker, during gym class and during athletic practices. Possessions should not be left unsecured on locker room benches, tables, or the floor. Students found guilty of theft may be held responsible for restitution of missing property. Additional disciplinary consequences, such as suspension or expulsion may also result. Students should always report theft to their grade level administrator.

## **M. THREATS**

Threatening remarks made from student to student, or from student to adult, are never appropriate. Threats directed toward the WCLL community in general are not tolerated and will result in immediate disciplinary consequences. Students who threaten others with bodily/physical harm or with damage to personal property will receive disciplinary consequences, which may include, but are not limited to suspension, expulsion, and/or civil action. Students who actively engage in an incident in which a physical altercation occurs (fighting) will receive disciplinary consequences that could include suspension or expulsion, and when necessary, a report will be filed with the police department.

## **N. TOBACCO/VAPING PRODUCTS**

Smoking, open possession of tobacco products, vape pens, or the use of chewing tobacco at any time is prohibited on campus or at school functions. That student will be suspended from school. Chronic use may result in more serious consequences.

## **O. VANDALISM**

Students and their families are fully and materially responsible for all personal and property damage they cause. Students involved in acts of vandalism will be liable for full restitution to the school/ individual and disciplinary action by both school and civil authorities.

## **P. WEAPONS (AND FIREWORKS)**

All students, parents, employees, vendors, and all other guests of WCLL are unconditionally prohibited from possessing weapons of any kind on any part of campus at any time. This includes, but is not limited to, **any** type of firearm/gun, taser, fist-load weapons, pepper spray, explosive of any kind (including fire- works), and any knife or similar cutting object. Students found violating this policy will receive disciplinary consequences that may include but are not limited to suspension or expulsion from school and referral to civil authorities.

Students are also prohibited from discussing the sale, transfer, or any other activity related to any of the weapons noted above in any context connected to WCLL and/or with any other students of WCLL or elsewhere. **It is the responsibility of all members of the WCLL community (students, staff, and parents) to report legitimate suspicion of the presence, possession, or intent to deliver any type of weapon at WCLL or any WCLL related activity to Administration and the police.**

## **SECTION XII: DISCIPLINARY PROGRAM**

The intent of the disciplinary program at WCLL is to provide for all students an

atmosphere where effective teaching and learning can occur. Rules and regulations are established to promote academic/personal growth and a sense of responsibility. All students and all other members of the school community have the right to feel safe and secure. The right of each student to learn will be protected. Thus, each student is expected to exercise self-discipline. When a student chooses not to fulfill that fundamental responsibility, s/he will be subject to the disciplinary procedures administered by the school. The administration reserves the right to revise and apply the disciplinary program as needed. We will communicate any revisions as clearly and promptly as possible to all parents and students.

## **A. SUSPENSION**

Depending upon the infraction, students may receive an out-of-school suspension. A student who is suspended from school will not be readmitted until a parent conference is held. Students will be permitted to complete assignments and work for the day(s) suspended. Students are responsible for contacting teachers to find out what assignments are to be completed during the suspended time. It should be understood that some types of class work cannot be replicated (e.g., labs, class discussions, field trips, other activities, etc.).

Once a student is suspended, he or she will be dealt with more severely for the same infraction should it reoccur. Instances/infractions resulting in suspension include, but are not limited to:

1. Verbal abuse/disrespectful communication toward students/staff/or guests
2. Repeated and/or chronic violation of school rules
3. Fighting (includes all activities or language leading to physical conflicts)
4. Harassing behavior, including threats, intimidation, instigation of conflict, and/or arrangements or
5. Any behaviors considered to be “bullying.”
6. Possession of weapons or other dangerous materials
7. Possession, sale or use of alcoholic beverages or drugs before or during a school function or on school premises (or any time/place involving multiple WCLL students)
8. Theft
9. Vandalism or abuse or damage to school property or any conduct that endangers the welfare of other students.

The length of suspension will depend on the severity of the infraction and each student’s prior record of disciplinary violations. Repeated suspensions may result in dismissal or expulsion from WCLL.

A decision to suspend a student comes from the administrators. If an appeal is

requested after a conference with the administrators, it must be referred to the Principal, who may confer with the affected student and parents. The decision of the Principal regarding the status and duration of the suspension is final and binding.

## **B. NON-NEGOTIABLES**

Please adhere to the following regulations found in the Student Handbook on Rights, Responsibilities, and Discipline. **Sign the Milwaukee Public Schools Student Responsibility Form and give it to your home base teacher on the first day of school.** Keep this list. Failure to sign or return the form does not release you from responsibility to abide by these regulations. You will be held accountable for your actions.

You are required to know that the following offenses may result in police involvement, loss of seat at WCLL, an automatic suspension, and possible expulsion from the Milwaukee Public Schools:

- Arson
- Battery
- Bomb Threats
- Burglary
- Endangerment of Physical Safety/Mental Well Being
- Extortion
- False Fire Alarms
- Fighting
- Gang Activity and/or Hazing
- Inappropriate use of electronic device
- Possession/Ownership and/or use of a Weapon
- Possession of Illegal Substances
- Reckless Vehicle Use
- Robbery
- Sexual Assault
- Substantial Environmental Disruption
- Vandalism

## **C. DISCIPLINARY PROBATION**

Probation is a time of close individual supervision for the student. The Administration will review each student's program according to the individual probationary contract. If there is not significant improvement, the student may be asked to withdraw from WCLL. Placement in the probationary program will be verified by a written notice sent to the parent; this document will give the reasons for placement in the program and the specific conditions of the probation. The following violations may be grounds for placement in the probationary program:

1. Fighting
2. Excessive tardiness and absenteeism
3. Chronic skipping
4. Chronic violation of school rules
5. Off-campus code of conduct violations (during any WCLL - sponsored trips, events at any school, and/or involvement at any gatherings with other students from WCLL or other schools)
6. Student Services Referral
7. Chronic Disruption
8. Chronic disregard for the rights of others (bullying, harassment)

Failure of the student or the parent/guardian to accept the conditions of probationary enrollment may result in dismissal from WCLL.

#### **D. APPEALS TO DISCIPLINARY CONSEQUENCES**

Any time a student and/or a student's parent(s) believe that s/he has been assigned an unjust disciplinary consequence, that student and/or parent is encouraged to communicate directly with the teacher or administrator involved. If an appeal is requested after a conference with the administrator, it must be referred to the Principal, who may confer with the affected student and parents. The decision of the Principal regarding the status and duration of the suspension is final and binding.

#### **E. CLOSING STATEMENT**

The responsibilities and authority of the Administration of WCLL are not limited to the information outlined in this Handbook. The Administration reserves the right to modify or amend policies and procedures as necessary within the mission of WCLL. WCLL further reserves the right to dismiss, at any time, any student whose speech, conduct, or academic efforts are incompatible with our philosophy. Parents/ Guardians of each student are expected to not only adhere to these same standards, but to reinforce them to their child. Speech or conduct is unacceptable when it interferes with the rights or moral good of other students, or when it damages the reputation of WCLL..

Need help? Who Can I Ask?

[WCLL Quick Reference](#)

<b>If you are in....</b>	<b>You should contact</b>	<b>Name</b>	<b>Phone</b>	<b>Room Number</b>
Need to call the office	Head Secretary	Shonda Kelly	4-6813	Main Office/100
Need a Safety Assistant	Safety Desk	Safety Desk	4-6840	Front Hallway
Need of checking Attendance	Attendance Secretary	Laura Anderson	6-6876	Main Office/100
Student gets hurt/need medical attention	School Nurse	TBA	4-6820	101
Student has a personal problem that needs attention	School Psychologist	Edmund Campbell	4-6880	100M
Have a question about Positive Intervention and Behavioral Supports (PBIS)?	PBIS Coordinator	TBA	TBA	TBA
Lost and Found	Main Office	Shonda Kelly	4-6813	Main Office/100
A parent wants to see their child's grades in Infinite Campus (IC)	Parent Coordinator	TBA	TBA	TBA
9-12 Grade Counseling questions?	School Counselor	Darrell Citchen	4-6829	100A
Need of ordering instructional materials	School Bookkeeper	Shante Crawford	4-6832	100G
Need to speak with a grade level administrator	Assistant Principals	Robert Bly (K4-5) Patience Wade (9-12)	4-6806 4-6804	305C 121
Lost your badge	Textbook Coordinator	Yolonda Jackson	4-6815	PBIS Store



Need help with Infinite Campus	Infinite Campus	Imhenna Saadeddin	4-6856	115
Have a question about WCLL?	Teacher Mentor	Cynthia Eastern	4-6854	300B
Need to see the Principal	Principal	Dr. Ramona Phillips	4-6805	Principal's Office/100J
Need of something to be cleaned up	Building Engineer III	Shenieck Weddle	4-6845	Engineer's Office
A student needs to be referred for a personal problem	School Social Worker	Nicole Vujosevich	4-6831	100L
Have a question about special education?	Special Education Department Chair	Denise Hodkiewicz	4-2939	209B
Have a question about the athletic schedule?	Athletic Director	Marchelle Odom	4-6867	114
Need a K4-8 textbook or consumable	K4-8 Grade Textbook Coordinator	Andrea Dougherty	4-6833	300D/E
Need a 9-12 textbook	Textbook Coordinator/ Bookstore	Yolonda Jackson	4-6800	PBIS Store/ Bookstore
Having problems with your technology equipment?	IT Technician	Edward Nwagbaraocha	4-6866	302D