



Williams Bay Middle & High School Student Handbook

2017-2018

Williams Bay Middle and Senior High School

500 West Geneva Street

Williams Bay, WI 53191

Phone Numbers

School Office: 262-245-6224

Fax Number: 262-245-5877

Website:

hs.williamsbayschools.org

Administrative Staff

Dr. Wayne Anderson, District Administrator

Dr. William White, Middle and High School Principal

Williams Bay School District
Student Handbook
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Williams Bay School District Mission Statement

The mission of the Williams Bay School District is to continue the tradition of providing academic excellence that maximizes students' potential to be confident, competent and creative problem solvers in our global society. By fostering an environment of community participation, students are inspired to become lifelong learners and contributors to a culture of mutual respect. Through student-centered education, we embrace advances in technology and offer diverse learning opportunities for students to grow.

WE VALUE: Achievement
Compassion
Good Citizenship
Honesty
Human Dignity
Individualism
Integrity
Motivation
Respect
Responsibility

WE BELIEVE: Every child can learn and become a lifelong learner.
In making a positive contribution to society.
Students, school, parents, and community share the responsibility to educate.
All children have the right to learn in a safe, healthy, and nurturing environment.

Introduction

A. Introduction

The student handbook is published for the students and parents of Williams Bay Middle and Senior High School. It is intended to provide information that will be helpful in the pursuit of educational goals and adjustments to the policies and procedures of the Williams Bay School District. These policies and procedures have been established over many years in an effort to insure an atmosphere that is conducive to a proper learning environment. They are regularly reviewed in order that they may reflect the expectations of the Board of Education, faculty and community.

Due to the limitations of this publication, it is not possible to include all of the available information in this handbook. Students with needs not covered in this handbook can receive assistance from any member of the faculty or staff.

B. Welcome

On behalf of the faculty and staff, I would like to welcome you to Williams Bay Middle and Senior High School for the coming school year. Williams Bay Middle and Senior High School has a history of fine academic and co-curricular programs. We encourage you to take advantage of the tremendous opportunities afforded you. You can benefit from everything the school has to offer by being actively involved in your classes and in the additional programs offered. Put in the time and effort to be the best that you can be. We are here to make your years in school as enjoyable, challenging, and successful as possible.

One of our goals at Williams Bay Middle and Senior High School is for staff members to model and teach students to conduct themselves as good citizens. The characteristics of good Middle and Senior High School citizenship are: regard for the rights and privileges of others; punctuality and regularity; care for the condition and appearance of the building, grounds, and fixtures of the school; and respect for those in authority. We want to be a community of adults and students working together to produce an educational climate we can all be proud of.

The faculty, staff, and I are looking forward with great optimism to working with you this year and for your entire career as a student at Williams Bay Middle and Senior High School.

Dr. William White
Principal

C. Philosophy

The Williams Bay School District is committed to the ongoing development and maintenance of a quality educational program for all its children of school age with an ever-present awareness of the necessary balance between that quality of education and the cost involved.

In the development and maintenance of this educational program, the School District believes in striving for the following:

- High Academic Standards
- Provision for Individual Difference
- Development of a Positive Self-Image
- Excitement for Learning
- Responsible Citizenship

The child's fullest growth can best come about through effective teaching, the student's individual efforts and cooperation of the school, home and community.

Equal Educational Opportunities Non-Discrimination and Harassment – Policy 411

The School District of Williams Bay is committed and dedicated to the task of providing the best education possible for every child in the district for as long as the student can benefit from attending and the student's conduct is compatible with the welfare of the entire student body.

The right of a student to be admitted to school and to participate fully in curricular, co-curricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability, handicap or homeless status.

Students who have been identified as having a handicap or disability, under section 504 of the Americans with Disabilities Act (ADA), shall be provided with reasonable accommodations in educational services or programs. Students may be considered handicapped or disabled under this policy even if they are not covered under the district's special education policies and procedures.

The District shall provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal. Accommodations may include, but not necessarily limited to, exclusion from participation in an activity, alternative assignments, released time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

In accordance with Policy 411, complaints regarding the interpretation or application of this policy shall be referred to the District Administrator and processed in accordance with established procedures.

There is a strong commitment at Williams Bay Middle and Senior High School to the creation and maintenance of a school environment that presents students with the opportunity to study and learn under the best conditions possible. A key factor in providing a positive learning environment is the success realized by the school in its effort to promote positive behavior among its students. Williams Bay Middle and Senior High Schools offer an educational program designed to meet the academic, career, and social needs of its students. Just as students have a right to expect this program to be of high quality and one in which they can fully develop their knowledge and skills, the school also expects all students to participate in a productive and positive manner. The balance between a high quality program and positive behavior by students ensures an effective learning environment for all. The maintenance of a good learning atmosphere depends upon the sustained and cooperative effort on the part of the students, parents/guardians, teachers and administrators.

By law, it is the responsibility of the School Board and administrators to make reasonable rules and regulations for governing the conduct of student behavior and conduct which helps to safeguard the health and safety of each student. This handbook is an extension of Williams Bay Board of Education policies and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. The rules and regulations are not intended to be punitive, rather to communicate the expectations regarding acceptable conduct in school in order to provide a positive learning environment for all students.

Attendance

A. School Day

Teachers are in the building and available to students from 7:15 a.m. to 3:15 p.m. Students are encouraged to receive special help from teachers during this time. It is best to pre-arrange this meeting time with a teacher, rather than simply dropping in.

School offices are open from 7:00 a.m. to 3:30 p.m. Students are not to be in the building before 7:00 a.m. or after 2:45 p.m. unless they are under direct supervision of a staff member (e.g. receiving extra help before or after school).

B. Daily Time Schedule

7:30 – 8:14	First Hour
8:18 – 9:02	Second Hour
9:06 – 9:50	Third Hour
9:54 – 10:38	Fourth Hour
10:42 – 11:26	Fifth Hour
11:26 – 11:56	Senior High Lunch
11:56 – 12:40	Senior High Sixth Hour
11:30 – 12:14	Middle School Sixth Hour
12:14 – 12:44	Middle School Lunch
12:44 – 1:28	Seventh Hour
1:32 - 2:16	Eighth Hour
2:20 - 2:50	FAST

C. Early Release Schedule

7:30 – 8:18	First Hour/Fifth Hour
8:22 – 9:10	Second Hour/Sixth Hour
9:14 – 10:02	Third Hour/Seventh Hour
10:06 – 10:56	Fourth Hour/Eighth Hour

On early release days, periods one through four or periods five through eight will be held. A rotation will be established and announced in the Bulldog Bullets.

D. Absences

The Board of Education encourages a strong partnership between the home, school and community. It recognizes a positive relationship between good school attendance and success in school and employment. All students are required to be in their scheduled class including study hall when the bell rings each period. In accordance with state law, all children between six and eighteen years of age must attend school full-time until the end of the term, quarter or semester in which they become eighteen years of age unless they have graduated or have a legal excuse. **Students are not allowed to miss more than 10 days per school year or 5 days per semester without the absences being exempted.** Students are to attend all assigned classes and study halls unless excused by the teacher in charge of the class or study hall. It is the student's responsibility to see that he/she is where he/she belongs each period of the day.

If you become ill while in school, you should inform your classroom teacher who will notify the office. Always go to your classroom first so that your teacher knows your whereabouts and can keep accurate attendance records. The teacher will excuse you to the office, at which time a determination will be made to allow you to contact a parent/guardian or remain at school.

The following describes the three categories of absences for attendance purposes:

- a. Exempted Absences:** An exempted absence is an absence that is a result of some type of medical, legal, religious or other circumstance approved by an administrator. The exempted absence does not count as one of the total number of allowed days considered allowable under compulsory attendance laws. All exempted absences must have a written letter or note from a doctor, court, or appropriate official related to the situation.

The following exceptions will be considered excused absences with documentation after the five (5) day semester and ten (10) day school year limit:

1. Religious holiday
2. As provided in Statute 118.15(3)(a), written medical excuses provided by a licensed physician, dentist, chiropractor, optometrist, county health officer, psychologist, or Christian Science practitioner are exempted and not counted toward the 10-day limit. If the written medical excuse is to be used to excuse the absence within the ten-day limit, it must be submitted by 3:30 p.m. on the day the student returns to school.
3. A death in the immediate family or funeral for close relatives.
4. A court appearance or other legal procedure which requires the attendance of the student. The absence will only be excused for the time required for travel and the appearance.
5. School ordered suspensions
6. The principal or his/her agent has authority to waive aspects of this policy in special cases when he/she determines that exceptional circumstances exist.

Any absences not described by the parameters above will be considered unexcused.

- b. Excused Absences:** Parents are allowed to call their student in sick or absent on any given day provided the student is not over the number of days allowed by the compulsory school attendance laws. Parents or guardians are not to call students in absent unless the student has a valid reason for being home or absent. Students who exceed the five (5) days per semester or ten (10) days per school year are subject to truancy violations even if a parent is calling to excuse the absence.

The following reasons are classified as excused absences. The school, not the parent, has the right to determine the suitability of an absence or excuse:

1. Personal illness
2. Impassable roads or inclement weather
3. Accidents or illness in the student's family for which the student is required at home
4. Suspensions from school
5. Other times, where in the judgment of the principal, it is in the best interest of the student to be absent from school. Such absences will be judged on the merits of each individual case.

- c. Unexcused Absences:** An unexcused absence is defined as any time the student is absent from school without parent permission or where the school official can clearly define that the student's absence was not acceptable.

The responsibility for regular school attendance and arriving at school on time rests upon the student's parent(s) or guardian. All excused absences require parent/guardian/legal custodian verification by telephone or written note, which is to be submitted to the principal, attendance officer or designee in advance of the absence or by 3:30 p.m. on the day the student returns to school. The school reserves the right to request both a telephone call and a written note as circumstances warrant. An absence for which an acceptable telephone call or note has not been received by the school by 3:30 p.m. on the day the student returns to school will be considered unexcused (truant). Students and parents have access to the student's attendance record by logging into Parent/Student Connect. Login information is available in the guidance office.

Students may be assigned 6 detentions for a full-day unexcused absence and 3 detentions for a half-day unexcused absence. All attendance-related detentions will be issued by the office. If a student is absent, the school will attempt to call home, work, or other contact numbers. It is the responsibility of the principal or designee to determine whether the absence is acceptable (excused) or not acceptable (truant). When a student has been absent more than ten days per year or absent unexcused part or all of 5 days during a semester, a notification letter will be sent to his/her parent or guardian.

E. Other Absences

1. Absences for School Functions

Those who must be absent from classes for participation in school functions (i.e. athletic events, music competitions, school play, academic bowl, math meet, blood drive) must check with their teachers in advance. Students are responsible to get the necessary work completed.

2. Absences and After-School Activities

All co-curricular participants are expected to be in school for a full day the day of a game or an activity. To be in attendance for a full-day, the student must attend six consecutive academic periods. Students are not permitted to attend or participate in after-school activities if they are absent due to illness or their absence is unexcused. Students that are suspended in or from school are also not allowed to attend school functions on the day of the suspension. A student too sick to be in school will be considered too sick to be at after school activities.

If a student is gone with an excused absence other than an illness, the student may be allowed to participate in co-curricular events on that day. The following are exceptions:

- a) Absence due to a school function
- b) Permission granted by the administration or an exemption (i.e. doctor's appointment, dentist appointment, etc.). The student will need documentation of arrival and departure time for appointment. Student is expected to return to school after an appointment in a reasonable amount of time unless excused by a doctor. Abuse of time off for appointment may lead to administrative decision to record the absence as unexcused.

F. Pre-Planned Absences Authorized Solely by Parent/Guardian

1. Parents may request for the child(ren) to participate in a family vacation. The intent of this statement is to provide opportunity to students to accompany their parent(s)/guardian on a vacation which cannot be scheduled when school is not in session. A parent/guardian shall be required to notify the principal or designee prior to leaving on vacation of the pending absence. Failure to make prior notification of the vacation shall result in absences being unexcused. Vacations are only excused within the 10-day limit. The procedure for obtaining pre-approved absences is as follows:
 - a) The student must obtain a homework request form from the office, get initial approval from the attendance officer, have each teacher sign the form with a list of assignments to be made up, and return the form to the office for approval. Work that has not been completed upon request must be submitted at a time agreed upon by student and teacher.
 - b) Teachers have the discretion to recommend approval of the pending absence or not, depending on the student's status in that class.
 - c) Failure to follow these guidelines may result in an unexcused absence. The student may not be allowed to make up any work or tests that occurred during the unexcused absence.
2. Juniors and seniors will be allowed excused college visitations providing the college verifies the visit and the absences are within the 10-day limit.

G. Student Expectations Regarding Absences

All students with excused absences shall be given the opportunity to make up work missed in accordance with the following guidelines.

1. It is the student's responsibility to contact the teacher(s) to make arrangements for making up work missed during an absence from school. A planned absence form is required for planned absences.
2. Students who miss classes for reasons that are determined to be excused shall be given the opportunity, whenever possible, to make up work missed when they return to school.
3. Teachers shall be asked to grant the number of days absent plus one for make-up time for work assigned during the absence(s) (other than pre-approved absences). Long-term assignments will be due at a time determined by the teacher.
4. Examinations missed during an excused absence shall be permitted to be taken at a time mutually agreed upon by the student and the teacher.

5. Students who are truant or have an unexcused absence shall not be given credit for class make-up work. A grade of “zero” or “F” may be given for that class period providing all other students in the class received a grade or credit for that day. Students may not make up any exam, quiz, grading period test, or other course work missed during an unexcused absence.
6. As provided in Wisconsin Statutes 118.16(1)(m), 118.16 (4)(b), and 120.13, students with suspensions shall be permitted to take any exams, tests, or complete any coursework missed during that period of suspension. Work must be made up on the first day of return from suspension. Students will be required to take semester exams as scheduled deferring the suspension until after the exam period unless the suspension results from a safety related issue.

H. Homework Pick-Up Guidelines

Parents can pick up homework for students who are absent at the end of the day, provided the parent informs the school office by 10:00 a.m. that day.

I. Truancy

All children between the ages of 6 and 18 years of age, except as provided by law and the school board policy of the Williams Bay School District, shall attend school regularly during the full period and hours that school is in session. Truancy/Unexcused absences is defined as any absence of part or all of one or more days from school during which the School Attendance Officer has not been notified of an 118.16(1)(c)]. A student is considered a “habitual truant” when absent from school without an acceptable excuse for part or all of five or more days on which school is held during a semester. [Wis. Stats. 118.16(1)(a)].

The school will notify the parent of a student who is a habitual truant by registered or certified mail when the student becomes a habitual truant.

Upon meeting the definition of a habitual truant an open enrollment student’s enrollment may be revoked for the following semester or school year. (2009 WI Act 304)

Students violating this section shall be subject to the following, prior to the initiation of legal action:

- Telephone and written contacts
- A parent-student conference will be convened to discuss reasons for truancy and possible solutions.
- Attendance warning letter.

If the unexcused absences continue, legal action will be taken with the District Attorney’s office under Wisconsin Statutes 118.15 and 118.16.

J. Tardiness

A tardy to school is within the first 20 minutes of 1st period and after that the student is absent for the hour. Students arriving tardy to school must stop in the office for an admit slip – teachers do not admit students without an admit slip.

If a student is tardy to school, the following procedures will be followed:

- Office will issue an admit slip and discipline if applicable.
- A student is allowed 1 tardy to school per quarter, after this all tardies will be considered unexcused and a 45-minute detention issued.
- If a student is 20 minutes or more tardy to school, this will count as an unexcused absence. The discipline rubric will be followed.
- After five tardies are accumulated, a face-to-face parent conference may be held to address the problem.

If a student is tardy to class, the following procedures will be followed:

- If a student is 10 minutes or more tardy to class, the student will be marked absent for the period.
- Detentions will be written for being tardy to class.
- A student is allowed 1 tardy per quarter per class before a tardy detention is issued. The teacher will issue a detention on the 2nd tardy.
- Repetitive tardies throughout the day/or a specific class establishing a pattern of behavior will be considered insubordination.

K. Leaving School Grounds/Closed Campus

All 6-12 students are expected to remain on campus throughout the scheduled school day. This includes lunch hour for all students. No student is to leave the building during school hours for any reason without first receiving permission from the office. Leaving school without permission is classified as truancy. A teacher may not grant permission for a student to leave school. If a student cuts class*, but does not leave the school grounds, their first offense will bring a detention. Subsequent offenses will be dealt with using in-school and out-of-school suspensions of appropriate duration. If a student cuts a class or classes, and leaves the school grounds, they will receive a suspension of appropriate duration. *Cutting a class means that a student, after reporting for school, fails to report for a significant portion of a class on that day.

If a student needs to leave the campus for an excused absence (as outlined in our attendance policy), the student must clear that (with proper parental permission and advanced notice) with the attendance officer. Once an excused absence is granted, the student must check out in the Middle/Senior High School office when leaving and check in to the office upon their return.

Registration and Graduation Information

A. Senior High Credit Requirements

26 Total Credits are Required for Graduation:

Required Credits15.0 Credits
Elective Credits11.0 Credits

The number of credits needed are:

<u>Class</u>	<u>Credits</u>
English 9, 10, 11, & World Literature or AP English	4.0
Mathematics	3.0
Science (Biology required)	3.0
Social Studies (World History, American History, American Government are required.)	3.0
Physical Education	1.5
Health	.5
Total Required Credits	15.0
Total Elective Credits	11.0

Education beyond High School: High school graduation requirements can differ from college entrance requirements. Each college-bound student should become familiar with the entrance requirements for the college of his/her choice. This should be done before the senior year of high school.

It is quite evident that the basic graduation requirements can be met, and even surpassed during four years of high school attendance. Due to the expectations of post-high school educational and training institutes, as well as employers, only a very few students could adequately prepare themselves, or benefit from an abbreviated high school career. We contend, therefore, that students should attend high school for four years in order to graduate with the best possible preparation.

Summer school courses sponsored by colleges, school districts, vocational or technical schools, correspondence courses from the University Extension Division designed for high school credit are the educational institutions that Williams Bay High School will recognize for credit toward meeting the high school graduation requirement.

B. Course Change/Withdrawals

Much time and effort is spent in pre-registering and scheduling students in the spring. Classes, requirements, and choices are discussed and alternatives presented.

Course changes will be made only if the student:

1. Needs to make up a required course.
2. Has an incomplete schedule.
3. Wishes to add a course without making a drop.
4. Is missing a required course.
5. Has changed long-range plans and needs specific courses to meet the college entrance requirements.
6. Has two classes scheduled for the same period.

Any student desiring a program change should report to the guidance department. Such a change is made only following a conference with the student, parents, teachers involved and the guidance counselor.

(Please note: Parents must be present at this conference for requesting a schedule change for reasons excluding 1-6 listed above.) If the change is approved, the necessary information will be relayed to the high school office, teachers, and student. Program changes will not be allowed after the first week of a semester. Classes dropped because of a student request after the first week of each semester will result in a grade of "F" on the permanent record.

C. Dues and Fees

At the start of the school year, high school classes will determine their class dues. Purchase of materials used in certain classes, such as technology education, family and consumer science, art, business education etc., will be handled directly by the teacher. No grade or credit will be awarded until such fees are paid.

Clubs or organizations may also set a dues amount. Students joining a club or organization will be required to pay the established dues to help cover any expenses that organization may incur.

E. Assignment Notebooks

At the beginning of the school year, all middle school students will receive a FREE assignment notebook. This notebook will serve as an organizational tool, as well as a means of communication between home and school. This assignment notebook can also be used to keep track of homework and other projects. Parents can check the notebook each night for assignments and other information and can also use the notebook to pass on information to teachers. A parent signature will ensure that parents are monitoring their children's progress. Organizational skills are often referred to as the key to student success. Although it is unlikely that your child will lose this important educational notebook, additional copies will be available for \$5.00.

E. Textbooks

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept and handled carefully.

Please be sure your name is written on the book label in case the book is misplaced. The student is responsible to report to the teacher prior damage when the book is first issued. It is the student's responsibility to keep the text in good, returnable condition. Fines will be assessed if, in the teacher's opinion, more than a reasonable year's use has been taken out of the book by the student. This fine can range from \$1.00 for minimal damage to replacement costs. Students will be assessed the replacement cost for a lost or destroyed textbook.

F. Chromebooks

To maximize access to instructional technology for students, the Williams Bay School District will supply students with a technology device. Students in grades 6 through 8 will each be assigned a Chromebook. Chromebooks in grades 6-8 will be kept in carts in each period 1 classroom, and will be picked up and returned each school day. The Chromebooks in grades 9-12 will be assigned to each student at the start of the school year, and should be taken home each day to complete course requirements. Policies and procedures for the Williams Bay School District are outlined in the Williams Bay Chromebook 1:1 Initiative Handbook.

G. On-Line Courses

Students may elect to take courses not offered at Williams Bay High School through an on-line provider selected by the District. The school district currently provides on-line course through the following providers: Wisconsin Virtual School, APEX Learning, and FuelEd. The student will have a class hour scheduled during the regular school day to work on the course. Students are expected to work on their on-line course during that hour five days per week. Like classes offered at Williams Bay High School, students also need to work at home on their course.

These courses have a beginning date and a strict deadline for completing all the course expectations. The on-line provider will give the student a pacing timeline so the student knows approximately when portions of the course should be completed. It is the responsibility of the student to keep up with this pacing guide. The deadline for on-line courses to be completed is typically the week before the Williams Bay semester officially ends. This allows the on-line instructor to grade work and assessments and provide a semester grade. If an extension for assignments and/or assessments is needed for extenuating circumstances, the district's on-line mentor will work with the provider to set the new deadline.

The providers have deadlines for dropping courses before the District is charged. Students who decide to drop an on-line course will be responsible for any fees associated with dropping the course. Students who fail an on-line course will be required to pay the district for the cost of the course. This may involve fees of up to \$500.

Students who wish to take an on-line course must have the permission of their guidance counselor, the district’s on-line learning mentor, and one faculty member in the discipline in which the course fits. For example, an AP Statistics course would need to be approved by a member of the math department.

It is expected that students enrolling in AP on-line courses will take the AP exam.

H. Progress Reports

The purpose of the progress report is to provide a vehicle for communicating specific student accomplishments or difficulties to parents throughout the grading period. Mid-term progress reports will be emailed to parents. It is important that the school is provided with an email address so parents and students receive their mid-term progress report. Please note that Parent Connect is available at any time and parents are encouraged to check their student’s academic progress on a consistent basis.

I. Semester Exams

Exams are written recollections of the major facts, concepts and attitudes acquired during the semester. Each instructor determines if a semester exam is appropriate for their course.

There are three primary reasons for administering these tests:

1. To assess student progress.
2. To provide students with a comprehensive learning experience.
3. To identify areas for instructional improvement. Semester exams should serve as a positive motivation of achievement. The grading system should not exceed 20% of a final grade but should be clearly viewed as an essential portion of a student's final grade.

J. Report Cards

Report cards will be issued at the end of each nine-week quarter. At the end of each quarter, report cards will be emailed. The letter value of your grades will be shown on the report cards for each quarter and for each semester. A copy of your report card should be printed and kept in a safe place. It is your official record of grades and credits earned. Accumulated Grade Point Average (GPA) is calculated from semester grades only.

K. Grade Explanation

The following grade scale will be used for tabulating grade point averages:

Grade	Regular Weight	Honors Weight	AP Weight
A	4.0	4.5	5.0
A-	3.7	4.2	4.7
B+	3.3	3.8	4.3
B	3.0	3.5	4.0
B-	2.7	3.2	3.7
C+	2.3	2.8	3.3
C	2.0	2.5	3.0
C-	1.7	2.2	2.7
D+	1.3	1.8	2.3
D	1.0	1.5	2.0
D-	.70	1.2	1.7
F	0	0	0

A - Excellent. Is making excellent progress; displays unusual interest, originality, and initiative; does work of excellent quality. (4 grade points).

B - Above average. Is making very good progress; displays above average effort; does very good work promptly and neatly; has very good study habits. (3 grade points).

C - Average. Is making good progress; makes a response on definitely assigned work; is developing satisfactory study habits. (2 grade points)

D - Below average. In order to reach and maintain average work, the following areas may need additional attention: study habits, daily work, quizzes/tests, and class participation. (1 grade point)

F - Failure. Is making unsatisfactory progress; displays little effort to justify passing in this subject.

I - Incomplete. Incomplete must be changed to standard grades within two calendar weeks unless an extension is arranged with the principal. Students who do not do additional work during the make-up period will be given the grade which represents all work completed.

All incomplete grades must be made up within two (2) weeks from the end of each grading period. Failure to completely satisfy the deficiencies during this period will result in an automatic failing grade. In unusual circumstances this time allotment may be extended with the approval of the principal.

L. GPA Calculations

The Grade Point Average (GPA) is used to measure a student's academic progress. GPA's are calculated after each quarter, however only the GPA at the end of each semester will appear on a student's transcript. All courses, with the exception of Advanced Placement and Honor courses carry the same weight when calculating GPA. AP courses are graded on a 5.0 scale and honors courses are graded on a 4.5 scale. All regular level courses are graded on a 4.0 scale.

M. Class Rank

The GPA is based on all quarter grades earned each year. The class rank of each student is based on the GPA and is calculated at the end of each semester. The seventh semester class rank is used to determine the valedictorian and salutatorian as well as the recipient of the Wisconsin Academic Excellence Scholarship.

Grades and credits for the following courses are recorded on a student's transcript; however, they are not included in the GPA calculation or class rank:

- Grades earned at other academic institutions (except part-time open enrollment courses)
- Grades earned through correspondence courses
- Grades earned prior to 9th grade (unless approved by the Administration)

N. Honor Roll

Honor roll recognition is based on quarter grades. The honor roll will be submitted to the local newspaper at the end of each quarter.

The end of year honor roll is created by the guidance department using the student software, Specialized Data System (SDS). This report is created after quarter three grades are finalized. If a student has earned high honor roll recognition (3.75 GPA and above) for all three quarters- they will be recognized as being a high honor roll student. If a student has earned any combination of honor roll (3.25 – 3.74) or high honor roll recognition, they will be recognized as an honor roll student. This list is used to generate awards that are presented at the high school and middle school awards assemblies.

A grade of "D" or "F" will keep the student off the honor roll for that quarter regardless of quarter GPA. If a student is not on the honor roll (high or regular) for all three quarters, the student is not eligible for this honor roll.

The Athletic Director requests this list from the guidance office after its completion. The Athletic Director compiles his/her own list of athletes that are then recognized at the annual athletic banquet.

O. Gold/Silver Honor Cord Graduates

After semester one grades are finalized, the guidance department runs the class rank report using SDS. Students with a cumulative GPA of 3.25 and above are considered silver cord graduates. Students with a cumulative GPA of 3.75 and above are considered gold cord graduates. These cumulative GPAs are based on seven semesters of high school grades. These honor graduates are presented their honor cords prior to the graduation ceremony.

P. Middle School Grades

Even though middle school students do not receive credits toward graduation, grades are important. Advancing on to the 9th grade is not automatic. Students must be passing in literacy, math, social studies and science. In addition, middle school classes prepare students for high school and students who fall behind in middle school typically have academic problems in high school. It is important for students to establish proper study skills and habits. Middle school grades are important and students need to maximize their efforts to receive the grades they are capable of attaining.

Eighth Grade Promotion (Policy 345.42)

In order for a student to be promoted from Williams Bay Middle School, a student must pass all of his/her core classes—math, social studies, science, and literacy.

A. Middle School Promotion Procedures for Eighth Grade

- A. Any eighth grade student who passes all of his/her core classes in sixth, seventh, and eighth grade and scores basic or above on four or more of the five subsets of the Wisconsin State Assessment shall be promoted to ninth grade.
- B. Academic achievement for eighth grade students having an Individual Education Plan (IEP) or is Limited English Proficient (LEP) with an Individual Learner Plan will be governed by his/her specific individual plan.
- C. Any eighth grade student who passes all of his/her core classes and opts out of the Wisconsin State Assessment program will be referred to the Problem Solving Team (PST) for promotion consideration to ninth grade.

B. Academic Support and Interventions

As a regular practice, educators monitor student progress throughout the school year using Problem Solving Teams (PST) to develop appropriate academic interventions designed to meet student needs. Membership on the PST team may include building administrator, school psychologist, parent, counselor, and/or teacher(s) currently working closely with the student. A PST team will meet as needed to provide assistance to any student who is in jeopardy of not meeting the above criteria.

Student's overall academic performance will be evaluated on a continual basis throughout sixth, seventh, and eighth grade. At the sixth grade level, all students' overall academic performance will be evaluated prior to the third quarter grading period. Teachers and the Guidance Counselor will identify students in need of targeted interventions. The criteria used to determine such students may include the following: 1) failing one or more core classes; 2) score in the 30th percentile or lower on the Winter MAP test; 3) a score of Minimal or Basic in any area of the Wisconsin State Assessment; 4) poor attendance. Once the determination has been made that a student is not making appropriate academic progress, both the student and parent will receive a notification letter.

1. When a student has been identified in need of targeted interventions, an IPP (Individual Plan for Progress) will be written. A set of interventions will be decided upon and put in place before the beginning of seventh and/or eighth grade. As a requirement of the IPP, at least one of the following options may be considered:
 - Enrollment in a guided study hall;
 - Contract signed by student/teacher/parent/counselor which addresses the area(s) of deficiency;
 - Teacher mentoring
 - Tutoring
 - Referral to school psychologist;
 - Attendance plan;
 - Summer school;
 - Portfolio or work samples documenting evidence of academic work;
 - Other remediation options
2. At the beginning of eighth grade, eighth grade teachers will be notified of students with IPPs. No later than the end of the first semester of eighth grade, the IPP will be reviewed, and a Problem Solving Team (PST) meeting will be held. A meeting with the parent and student is recommended. The PST will review/revise the current IPP and/or draft an IPP for newly identified students. Teachers and Guidance Counselor will continue to identify any new

candidates for retention throughout the eighth grade year, using the same criteria considered at the second semester of seventh grade. Intervention options will be considered as necessary.

3. Recommendation for promotion from the PST will include consideration of the following criteria: 1) failed classes; 2) a score of Basic or higher on the Wisconsin State Assessment in the failed content areas; 3) successful completion of all goals on the IPP; 4) a longitudinal review of district and state assessments; 4) attendance; and 5) effort on the part of student.
4. For students not meeting the promotion criteria, the PST will review the learning opportunities provided to the student. Once an examination of the learning opportunities provided to the student has been completed by the PST team, the PST team shall make a recommendation regarding promotion to the next grade level. Those recommendations may include:
 - Promotion of to the next grade level
 - Successful completion of an approved summer school program
 - Successful completion of the failed class(es) at the next grade level
 - Successful completion of a school defined portfolio or samples of academic work that provides evidence that the student has met the Common Core State Standards
 - Retention in the current grade level

High School Grade Level Advancement

To encourage students to make normal progress toward graduation, credit requirements have been established for grade level placement. Credits earned will determine the grade classification for each student. Guidelines for minimal progress toward graduation are as follows:

Semester Credits Earned

- 1 – 3.5
- 2 – 7.0
- 3 – 10.5
- 4 – 14.0
- 5 – 17.0
- 6 – 20.0

Therefore, a student must have earned 7.0 credits to become a sophomore. Students who fail to meet the credit requirements for grade advancement will remain in the same grade level the following school year. In some cases credit deficiencies may be made up in summer school. At the end of first semester of each school year, parents/guardian(s) will be notified if a student is in danger of not advancing to the next grade level. At the end of second semester of each school year, parent/guardian(s) will be notified if a student is not meeting grade level requirements. Final determination of grade level placement will be made in August after summer school and prior to the opening of school.

Graduation Ceremony Guidelines

Receiving one's diploma at the annual graduation ceremony is the culmination of three years of middle school or four years of high school. Participation in the graduation ceremony is a privilege that is earned. Students permitted to participate must:

- Have earned the necessary school credit requirements prior to graduation day
- Have paid all outstanding fees/fines

Additionally, administration may revoke this privilege for disciplinary reasons. Students unable to fulfill their responsibilities will not be allowed to participate in the graduation ceremony. Students are responsible for making sure credit requirements are achieved. Parent/guardian will be notified prior to the graduation ceremony.

Focused Academic Support Time (FAST)

Focused Academic Support Time (FAST) is a structured classroom environment where teachers serve as a resource and support for students. In addition, the students' expectations are that they will devote their FAST time towards their success and improvement in academics. The primary focus of FAST will be on the core academics. The activities they engage in will be determined by the instructional staff. This is not a study hall. All 6th through 12th grade students will be assigned to a classroom/location during FAST. Students should come with the expectation that they will be studying and working on their academics. This is not a time to relax, talk, and hang out. Talking should be kept to a low level so that others are not disrupted. Group work is encouraged but others should not be disturbed by the work of the group. Students are to be in their assigned location until the end of FAST unless they have been given permission to work in an alternative location.

Students will be assigned to a classroom/location during FAST based on academic needs. Placement options may include students being placed in math and reading support or small groups based on academic needs and performance. Assessment data and academic performance will be used to determine need for placement. A Math and English lab will be available so students could meet with a teacher for tutoring and extra help. Students will be assigned to the lab or need to obtain a pass to attend a lab session. During designated portions of the year, students will be assigned to test prep for the ACT and Aspire testing. Students demonstrating strong academic performance will be placed in larger groups to work more independently on their course work.

Course Options

Eligible juniors and seniors may participate in the Wisconsin Youth Options program. This program allows students to enroll in courses at colleges and or technical schools at school district expense. The courses must be different from those offered at the high school. Students must register with the guidance counselor in the fall for spring courses and in the spring for fall courses.

Student Records (Board Policy 347)

Parents/guardians and adult students are hereby notified of the following: (1) their rights to inspect, review, and obtain copies of student records; (2) their rights to request the amendment of the student's school records if it is believed that the records are inaccurate, misleading, or otherwise in violation of the student's privacy; (3) their rights to consent to 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 the right to deny the release of such information; (5) the right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education; and, (6) the option to request the district not to release a student's name, address, or telephone listing to military recruiters or institutions of higher education without prior written parental consent.

1. Types of Student Records

- A. **Progress Records:** Those student records include the student's grades, a statement of the courses the student has taken, the student's attendance record and records of the student's school extracurricular activities and immunization records. The form used for recording this information shall be referred to as the "Permanent Record." Parents have certain rights and responsibilities for involvement in the progress records, including access to the Permanent Record at any time. Moreover, the School District will not release any such records to any non-school person or agency unless a parental written request is provided, or the District is authorized to release such information by law.
- B. **Behavioral Records:** Those student records include standardized achievement tests, mental maturity tests, personality evaluations, evaluations for educational needs, student physical health records other than immunization records, teacher evaluations other than grades, statements relating to individual student behavior and law enforcement records and any other student records that are not progress records. Parents have rights concerning the accessibility of data within the student's behavioral records. Such records are considered confidential and will not be released to other parties unless parents provide written consent for such release, or unless the law authorizes such release without parental consent. Any notes from the parents may be placed with the Behavioral Records, at the discretion of the teacher or the building principal.

- C. Directory Information: The Williams Bay School District designates the following personally identifiable information contained in a student's education record as "Directory Information," and may disclose that information without prior written consent.
1. The student's name
 2. The student's address
 3. The student's telephone listing
 4. The student's date and place of birth
 5. The student's major field of study
 6. The student's participation in officially recognized activities and sports
 7. The student's weight and height if a member of an athletic team
 8. The student's dates of attendance
 9. The student's photograph
 10. The student's degrees and awards
 11. The name of the school most recently previously attended by the student

Directory data shall be considered public information after the parents, guardians, or eligible students have been notified and have 14 days to advise the School District in writing (a letter to the District Administrator's office) of any or all of the items they refuse to permit the District to designate as directory information about that student.

A secondary school student or the parent/guardian of a student may request that the student's name, address and telephone listing not be released to military recruiters or an institution of higher learning without prior written parental consent.

Confidentiality:

State law protects the confidentiality of student records maintained by a public school district. Such records are confidential with the following exceptions:

1. An adult pupil or the parent or guardian of a minor pupil can be shown and provided with a copy of the pupil's progress records;
2. Progress records may be used in courts of law where requested if the student is the subject of any proceedings in the court;
3. Records are available to teachers and other certified personnel employed by the school district;
4. The records may be made available upon the written permission of an adult pupil or the parent or guardian of a minor pupil to any named person;
5. Such records may be provided to a court in response to a subpoena for impeachment purposes;
6. The records may be made available to the State Department of Public Instruction or other public offices where required for school related purposes.

Withdrawal From School

Prior to withdrawing, students are to complete the following:

1. Present a written notice of withdrawal to the office from their parent/guardian.
2. Parent/student must speak with building principal before beginning the withdrawal process.
3. Turn in all textbooks to their teachers.
4. Pay library fines if applicable.
5. Return the "Student Withdrawal Form" to the office after it has been initialed by all teachers involved.
6. Be sure that your hall and gym lockers are cleaned out completely.
7. Indicate in writing where they are enrolling their student.

A student withdrawing from school must present a written approval from a parent or guardian to the high school office. The office will issue a withdrawal form which must be presented to and signed by each teacher and principal.

Guidance & Counseling

The Guidance Department is designed to help each student find information, plan, and solve problems concerning such areas as:

- High school course of study
- Future education
- Career and job opportunities
- Personal and family concerns
- Summer or part-time employment
- Personal problems

Each student is encouraged to stop in the counseling office during the school year. Students may be scheduled to see the school counselor or may elect to visit on their own to meet their personal/emotional, social and career needs.

During a student's high school career, they will be tested their freshmen, sophomore and junior years using the standardized testing program mandated by the state of Wisconsin. The results of those tests will be shared with each student during their individual counseling sessions.

College bound students should keep themselves informed about SAT and ACT testing for college acceptance. Scholarship programs and information from college representatives visiting the high school should also be sought.

Certain subjects are required as a foundation for other subjects. Don't be disappointed by poor planning. The guidance department is a service to help you have a successful present and to plan a successful future.

Health Procedures

A. Health Office

The School Nurse Consultant and all designated personnel provide assessment and care of ill and injured students. They also provide health education and consultation, dispense medication, maintain immunization records, and screen for communicable diseases. It is the responsibility of the parents/guardians to inform the Health Office if their student has any medical concerns that may require a health and/or procedure plan and to provide up to date health information on an annual basis.

B. Illness and Injury

There is an illness/injury log in the Health Office. When a student is seen in the Health Office, the date of when he/she was seen and the purpose of the visit should be documented. Please be sure that all injuries occurring during class or in a supervised school location are reported to both the teacher in charge and the Health Office. An injury report must be completed and given to the designated school personnel within 24 hours of the incident.

C. Emergency Care Information

The safety and welfare of each child is of great importance to both the parent and the school. Accidents will be reported immediately to the principal's office. The teacher in charge will fill out a report as soon as possible on forms available in the office. If a child should become ill or injured while under the school's supervision, the following steps will be taken on behalf of the child:

1. If the child has a minor accident, the following action will be taken:
 - a. First aid will be administered according to school approved procedures.
 - b. The child will be returned to class if he/she is all right.
2. If the child is unable to go back to class because of illness or minor injury, the following steps will be taken:
 - a. Parent will be contacted and once arrangements have been made, the child will be allowed to leave the premises.
 - b. If the parent is not available, the emergency contact number found on the Emergency Card will be called.
 - c. Once contacted, the parent or the emergency contact will be responsible for providing the necessary transportation for the child to leave the school in a timely manner.
 - d. If school is unable to reach the parent or the emergency contact, the child will be kept in school, and continued attempts will be made to reach the parent or the emergency contact.
3. If the child is in need of immediate medical attention, the following steps will be taken:
 - a. First aid will be rendered immediately according to school approved procedures.
 - b. 911 will be called and transportation to a medical facility will be arranged.
 - c. Parent will be called. If the parent cannot be reached, the emergency contact(s) will be called.

School personnel will not transport ill and injured students in need of emergency medical services. Parents will be responsible for any medical costs incurred for emergency care provided by out-of-school personnel.

The school district needs the parent's cooperation in putting this plan into effect for each child. Please insure that the emergency contact information on the student's registration card is accurate. In addition, please keep the school informed of any changes in information on this card.

D. Medication Policy and Procedure

Under Board of Education Policy 443.4, 443.4 Rule and Wisconsin Statutes 66054(24); 161, 176.29; 97.04, the use and/or possession of medication must have parental consent as well as notification and permission from the school office. Students distributing, selling, or consuming prescription medication at Williams Bay Middle/High School without proper office notification may be subject to discipline action including possible expulsion from school. The following guidelines will be followed when medication is administered to students.

1. Non-prescription medication

Non-prescription (over the counter) medications will be administered by the designated staff upon the receipt of:

- Written consent by the parent/guardian
- Medication supplied by the parent/guardian in the original container listing the name of the medication, the time to be administered, and dose to be administered
- Medication Administration Forms are available in the office upon request or on the district website. This form must be updated and resubmitted annually or if dosage or frequency of the medication change.

2. Prescription Medication

All prescription medications are required to be kept locked in the Health Office. Prescription medication will be administered by the designated staff upon receipt of:

- Written consent by the parent/guardian
- Written instructions and signature of the healthcare provider
- Medications are supplied by the parent/guardian in the original container with the child's full name, name of the drug and dosage, time to be given and the healthcare provider's name
- Students with severe asthma may carry their inhalers with them.
- The order on the medication container must match the written instructions of the healthcare provider (child's full name, name of drug and dosage, and time to be given).
- It is the responsibility of the student, where appropriate given the student's age and developmental level, to report for his/her medication(s) at the designated time.
- Medication administration forms are available in the office upon request or on the district website. This form must be updated and resubmitted annually or if dosage or frequency of the medication change.
- All medication must be claimed at the end of the school year or it will be discarded.

Rules and Regulations

A. Student Rights and Responsibilities

Every individual has certain rights and responsibilities in respect to others. Students have the right to move about the school and take advantage of instructional and related activities in an atmosphere where students can learn and teachers can teach. Students have the responsibility to abide by all reasonable district, building, and classroom rules established by school officials. Students shall practice common rules of courtesy that are necessary in group settings to avoid disruption in the school and to protect school property and the health, safety, and welfare of students and teachers. A student's exercise of rights and privileges in the school setting should be protected at all times. No right, however, is absolute. The freedom to exercise one's rights ceases when that exercise unduly infringes upon the rights of others. Not only is it important to protect the rights of the individual, but to protect the entire student body, as well.

It is understood that the following guidelines are not all-inclusive. The administration shall take such action as is necessary and not forbidden by law to insure the discipline and orderly conduct of the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school or which impairs the usefulness and well-being of the school at the discretion of the principal.

Students violating this section shall be subject to action as determined by the school or teachers, which may include:

- Verbal reprimand
- Parental notification
- Referral to administration
- Suspension of privileges
- Detention
- Suspension
- Expulsion

1. Guidelines of Student Rights

- a. Each student has the right to an education and to get help from teachers, counselors and administrators.
- b. Each student has the right to be free from assault, intimidation, or harassment.
- c. Each student has the right to utilize school facilities and programs according to established school regulations and procedures.
- d. Each student has the right to hold property free from theft or damage.
- e. Each student has the right to expect courteous behavior from other students and school personnel.
- f. Each student has the right to determine his/her own dress so long as it is not distracting, wholly inappropriate, indecent, or unsafe. (See Dress Code Guidelines)
- g. Each student has the right to form, hold, and express opinions and beliefs, so long as the expression does not disrupt the normal operation of the school.
- h. Each student has the right not to be pre-judged for an alleged violation of this Code, and has the right to present his/her version before any judgment is made.
- i. Each student has the right to appeal an application of the Code of Student Rights and responsibilities through the grievance procedure. (Due Process)
- j. Each student has the privilege to participate in co-curricular activities so long as he/she does not abuse that privilege.

2. Guidelines of Student Responsibilities

- a. Students have a responsibility to come to school regularly, on time, and ready to learn.
- b. Students have a responsibility not to deny other students their right to learn.
- c. Students have a responsibility to act in ways which do not threaten, scare, or injure others.
- d. Students have a responsibility to not leave litter or deface the building, books, or equipment.
- e. Students have a responsibility to ask for help in a polite manner and at a time that does not deny other students a fair chance to get help.
- f. Students have a responsibility to obey rules and use proper means for telling staff members about rules they believe to be unfair.

B. Discipline

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the entire educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

A school cannot function effectively unless students, teachers, and administrators work toward the same goals. Disruption of learning by disobedience, violence, or acts contrary to school rules, law or statute will not be acceptable. The individual has a responsibility to behave in a manner that will not interfere with the rights of others. Student behavior is governed by the school's obligations to parents, other students, the school, and the larger community. The school administration is directed by the district board of education to maintain a school environment free from distraction and disruption. At the same time, the school administration is delegated the power to make rules to govern student behavior from the board of education which receives its authority from state statutes.

All administrators, teachers, aides, food services personnel, janitors, and clerical staff have full authority to enforce the rules of the school on all school property. The school has developed reasonable rules of conduct for students to follow. Each student will be informed of the school rules at the beginning of each school year. Students have the responsibility to know and obey these rules and regulations. We believe school discipline is generally good at our school. By working together, we can use our time for academics instead of behavior problems.

*The discipline policy is in effect when students are on school property, participating at school sponsored co-curricular activities, sporting events, field trips, or at a neighboring school. Please remember that you are representing WBHS at all school functions home or away.

C. Major Discipline Problems

Severe discipline problems may result in suspension and/or possible grounds for expulsion and referral to law enforcement authorities. Examples of severe misconduct include, but are not limited to:

1. Any act which might or does affect the health and/or safety of the student body. Examples of this include:

a. Weapons

No one shall possess, use or store a weapon or look alike weapon in or on school property, or school owned vehicles or at school-related activities. A weapon is defined as anything that is used or designated to cause bodily injury or property damage. (knives, guns, look-alike weapons, etc.) Students violating the policy on weapons will be subject to disciplinary action. (WI State Statute 9.48.605)

b. Explosive Devices and Firearms

No student shall have in his possession, sell or otherwise distribute, and no student shall fire or explode any firearm, firecracker, bomb, or other explosive or incendiary device. This also applies to any object that might endanger the welfare of him or others. A student in violation of the above will be immediately suspended from school. Appropriate civil authorities will be involved.

The tampering with fire alarms or fire extinguisher will result in disciplinary action and a referral to the proper civil authorities.

c. Missiles

The throwing of dangerous missiles, including, snowballs is expressly forbidden and may result in suspension. Students throwing such missiles will be referred to the office of the principal. Following a discussion with the student(s) appropriate action will be taken. The parents of the offender(s) may be notified of the seriousness of the offense either by telephone or by letter. In the case of bodily injury or of property damage due to the throwing of such missiles, the notification of law enforcement officials or the settlement of monetary reimbursement shall be left to the discretion of the offended and will be the responsibility of the offender. Repeated offenses will result in a conference involving the student, parent, and principal.

d. Tobacco

Students have the responsibility to comply with smoking and tobacco product usage regulations outlined under Board of Education Policy 443.3 and Wisconsin Act 95. This means that students under 18 have a responsibility to not be in possession of tobacco products. Smoking or other use (or for minors, possession) of tobacco or tobacco products is prohibited on the school premises at any time or for any function, on or off site, in which the student body participates, including daily or extra-curricular bus transportation.

Students violating this section shall be subject to, but not limited to:

- Parent notification
- Detention
- Parent-student conference
- Suspension
- Expulsion

e. Illegal Substances and Non-Prescription Drugs

Students have the right not to be subjected to the influences or related problems associated with the uses of alcohol, non-prescribed drugs, chemicals, or illegal substances. Students have the responsibility of abstaining from the use or possession of alcohol, non-prescription drugs, chemicals, or illegal substances. The use, possession, sale, or furnishing of alcohol, non-prescribed drugs, chemicals, or illegal substances and the possession of drug paraphernalia anywhere on the school premises by a student at any time is prohibited. No student may appear at any school sponsored function under the influence of, or possessing alcohol, non-prescribed drugs, chemicals or illegal substances.

Students involved in distributing, selling or possession of controlled substances while on the school premises, on school sponsored transportation or while involved in any school sponsored activity will be recommended for expulsion.

Students under the influence of controlled substances while on the school premises, on school sponsored transportation or at any school sponsored activity will be subject to the following disciplinary action:

1st Offense: The student will be suspended from school from 1 to 5 days. Parents will be notified and must accompany the student to school at the end of suspension. The student will be referred to the school counselor. The school will recommend an Alcohol and Other Drug assessment.

2nd Offense: A recommendation for expulsion will be made to the School Board.

The police will automatically be called for any incidents in which alcohol or any controlled substance is found at school or at any school sponsored activity.

The number of “under the influence” offenses will follow a student throughout his/her junior/senior high school years. That means a student has only two offenses in their 7-12 career before expulsion procedures would be started.

Students suspected of being “under the influence” during school time or at any school sponsored activities will be notified of that suspicion. The school counselor will also be notified. A Breathalyzer test will be conducted by school personnel or police.

f. Fighting and/or Threats

While under the school's jurisdiction, students involved in fighting or making threats will face disciplinary action, suspension and/or possible expulsion, depending on the seriousness of the incident.

g. Vandalism and Property Damage

It costs the taxpayers money to construct, purchase and maintain our school building and equipment. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property or another person's property, suspension or subsequent action may be necessary. If you damage something by accident, you should report it to a teacher or the office immediately.

h. Disrespectful Behavior

Disrespectful behavior towards administrators, teachers, substitutes, and support staff will not be tolerated. This includes swearing at and other serious acts of disrespect.

i. Inappropriate Drawing, Writing, or Discussion

Anything that might be harassing or offensive in nature to anyone observing or listening is prohibited. This includes, but is not limited to swearing, obscene gestures, sexual drawings, Nazi insignias, gang related materials, and discussion about alcohol, tobacco or drug usage, illegal parties, or sexual activity.

j. Theft

Any student caught stealing or destroying either the school's property or a fellow student's property at school will be immediately suspended and/or referred to the legal authorities and restitution shall be made.

k. Loss of Self-Control

Losing of one's temper to the point where the student is a deterrent to the orderliness of the school will result in disciplinary action, suspension and/or expulsion, depending on the seriousness of the incident.

l. Truancy

Truancy - refer to Truancy Policy of Student Handbook, page 8.

m. Extortion

Students practicing or attempting extortion toward other students may, on the first offense, be immediately suspended. Parents will be contacted for a conference and corrective action will be taken. If the attempted extortion was accompanied by threats, violence or bodily injury, the principal will immediately contact police. Parents must be notified of the referral to the police and the student will be suspended.

n. Violation of Wisconsin State Statues

A student is in violation of Wisconsin State Statues if engaged in an act or is a party to an act, which includes, but is not limited to, Chapter 940 CRIMES AGAINST LIFE AND BODILY SECURITY; CHAPTER 941, CRIMES AGAINST PUBLIC HEALTH AND SAFETY; CHAPTER 943, CRIMES AGAINST PROPERTY; CHAPTER 947, CRIMES AGAINST PUBLIC PEACE, ORDER AND OTHER INTERESTS. or CHAPTER 939.05, PARTIES TO CRIME.

These chapters deal with such issues as BATTERY, STALKING, FALSE ALARMS, WEAPONS, DAMAGE TO PROPERTY, THEFT, DISORDERLY CONDUCT, HARASSMENT, and BOMB SCARES.

Harassment/Bullying - School Board Policy 411.1 and Rule

Harassment and/or bullying of students will not be tolerated in the Williams Bay Public Schools, which includes any property or vehicles owned, leased or used by the schools. The School Board considers these actions to be detrimental to the health and safety of students, and disruptive to the educational environment.

The educational environment is defined as consisting of every activity under the supervision of each school. For purposes of this policy, harassment and/or bullying are defined as any conscious, willful, or deliberate act or attempted act, through the use of words or actions, which are intended to cause physical injury, emotional distress/suffering or property damage or which impact the learning environment.

Harassment and/or bullying could include acts motivated by, but not limited to, hostility toward the victim's real or perceived sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, gender identity, social, socio-economic or family status, physical attributes, disability/handicap or any other basis protected by state or federal law. Examples of acts of harassment and/or bullying include physical intimidation, force or assault, humiliation, bigoted epithets, vandalism, extortion, oral or written threats, taunting, put downs, name calling, threatening looks or gestures, false accusations, social isolation, retaliating against another student for reporting harassment or bullying, or any other behavior that substantially interferes with a student's school performance or creates an intimidating, hostile or offensive school environment.

All forms of harassment in cyberspace commonly referred to as cyber bullying are unacceptable and viewed as a violation of this policy. Cyber bullying includes but is not limited to the following misuses of technology: harassment, teasing, intimidating, threatening, or terrorizing another person or group of people by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs or any other messages via cyberspace. For purposes of this policy, "cyberspace" is defined as a global domain within the information environment consisting of the interdependent network of information technology infrastructures, including the Internet, telecommunications networks, computer systems, and embedded processors and controllers.

In situations in which cyber bullying originated off school property or from a non-school computer or telecommunication device, but is brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be disruptive of the educational process so that it markedly impedes the day-to-day operations of a school. Such conduct includes, but is not limited to, harassment, bullying or making a threat off school grounds through cyberspace that is intended to endanger the health, safety or property of others at school, a District employee or a school board member.

Any student who believes he/she has been subject to harassment and/or bullying may file a complaint in accordance with established complaint procedures or may complain directly to the building principal or designee or the district administrator. Filing a complaint or otherwise reporting harassment and/or bullying in good faith will not reflect upon the individual's status nor will it affect his/her grades or benefits provided by the District. The District shall respect the confidentiality of both the complainant and the accused consistent with the District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective and/or disciplinary action when this conduct has occurred.

Any student or parent/guardian who becomes aware of or witnesses harassment and/or bullying has an obligation to report and will be supported by involved staff members in reporting the bullying/harassment to the proper authorities. Any District employee who becomes aware of or witnesses harassment and/or bullying has an obligation to intervene and report.

Students who engage in harassment and/or bullying in violation of this policy and/or retaliating against an individual for reporting harassment and/or bullying shall be subject to school disciplinary measures consistent with District policies and procedures up to and including suspension and/or expulsion.

Notice of this policy will be circulated to all schools and departments in the District on an annual basis and incorporated in employee and student handbooks.

Student Harassment Complaint

The District principals are responsible for coordinating regulations concerning harassment in their work site. The District Administrator is the designated harassment complaint officer in the District.

Formal complaints will be taken seriously and will be subject to thorough review and immediate investigation by the receiving officer or designee.

Students who believe they are the victims of harassment, or their parents/guardians, shall immediately report the harassment to the District Administrator, principal, counselor or other school employee. If an employee other than the principal receives the complaint, the employee shall forward the complaint to the principal or other administrator for review and action as necessary. If the complainant charge involves someone in the complaint process or if the complainant is uncomfortable discussing the matter with one of the designated persons, he/she may report to any other supervisor up to and including School Board members.

Middle School Discipline Program

Sixth, seventh, and eighth grade students whose behavior or assignments have not met the teacher's expectations will be dealt with as follows:

1. An after school detention will be issued.
2. Student will report to serve the detention at 2:50, with books and study materials.
3. If the assignment is not completed to expectation, the student will be required to report to detention again the following day.
4. If this cycle repeats three times in one school week, an administrative detention may be assigned.

Major infractions of classroom rules or school rules will result in referral to the principal for further disciplinary action which may result in assigned administrative detentions, in or out of school suspension, and/or possible grounds for expulsion and referral to law enforcement authorities.

A. Office Referrals and Consequences (Middle and Senior High School)

Students who are sent to the principal's office for misbehavior will receive a discipline referral form. Every student will have an opportunity to explain his/her behavior on the referral form. When a student is removed from a particular classroom for disruptive behavior, the following will occur:

Referral #1:

The student will not be allowed back into the classroom until he/she has met with the teacher that sent them to the office. The student will receive a school detention, a parent contact will be made and a copy of the referral will be sent to the parent/guardian, and a copy will be placed in the student's behavioral file.

Referral #2:

The student will not be allowed back into the classroom until he/she has met with the principal and teacher. The student will receive two school detentions, a parent contact will be made and a copy of the referral will be sent to the parent/guardian, and a copy will be placed in the student's behavioral file.

Additional Referrals:

The student may receive an out-of-school suspension, be removed from class, or be considered for alternative programming.

Multiple Referrals in a Day:

A student receiving two disciplinary referrals within the same school day will not return to class on that day. Depending on the circumstances, the student will be assigned an in-school or out-of-school suspension.

Multiple Referrals Within a Week:

A student accumulating a third disciplinary referral within a five school day period will not return to classes on that day. Depending on the circumstances, the student will be assigned an in-school or out-of-school suspension.

NOTE: Students sent or referred to the office by a substitute teacher, or by the regular teacher upon their return, may be issued double consequences for inappropriate behavior. This is necessary to ensure that we continue to attract quality substitute teachers to our district, and that in the teacher's absence, the instructional program continues with as little interruption as possible.

Detention

Williams Bay Middle/Senior High School employs two forms of detention.

1. Teacher detentions are those given by and supervised by a classroom teacher.
2. Administrative detentions are those that are forwarded to, assigned, and supervised through the office of the principal.

A. Administrator Assigned Detentions

Administration may assign detentions at their discretion. An administrative detention is any detention issued by an administrator or issued by a teacher, to a student that is not in their classroom – example (hallway, cafeteria, assembly). These detentions will be served in a designated classroom after school from 2:50 p.m. – 3:30 p.m. each day of the week. An administrative detention has been assigned because of the student's failure to abide by school rules and regulations or for unexcused tardies. Once a detention is assigned, students have the option of serving it on that day, or on the next day a detention session is held. If the student has not served the detention within this time frame, an out of school suspension will be assigned to be served on the next school day(s). The burden is on the student to make arrangements to attend detention sessions. Students who are involved in work experiences, athletics, or other school functions are not excused from this process.

Students who fail to serve their detentions will follow this progression of consequences:

- 1st offense: 1 day Out of School Suspension (OSS)
- 2nd offense: 1 day OSS
- 3rd offense: 2 day OSS
- 4th offense: 3 day OSS
- 5th offense: Recommendation for expulsion

Serving a suspension will reduce the number of detentions a student has accumulated by one.

B. Teacher Assigned Detentions

Teachers may assign noon hour detentions, or before and after school detentions to be served with them in their classroom. Students are given the option of serving the detention the day of the infraction or the next school day of the teacher's choosing. The teacher will complete a detention slip, give the student the yellow carbon copy and keep the white copy. The staff member that issued the detention must notify the parents. The burden is on the student to make arrangements to attend. Students who are involved in work experiences, athletics, or other school functions are not excused from this process. Students who have after school detention are not to participate in co-curricular activities on any given day until the detention has been completed. Generally, teacher detentions are issued for disruptive behavior, disregard of classroom rules, or failure to do assigned work. Any student who is assigned a detention by a teacher and, for any reason, cannot report, must first clear it with the teacher. If the detention is not served as arranged, the detention slip is turned into the office – an administrative detention will be assigned and the office will contact home. The student may be placed in lunch detention until the detention is served.

C. Detention Room Rules

- a. Report to the detention room by 2:50 p.m. with homework, reading material, paper, pencil, or pens. Bring your coat or jacket with you as you will not be allowed to return to your locker at the end of detention. There is no sleeping while in detention.
- b. Sit in the seat assigned by the detention room monitor.

- c. Students are not allowed to get up from their seats or leave the room without the detention room monitor's permission.
- d. There will be no gum, pop, candy, or other food items allowed in the detention room.
- e. Students not following the above rules will be asked to leave the detention room and exit the school building immediately. Failure to complete detention until 3:30 p.m. may result in a suspension from school.
- f. When leaving the detention room, students are expected to exit the building.
- g. Students skipping the assigned detention may receive a suspension from school.
- h. The only acceptable excuses to miss a detention would be for medical or emergency reasons. Parents must notify the school prior to the detention by phone or with a written excuse. The principal will decide whether or not to excuse the student.

If a student does not report to detention, the parents or legal guardian will be called.

Removal of Students from Class

The Williams Bay School District allows the opportunity for all students to attend school free of unwarranted distraction and disruption. Such behavior, while not necessarily so serious to warrant suspension or expulsion can be destructive to the educational environment. Such behavior warrants, at a minimum, that the student be removed temporarily from the class or activity (short-term removal). In other circumstances, the student's conduct may warrant long-term removal from the class. Short or long-term removal serves the multiple purposes of eliminating the disruption and of reinforcing the district's strong commitment to an appropriate educational environment. A student may be removed from class for conduct or behavior that violates the behavioral rules and expectations set forth in this handbook is disruptive, dangerous or unruly, or which interferes with the ability of the teacher to teach effectively.

A. Short-Term Removal

Short-term removal is likely to be disciplinary in nature, and addresses circumstances where, for whatever reason, the student's presence is disruptive to the class on a particular day. Short-term removal rests essentially with the teacher. Except where the behavior is extreme, a teacher should generally warn a student that continued misbehavior may lead to temporary removal from class. When the teacher determines that removal is appropriate, the teacher should:

- a. Instruct the student to go to the office and then call the office and tell them who the student is and give a brief explanation as to why the student is being removed from class.
- b. As soon as possible, complete a discipline referral notice with a short but concise written explanation for the basis for removal.
- c. The building administrator will speak to the student as soon as practicable and determine what, if any, penalty will be imposed.
- d. The building administrator may phone or by written notice inform the parents of the reason for removal and the imposed penalty.

Students who are removed by their teachers must immediately and directly go, or be taken, to the main office. For the duration of the removal, the student shall stay in the short term removal area. In the discretion of the building administrator or designee, the student may instead be sent to another appropriate class/classroom, program or educational setting, provided the student is supervised in such alternative setting. The building administrator will take reasonable steps to ensure that the students are supervised while in the short-term removal area. Students will be required to do work of an academic nature while in the short-term removal area. Such work should ordinarily be related to the work in the class from which the student was removed, or may be related to the student's misconduct (e.g. writing an apology or account of the situation).

B. Long-Term Removal

Long-term removal is essentially a forced transfer of the student out of particular class/classroom. A student may be removed on a long-term basis from a class/classroom based upon the request of a teacher as upheld and implemented by the building administrator. Long-term removal is an extremely serious step and is based on multiple incidents of disruption. Where a teacher believes that the best interests of the student or class require long-term removal, the teacher will notify the building administrator in writing. This document should clearly state:

- a. The basis for the removal request.
- b. The alternatives, approaches, and steps taken to avoid the need for removal.
- c. The impact, positive and negative, on the removed student.
- d. The impact, positive and negative, on the rest of the class.

Upon receipt of this statement, the building administrator may consult with the teacher and other district staff. The building administrator will inform and consult with the parents of the student and the student involved in the request for long-term removal. Following consideration of the teacher's statement and any other information, the building administrator shall take one of the following steps:

- a. Place the student in an alternative education program as defined by law.
- b. Place the student in another class/classroom in the school, or in another appropriate place in the school.
- c. Place the student in another instructional setting.
- d. Return the student to the class/classroom from which he or she was proposed to be removed.

Long-term removal is an administrative decision. However, the parents of the student, and/or the student, shall have the right to meet with the building administrator and/or the teacher (s) who made the request for removal. Where possible, such meeting shall take place within three (3) business days of the request for a meeting. At the meeting, the building administrator shall inform the parents and/or student as fully as possible regarding the basis for the removal, the alternatives considered, and the basis for any decision. However, nothing in the Handbook shall prevent the building administrator from implementing a removal to another class/classroom, placement or setting prior to any meeting, and notwithstanding the objection of the parent (s) or student.

Students with Special Education Needs Under Idea or Section 504

Some different rules and considerations apply for students identified as requiring special education services under the IDEA or section 504. In particular, placement for such students is a decision of the student's IEP team, subject to astringent procedural safeguards, and cannot be made unilaterally by teachers or the administration. In addition, most students covered by the IDEA should have a behavior plan, which will address (a) whether and to what extent the student should be expected to conform to the behavioral requirements applicable to non-disabled students; and (b) alternative consequences or procedures for addressing behavioral issues. It is highly advisable that all IEP teams address these issues, and this Handbook, at least annually, setting forth the consensus of the IEP team regarding behavioral expectations and consequences. However, students identified as requiring special education services under the IDEA or Section 504 may, in general, be temporarily removed from class under the same terms and conditions as non-disabled students.

For the reasons noted above, no change in placement more than ten (10) school days may be made for a student with disabilities outside of the IEP process. This ten (10) day limit applies to out-of-school suspension as well as days of removal.

Adult/Student Contract

Wisconsin State Statute 118.15 (Compulsory School Attendance) requires that a student attend school until the end of the semester of the school year in which the child becomes 18 years of age. Students who continue to attend school after this time are expressing a desire and commitment to succeed in obtaining a high school diploma. It is important, therefore, for students who have reached the age of 18, to understand that their enrollment status at Williams Bay High School carries with it the responsibility of being an adult at all times and that truancy, lack of academic progress, or inappropriate behavior is unacceptable. In order to ensure that adult/students understand what is expected of them, they will be asked to sign an adult/student contract to abide by the rules and regulations outlined in the Williams Bay High School Handbook and to voluntarily withdraw if they are in violation of any of them. A copy of this contract is available in the office.

In-School Suspension

Students may be placed on in-school suspension for any reason that they may be suspended from school. A student may be suspended in school for a period of up to three days depending on the severity of the case.

During an in-school suspension a student will be under supervision at all times including lunch and washroom breaks. Students will not be allowed to attend classes, but must obtain work and materials from their teachers. If a student does not have school work to do, he/she will be given work to do.

Any absence from the suspension will not cancel it, but only delay it until the first day the student is present.

Students assigned an in-school suspension will be in the suspension from 7:30 a.m. until the end of the school day (this includes the lunch hour). Students will report to the office at 7:20 a.m. and pick up an assignment sheet. Between 7:20 and 7:30 a.m., students will go to their teachers to get assignments for the day. By 7:30 a.m., the students must return to the

office. It is the responsibility of the student to provide their own sack lunch and beverage. These will be given to the supervisor for safe-keeping prior to 7:30 a.m.

In the suspension area, the following rules apply:

- No talking in the suspension area.
- Sleeping is not tolerated in the suspension area.
- Restroom and drinking fountain breaks are at the discretion of the supervisor.
- Students are not allowed to leave the suspension area without the consent of the supervisor.
- No electronic devices unless permission is granted by administration.
- No writing or marking school property.
- No eating or drinking except during lunch time.
- Students are expected to complete regular class assignments or other assignments given by the supervisor during this time.

Failure to follow these rules may result in an out-of-school suspension. Students are allowed only two in-school suspensions per quarter. All subsequent suspensions for that quarter will be out-of-school.

Out-of-School Suspensions

Students may be out-of-school suspended for one to five days for non-compliance with the school rules, or conduct which endangers the property, health, or safety of others. Students and parents will be informed of the reason for the suspension. At that point, the student becomes the responsibility of the parent. The student must leave the building and school grounds. Students are ineligible for any extracurricular activities for the duration of the suspension. When the student returns for readmission, they must be accompanied by a parent.

After three out-of-school suspensions for reasons other than tardiness or absenteeism, it will be necessary for the student and his/her parents or guardians to appear at a conference with the principal and teachers. A subsequent out-of-school suspension may result in a recommendation to the Board of Education that the student be expelled from Williams Bay Schools.

An out of school suspension will require a parent/guardian meeting/contact with an administrator prior to student being allowed back in the classroom. This meeting can occur anytime during the suspension period. If a meeting does not occur, the student will remain in In School Suspension until a re-admit meeting occurs.

Expulsion

The Board of Education may expel a student from school when it finds the student guilty of repeated refusal or neglect to obey school rules or regulations; or finds that the student engaged in conduct while at school, or while under the supervision of a school authority, which endangers the property, health, or safety of others; or finds that a student while not at school or under supervision of a school authority engaged in conduct which endangered property, health, or safety of others at school or under the supervision of a school authority; or for 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; and is satisfied the interest of the school demands the student's expulsion.

The Board may expel a student for conduct while not at school or not under the supervision of a school authority which endangered property, health or safety of any employee or school board members;* and repeatedly engaging 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 such conduct does not constitute grounds for expulsion as listed above. In addition, a student shall be expelled from school for not less than one year in accordance with law, when it finds a student while at school or under supervision of a school authority possessed a firearm. *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.

General Information

A. Announcements

Announcements will be read over the public address system at the beginning of second period each day. Daily announcements are placed on the school web site each day. Announcements other than those at the beginning of the day will be made only if absolutely necessary. Announcements must be in the office by 7:55 a.m. and must be approved by a staff member.

B. Assignment on Homework Now and Responsibilities of Students, Staff, and Parents

a) Purpose

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of the Williams Bay Middle/Senior High School staff to assign relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence. Homework assignments include:

- Practice exercises to follow classroom instruction
- Preview assignments to prepare for subsequent lessons
- Extension assignments to transfer new skills or concepts to new situations
- Creative activities to integrate many skills toward the production of a response or product

b) Time

Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load. If your child is spending an inordinate amount of time doing homework, you should contact your child's teachers. Students are also encouraged to pursue non-assigned, independent, leisure reading.

c) Late Work Policies

All work that is assigned is due at the beginning of the class period unless otherwise stated by the instructor. Work that is not submitted at this time will be considered late. Each teacher will establish a policy for late work.

Students who miss homework because of an excused absence will receive the opportunity to make up missed work. It is the students' responsibility to get work missed due to illness or absence.

d) Major Projects

Major Projects include research reports, book reports, major essays, and other assignments teachers designate as major projects. Work on these projects may exceed the ordinary amount of time students spend working on homework. Students not completing major projects may develop a completion plan with their classroom teacher, receive additional assistance through academic intervention, and/or may be referred to student services for additional assistance.

e) Responsibilities of Staff

- Assign relevant, challenging and meaningful homework that reinforces classroom learning
- Give clear instructions and make sure students understand the purpose
- Give timely feedback and/or correct homework
- Communicate with other teachers
- Involve parents and contact them if a pattern of late or incomplete homework develops
- Update HomeworkNOW and gradebook on a weekly basis

f) Responsibilities of Parents

- Set a regular, uninterrupted study time each day
- Establish a quiet, well-lit study area
- Monitor student's organization and daily list of assignments in their agenda
- Help student work to find the answer, not just get it done
- Be supportive when the student gets frustrated with difficult assignments
- Contact teacher to stay well informed about the student's learning process

g) Responsibilities of Students

- Write down assignments in their assignment notebook
- Be sure all assignments are clear; don't be afraid to ask questions if necessary
- Set aside a regular time for studying
- Find a quiet, well-lit study area
- Work on homework independently whenever possible, so that it reflects student ability.
- Produce quality work.
- Make sure assignments are done according to the given instructions and completed on time.

Auto Use Policy - Student Vehicles

Students electing to use their own transportation or those not eligible for district-provided transportation have the responsibility for being familiar with, and abiding by, the established laws of the village, state, and school regulations relating to the use of vehicles. Driving is a serious responsibility. Properly licensed Williams Bay students are allowed to drive their cars to and from school. Students are not allowed to drive during the scheduled school day (this includes lunch hour). Students leaving the building during the school day for jobs, internships, or approved absences, should obtain special permission from the Middle/High School office.

Cars driven by students must be parked only in the student lot (the southeast lot between Highway 67 and the gymnasium). Cars and the student parking lot are off limits to students during the school day and lunch period unless permission to be there is granted through the Middle/High School office. Cars shall remain parked throughout the entire school day unless permission to drive has been cleared through the Middle/High School office.

Students are expected to obey all traffic laws driving to and from school, and at any time they are on school grounds.

Williams Bay School assumes no liability for students who violate these provisions and drive their cars during lunch periods, a practice which is strictly prohibited.

Students violating this section shall be subject to, but not limited to:

- Verbal reprimand
- Notification of parents
- Suspension of riding/driving privileges
- Revocation of riding/driving privileges
- Suspension from school
- Referral to the police department

If a student loses parking privileges and continues to park his/her car in the school lot, or if a vehicle is unregistered, the vehicle may be ticketed, towed and stored at the student's expense. Note: Students may lose parking privileges as a result of disciplinary referrals.

Co-Curriculars

Participation on Williams Bay Middle/Senior High School co-curricular activities are an integral part of the WBHS curriculum, which is a privilege and should elicit great pride in both the student and their family. While the school district's number one goal is to provide a sound academic experience for all of students, co-curricular activities provide unique opportunities for students to promote their mental, physical, social and emotional development. By providing strong co-curricular programs, WBHS extends the privilege of enriching mind and body to any student meeting district, Wisconsin Interscholastic Athletic Association (WIAA), and any applicable governing body's requirements. Like anything of value, it comes with a price tag. That price tag is commitment from the student to follow established rules. Those rules are published as the Williams Bay Middle/Senior High Co-Curricular Code of Conduct.

Plagiarism

Plagiarism is defined as using the ideas or words of another without citing the sources from which the ideas or words are taken. Put another way, the act of plagiarism is a form of theft (taking ideas) and a form of fraud (misrepresentation). In take-home examinations, papers, and reports, the following must be carefully observed:

1. Any sequence of words taken verbatim from another source not original with the student must be enclosed in quotation marks, quoted accurately and its source fully and accurately identified.

2. Where the ideas of another are paraphrased or interpreted, quotation marks cannot be used. However, the source must be fully and accurately identified.

Technology, specifically the Internet, has opened up new ways to cheat or plagiarize. Taking papers off the Internet, using cliff notes, or cutting and pasting different articles are some examples. The Internet has also made it easy for teachers to check student work for plagiarism. Teachers can access sites that can be so specific as to catch students who copy one sentence, let alone copy papers or cut and paste articles. Consequences will vary based on the extent of the plagiarism. In some cases, the difference between plagiarism and student work may be a set of quotation marks. In other cases, an entire term paper bought on-line may be turned in by the student. Students may be asked to simply re-write parts of a paper and attribute the material used or implement the procedures under Dishonesty/Cheating (Academic) outlined below. Our emphasis is to teach students the importance of doing honest work.

Dishonesty/Cheating (Academic)

Each student has a right to a learning environment where fair academic competition and honesty is reflected by each student submitting only his/her original academic work. Students have the responsibility to submit only his/her own original academic work.

Academic dishonesty is defined as any form of cheating or misrepresentation of one's original academic work. It includes:

- The intentional use of a source specifically not allowed for a school assignment, quiz, test or examination.
- Plagiarism as defined in the Plagiarism section above.
- Copying or stealing another person's work
- Allowing another person to copy one's own work
- Doing another person's work
- Providing another person with answers on tests or quizzes
- The use of kits or commercially produced projects except when specifically approved by the teacher
- Unauthorized copying of software
- Copying or using another student's electronically saved work
- Credit for group projects will be granted only when sanctioned by the classroom teacher.

Any form of academic dishonesty is prohibited. The following actions will be taken:

Middle School:

First Offense*

Cases of academic dishonesty shall result in the student receiving a "F" (0) for the assignment, parent contacted by the teacher, and a written teacher report filed with the principal.

Second Offense

The second verified incidence of academic dishonesty shall result in the student receiving a "F" (zero) for the assignment, a written teacher report filed with the principal, and a parental conference will be held.

Third Offense

The third verified incidence of academic dishonesty shall result in the student receiving an "F" (zero) for the quarter in the particular subject. The teacher will submit a report to the principal and a parental conference will be held to determine the placement of the student for the balance of that semester.

Fourth Offense

The fourth verified incidence of academic dishonesty shall result in the student receiving an "F" (zero) for the semester in the particular subject. The teacher will submit a report to the principal and a parental conference will be held to determine the placement of the student for the balance of that semester.

High School:

First Offense*

Cases of academic dishonesty shall result in the student receiving a double "F" (double zero) for the assignment, parent contacted by the teacher, and a written teacher report filed with the principal.

Second Offense

The second verified incidence of academic dishonesty shall result in the student receiving an “F” (zero) for the semester in the particular subject. The teacher will submit a report to the principal and a parental conference will be held to determine the placement of the student for the balance of that semester.

The student will be guaranteed the due process procedures outlined in this code.

- Offenses will result in the student’s removal from the honor roll for that grading period.
- Offenses could result in deselection from National Honor Society.
- Offenses are cumulative throughout a student’s middle school career.
- Offenses are cumulative throughout a student’s high school career.

Displays of Affection

Any undue display of affection in the building or on the school grounds will not be tolerated. Referral to the parents and possible disciplinary action shall be made if this problem persists.

Dress and Grooming

Students are expected to dress and present themselves in a manner suitable for attendance at Williams Bay School. Students will not be allowed to wear clothing or hair styles that present a danger to student health and safety, cause an interference with work, create classroom or school disorder, or damage school property.

Any student whose dress or manner of grooming is such as to be a disturbing/distracting influence upon the educational processes of the school or creates a safety or health hazard for themselves or others will not be admitted to the class, allowed on school premises or to attend school functions. With these thoughts in mind the Williams Bay Middle/Senior High School has adopted the following dress code:

1. For safety reasons, shoes or sandals must be worn and must not damage school property.
2. Jewelry that is potentially harmful to students or to school property should not be worn (dog collars, spiked wrist bands or chains, etc.)
3. Undergarments should not be showing.
4. Open back tops or tops that expose the midriff are not acceptable.
5. Halter tops, loose fitting tops that display cleavage, and tube tops are not allowed. (garments in 3, 4, and 5 above are acceptable when worn appropriately with others in a layered fashion)
6. Skirts and shorts should be no shorter than mid-thigh. Williams Bay Schools will use an “at rest” standard, meaning that if the clothing covers these areas while a student is “at rest,” the clothing will generally not violate this standard. School administrators will make final decisions as to what constitutes appropriate school wear.
7. Pants should be at or above the hip level. Boxers or undergarments should not be exposed. Sagging pants not only disrupt the educational environment, but are a safety hazard as well.
8. Clothing that makes reference to alcohol, tobacco, marijuana, or other drugs are prohibited.
9. Clothing that is dirty, torn an inappropriate amount, vulgar, provocative, sexually suggestive, or that promotes immoral or illegal activities is not acceptable. Examples shall include, but not be limited to, swastikas, hate symbols, references to sexual orientation, and gang symbols. These items shall not be permitted on persons or clothing.
10. The wearing of coats is prohibited in the classroom unless permission has been granted by the instructor or by the school nurse.
11. Hats, caps, or other headgear should be removed immediately after entering the building and left in the student’s locker for the day.
12. Sunglasses are not to be worn in the school building unless the student has permission for a medical reason signed by a physician.

In certain classes, safety is a very important consideration and more care in dress and grooming is required. Such classes would indicate Technical Education and Physical Education among others. In these classes, students will have to abide by rules established by the teachers.

Teachers who feel that a student’s dress or grooming are disturbing or distracting the educational process, will ask the student to remedy the situation or to change into acceptable clothing. If a student does not abide by this request, he/she will be sent to the office. If in the judgment of the administration the appearance of a student is distracting to the educational process, the student will be required to change into acceptable clothing or be sent home for the remainder of the day.

Electronic Devices

Students in Grades 6-12 will be permitted to use their cell phones in a responsible manner during their lunch break and in the hallway before and after school. Teachers will determine how and when electronic devices can or will be utilized within the classroom.

If the student is disrupting class, study hall, hallway, etc. with his/her electronic device a staff member will address the issue as appropriate using classroom interventions. The teacher may confiscate the electronic device and turn it into the office. The building principal will meet with the student, issue a warning, and return the device. For a second offense, the building principal will call the student's parent/guardian, and they may pick up the device at the office. Students who violate this policy a third time will have the device confiscated, and it will not be returned until the end of the school year. Failure to cooperate with staff will result in discipline rubric being applied. No laser pointers are allowed in school unless used under the direct supervision of staff.

The use of cell phones and other devices with photographic, video, and digital and imaging capabilities is strictly prohibited in locations where there is an expectation of privacy such as school locker rooms and bathrooms. Additionally, the use of cell phones and other devices with photographic, video, and digital imaging capabilities on school property without the express consent of the person being photographed is prohibited. The expectations extend to the publishing, release, and/or circulation of these images.

The building principal may involve law enforcement if the device is used for an illegal purpose that causes or could cause harm to others.

Extra Help

All teachers are available to students for extra help. This will be available during the regular school day when teachers do not have specific class responsibility, and after school between 2:45-3:15 p.m. Teachers can require students to stay after school to redo work or tests. Assistance of this type is often the difference between a passing or failing grade.

Family Access – Parent Connect

Parents and students will receive user information and password information for Parent Connect. This will allow parents access to their child's grades, attendance, fees, and discipline reports on-line. Contact Mrs. Anderson, 262-245-6224 at the Williams Bay Guidance Office to request access information if you do not receive it or misplaced it.

Field Trips

All students who intend to participate in school sponsored announced field trips arranged by classes or clubs, whether walking or transported in a vehicle, should have the appropriate field trip permission form signed by their parent or guardian filed with the teacher before leaving on the field trip. All students on field trips are responsible to the teacher and approved chaperones for the field trip. Students are responsible for work missed due to a field trip. (Discipline policy is in effect when students are on school sponsored activities). Students are not allowed to drive without prior approval from the principal.

Note: Students may be denied the privilege of participating in a field trip if they meet three out of four of the following criteria in one or more classes:

1. Excessive absences
2. Missing assignments
3. Current grade is an F
4. In or Out of School Suspension or chronic discipline issues

Fundraisers

Soliciting contributions or collecting funds for any purpose on the school premises or at a school supervised activity without the permission of the building principal is forbidden.

School Halls

Students should be in the halls only at the beginning and close of school and while moving from one class to another unless they have special permission or special duties that require them to be there. Students in halls during class time must have passes. Passage shall be by the shortest and quickest route practical without stopovers at other points or without bothering other classes in session. Students are asked to be courteous at all times. Running and shouting in the halls is never permitted.

LMC Rules and Regulations

All library materials, with the exception of DVDs and videos, may be borrowed for two weeks. Some items may be put on reserve by teachers for a limited circulation. Many times materials not part of our collection can be obtained through interlibrary loan. Students will be responsible for any charges necessary to obtain materials or equipment not part of our collection, or pay a fines or damage incurred to any materials or equipment. Students will be able to access LMC resources at any time with a teacher's pass. Violation of the LMC rules may result in the suspension of IMC privileges. Parents will be notified of disciplinary action.

Lost & Found

Students who find items should turn them into the office. Students who have lost items should check with the office. If items are believed to be stolen a report should be filed with a principal.

Lunch Room Rules

Students are expected to demonstrate acceptable manners and attitude during the lunch period. Undesirable action on the part of the student, such as poor manners, disorder, throwing food or food containers, and littering the commons or hallways indicate a lack of respect and offenders will be referred for disciplinary action.

Each student will be expected to observe the few simple guidelines that are established to provide sanitary conditions during the lunch period.

1. Students are responsible for disposing of their own refuse.
2. Each student should develop eating habits which are conducive to keeping the commons neat and clean.
3. Accidents do happen! If food is accidentally dropped on the floor, the student is expected to pick up his/her food and place it in the waste container.
4. Food and beverage are to be consumed in the cafeteria area.

Bringing Food into the School

Williams Bay's contract with the Department of Public Instruction for Child Nutrition Programs provides that we have to control the sale of any competitive foods in the food service area during lunch periods. The DPI has advised the School District that the meals brought into the school for more than one individual are considered the sale of competitive foods and are prohibited by Williams Bay's contract. The supervisor for Public Instruction School Nutrition Programs has advised the district that meals brought in from outside sources could pose a health liability to the school district. Students bringing food into the school for themselves assume the liability for that food but if they bring food for others the school assumes that liability. Students may only bring food for themselves. Parents may bring food for family members only.

Obtaining a Work Permit

When you have obtained a job, you must submit to the front office the following items before a work permit can be issued:

1. A statement from your employer indicating that you will be working for them.
2. A statement from your parents giving their consent
3. A copy of your birth certificate or baptismal certificate.
4. A fee of \$10 payable by your employer.
5. A copy of your social security card.

Parent Conferences

October 5 & 12, 2017, December 7, 2017, and February 8, 2018

Parents are encouraged to make appointments with a teacher, counselor, the principal, or other staff members to discuss any matter relevant to a student's successful experience. Appointments for the scheduled parent teacher conference dates will be made on-line. Parents will be notified via the Bulldog Bullets that conference scheduling is available. Appointments with guidance counselors may be arranged by calling the high school at 245-6224.

Poster/Signs

All posters, signs, locker decorations and advertisements must be preapproved by the administration and may be displayed only in designated locations.

A. Publications and Handbills

Publications produced by students without school sponsorship or handbills may be distributed upon the school premises or at a school supervised activity according to the following procedure:

1. They must bear the name of the sponsoring organization or individual;
2. A time and place for distribution must be cooperatively established with an administrator;
3. A true copy must be given to an administrator at least 48 hours prior to distribution;
4. A publication or handbill shall not be distributed if the administrator finds that it may contain libelous or obscene language may tend to incite persons to illegal acts, or is grossly insulting to any group or individual, and the administrator reasonably forecasts that distribution will cause substantial disruption or materially interfere with the operation of the school classroom.

Rallies and Demonstrations

Peaceful rallies or demonstrations without school sponsorship may be held on the school premises or at a school supervised activity according to the following procedure:

1. Written permission must be obtained from an administrator.
2. At least 48 hours prior to a rally or demonstration, the student who organizes it shall give notice in writing to an administrator. The notice shall contain the name of the person and organization seeking to hold such a rally or demonstration, the purpose thereof, and the time and place it is to be held.
3. A rally or demonstration shall not be held if the administrator reasonably forecasts that it will cause substantial disruption or materially interfere with the operation of the school or classroom.

School Bus Rules and Regulations

Bus ridership is a right granted to all students who qualify according to policies of the Williams Bay Board of Education. All students riding buses have the right not to be subject to unsafe practices and discourteous conduct at all times when coming to, waiting for, and while on or leaving a school bus.

Who is to be transported?

1. All pupils who live 2.0 miles or more from the school must be transported according to State Statute 121.54(2). Williams Bay School District will transport pupils who reside 1.2 miles or more from the school.
2. Private school pupils shall be transported as outlined in State Statute 121.54(2b).
3. Handicapped children will be provided transportation in accordance with State Statute 121.54(3).

Insurance

1. Contracted vehicles must meet the prescribed coverage as outlined under Section 121.53 of the State Statutes.
2. Coverage on faculty-used automobiles for school purposes or activities shall have blanket coverage as noted in the general liability insurance coverage.

General

- The bus time schedule as established is subject to judgments based on weather and road conditions and may vary slightly from day-to-day. The schedule may be slightly behind, but will not run ahead of the listed time.

- Newly adopted bus stops are to be designated on recommendation of the administration and approval of the Board of Education.
- Since safety is our prime concern, misbehavior will not be tolerated.
- Property damage to the school bus will be paid by the individual or individuals causing that damage.
- The driver has the authority to assign seats if necessary.
- The school bus driver is in complete authority at all times.
- Students are to be loaded and unloaded at designated bus stops only, unless otherwise directed by the principal. Only those students properly assigned as regular bus students are permitted to ride the bus. This excludes walkers from riding the bus unless parents make special arrangements with the principal.

Co-Curricular Activity Transportation

- Students riding buses to co-curricular events are to respect the wishes of the chaperone regarding behavior while riding the bus.
- A student going to any school activity via school transportation must also return to school the same way unless parents have made special arrangements with the principal.
- Students transported on extracurricular trips are to be loaded at the school and following the trip discharged at the school.

Unsatisfactory bus conduct reports will be sent by the bus driver to the Principal for aberrant behavior on the bus.

Students violating bus regulations shall be subject to, but not limited to:

- Appropriate action by the bus driver
- Notification of parents
- For serious or repetitive offenses, suspension of riding privileges

School Closing Procedures

If school is closed due to inclement weather, all households will be notified via our automated messaging system or listen to: WLKG 96.1 FM, Lake Geneva; WTMJ 620 AM; WMIL 106.1 FM; WOKY 920 AM; WISN 1130 AM; WJVL 99.9 FM; WCLO 1230 AM; WTMJ TV4 Milwaukee; WITI TV 6 Milwaukee, WISN TV 12 Milwaukee.

School Dances

Middle school dances and activity nights are for Williams Bay students only. Middle school dances and activity nights may be designated for specific grade levels.

High school students wishing to bring a guest to a dance that is not currently a Williams Bay student must have administrative approval by 3:00 PM the Wednesday prior to the dance with the appropriate guest form submitted to the office. The student date at the dance can be no older than 19; also if the student did not attend Williams Bay or is currently not attending another school, they will be required to have a background check completed before being cleared to attend the event. High school students cannot attend middle school dances, and middle school students cannot attend high school dances.

Appropriate dancing includes:

- Brief touching in a non-sexual manner with hands placed appropriately.

Inappropriate actions:

- No bending at the waist past 90 degrees.
- No groping or touching in inappropriate areas.
- No sexual contact.
- No displaying of affection.

Students will receive one warning. Students receiving a second warning will be removed from the dance.

School Emergencies

The student's safety and welfare are major concerns. Therefore, emergency drills are conducted throughout the school year. Fire drills are held monthly at unannounced times during the year to train students to move out of the building quickly and orderly. The fire signal is one continuous blast of the siren. Students are instructed to leave the building in an orderly manner to the nearest exit and continue a safe distance from the building. Instructions for leaving each room are posted in that room.

Remember: leave personal items, refrain from talking, walk quickly-do not run. The first person out of each door should hold doors open and see that they are closed after the last person is out. Wait outside until the signal is given to re-enter the building.

In addition, at least once during the year a tornado drill is conducted. This is usually scheduled in April, which is Tornado Awareness Month. Directions and instructions for tornado drill and/or tornado warning are posted in all classrooms.

Two other drills that occur during the school year are Hold Drills and Lock Down Drills. Hold drills are used when we need to maintain zero hallway traffic due to a nonthreatening situation in a hallway. Teachers continue to teach during a hold drill and students are relatively unaffected. Lock Down Drills are used to prepare students and staff in dealing with a threat to the building. During a Lock Down Drill all students and staff go to a secure area. Traditional learning is interrupted during a Lock Down Drill.

Searches

A. Student Searches

The Williams Bay School District recognizes its responsibility to provide students and staff with a safe, drug-free environment that is conducive to learning. Searches of a student's person or personal effects will be undertaken when school authorities suspect that one or more students have in their possession something that could threaten or endanger themselves or others, or a substance prohibited on school premises. The search will be conducted by a school administrator and at least one other person. Searches by dogs trained to detect the presence of illegal or other inappropriate substances, may be conducted by law enforcement officials on school grounds at any time and without prior notice. School officials have the right to search vehicles parked on school property.

B. Locker Searches - Board Policy 445.1

School lockers are the property of the Williams Bay School District. At no time does the Williams Bay District relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time, without student consent, and without a search warrant. The School District does not assume responsibility for the loss, damage or destruction of any property stored in the student lockers.

Soda/Beverages/Gum Chewing/Candy/Chips

Soda/Beverages are not allowed in the gymnasium. Soda/Beverages that are open are not allowed in the student's locker or anywhere else in the building. Candy, chips, and other food should only be eaten in the cafeteria. Gum chewing is permitted in school in areas that are not carpeted.

Student Recruiting Information

Two federal laws require local educational agencies (LEA or school) receiving assistance under the Elementary & Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the school that they do not want their student's information disclosed without their prior written consent.

Study Hall

A study hall is, as the name implies, is a place to study. However, it can also be used for recreational reading and relaxation provided the student so engaged does not interfere with the study of other students. Lavatory privileges may be granted, if necessary, enabling one boy/one girl at a time to sign out for a period of about three minutes. Students must sign in/out of the study hall.

All students on a pass must report to study hall first before reporting to the requested classroom. Pass requests must be made in advance of study hall period. Students will receive approximately two minutes from the time they are dismissed from study hall to arrive at their designated classroom.

The regular study hall will meet in an assigned area, be overseen by a study hall supervisor, and governed by conventional study hall rules.

A. Commons Study Hall

Commons Study Hall, open to Juniors and Seniors only, is not meant to be an alternative to studying, but an alternative atmosphere in which to study. The Junior-Senior Commons Study Hall will meet in the Commons area and be supervised by the High School office. Students wishing to go to the Library, Computer Room, etc., need to pre-arrange that, and sign out in the office within the first five minutes of the hour. Traffic in the halls must be kept to an absolute minimum. A Commons Study Hall student will be assigned to take roll. Students will be allowed to talk quietly as long as the study atmosphere is not compromised. Commons Study Hall students are expected to be where they are assigned at all times and maintain the academic integrity and decorum of the Commons Study Hall arrangement. Students violating the trust of the arrangement will lose their Commons Study Hall privileges for nine weeks (45 school days) and be assigned to a regular study hall.

Juniors and seniors will be eligible for Commons Study Hall privileges if they meet the following standards:

- A minimum previous quarter G.P.A. of 2.75. If a student has a previous quarter G.P.A. of 2.0-2.74, they may petition for a waiver signed by all of their previous quarter's teachers. A student's eligibility for this program first quarter will be based on the previous year's fourth quarter G.P.A.
- In good standing regarding disciplinary matters.

(Note: An in-school or out-of-school suspension will cause a student to be ineligible to participate in the Commons Study Hall for 45 school days).

Additional Board Policies

A. Annual Notices

School Districts are required to make annual notification to parents/guardians/students at the beginning of each school year on a number of topics. The following information is taken from excerpts of Williams Bay School Board Policies on those required topics. A complete text of all Williams Bay School Board Policies is posted on the school website at www.williamsbayschools.org

B. Parent Rights and District Programs/Activities (Board Policy 332)

Upon request, parents/guardians may inspect any instructional material used as part of the educational curriculum for students. In addition, parents/guardians may deny their child's participation in certain District educational programs or activities in accordance with state and federal laws and regulations. Specifically, parents/guardians may:

1. Request that their child not participate in 4th, 8th, 10th grade state assessments.
2. Request that their child not participate in instruction in human growth and development or instruction in certain health-related subjects.
3. Request that their child not participate in any survey administered or distributed to students in the schools that reveals information concerning any of the following:
 - Political affiliations or beliefs of the student or the student's parent;
 - Mental and psychological problems of the student or the student's family;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating or demeaning behavior;
 - Critical appraisals of other individuals with whom students have close family relationships;
 - Legally recognized privileged or analogous relationships such as those of lawyers, physicians and ministers;
 - Religious practices, affiliations or beliefs of the student or student's parent; 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.
4. Request that their child not participate in any activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information, or otherwise providing that information to others for that purpose.

5. Request that their child not participate in any non-emergency, invasive physical examination or screening that is:
 - (a) required as a condition of attendance, (b) administered by the school and scheduled by the school in advance, and (c) not necessary to protect the immediate health and safety of the student, or of other students.

C. Programs and Services for English Language Learners (Board Policy 342.32)

The Board recognizes that within the district there may be students whose primary language is not English. With that in mind, the Board shall provide appropriate services for district students who possess limited or no command of the English language.

D. Title I Programs for Disadvantaged Students (Board Policy 342.4)

It is the intent of the District to help all students reach their potential and meet the District's educational goals. In an effort to help disadvantaged students improve their academic achievement, the School Board shall participate in the federal Title I program and abide by all legal requirements for participation in such a program.

The District provides for parent/guardian involvement through regular communication between the parent/guardians and the school regarding academic standards and student achievement.

E. Student Records (Board Policy 347 Rule)

Parents/guardians and adult students are hereby notified of the following: (1) their rights to inspect, review, and obtain copies of student records; (2) their rights to request the amendment of the student's school records if it is believed that the records are inaccurate, misleading, or otherwise in violation of the student's privacy; (3) their rights to consent to 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 the right to deny the release of such information; (5) the right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education; and, (6) the option to request the district not to release a student's name, address, or telephone listing to military recruiters or institutions of higher education without prior written parental consent.

F. Guidelines for Maintenance and Confidentiality of Student Records (Board Policy 347-Rule)

1. Types of Student Records

- a. **Progress Records:** Those student records include the student's grades, a statement of the courses the student has taken, the student's attendance record and records of the student's school extracurricular activities and immunization records. The form used for recording this information shall be referred to as the "Permanent Record." Parents have certain rights and responsibilities for involvement in the progress records, including access to the Permanent Record at any time. Moreover, the School District will not release any such records to any non-school person or agency unless a parental written request is provided, or the District is authorized to release such information by law.
- b. **Behavioral Records:** Those student records include standardized achievement tests, mental maturity tests, personality evaluations, evaluations for educational needs, student physical health records other than immunization records, teacher evaluations other than grades, statements relating to individual student behavior and law enforcement records and any other student records that are not progress records. Parents have rights concerning the accessibility of data within the student's behavioral records. Such records are considered confidential and will not be released to other parties unless parents provide written consent for such release, or unless the law authorizes such release without parental consent. Any notes from the parents may be placed with the Behavioral Records, at the discretion of the teacher or the building principal.
- c. **Directory Information:** The Williams Bay School District designates the following personally identifiable information contained in a student's education record as "Directory Information," and may disclose that information without prior written consent.
 1. The student's name
 2. The student's address
 3. The student's telephone listing
 4. The student's date and place of birth
 5. The student's major field of study
 6. The student's participation in officially recognized activities and sports
 7. The student's weight and height if a member of an athletic team
 8. The student's dates of attendance

9. The student's photograph
10. The student's degrees and awards
11. The name of the school most recently previously attended by the student

Directory data shall be considered public information after the parents, guardians, or eligible students have been notified and have 14 days to advise the School District in writing (a letter to the District Administrator's office) of any or all of the items they refuse to permit the District to designate as directory information about that student.

A secondary school student or the parent/guardian of a student may request that the student's name, address and telephone listing not be released to military recruiters or an institution of higher learning without prior written parental consent.

G. Technology-School Board Policy 363.2

The Williams Bay Public School District is providing access to the Internet as a means to enhance the curriculum and provide learning opportunities for all students. The District has established the Information & Communication Technologies Acceptable Use Policy to ensure appropriate use of this resource.

The reasons for using the Internet as an instructional resource are:

- accessing global resources
- entering into partnerships to enhance learning options
- broadening problem-solving and decision-making abilities
- broadening research capabilities by using appropriate materials
- developing higher level thinking skills
- gaining employability skills needed for the 21st century
- utilizing electronic communication for educational purposes.

Internet access will be provided for students and staff for the purpose of conducting research and communicating with others. Independent student access to the Internet will be provided only to students who have agreed to abide by this policy and its accompanying guidelines and to act in a considerate and responsible manner.

As a part of its internet safety policy, the Williams Bay Public School District will educate minors about cyber bullying awareness and response, and appropriate online behavior, including interacting with others on social networking websites and in chat rooms.

Communication on the Internet is often very public in nature. Students are responsible for good behavior in the use of computers and the Internet, just as they are in a classroom or on school property. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and accompanying guidelines may have their privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the District computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and accompanying guidelines. When using the District's access to the Internet, users are expected to abide by the policies established by the District, which include generally accepted rules of network etiquette. These include, but are not limited to the following:

Acceptable Use-Responsible users:

- will follow rules of common sense or etiquette
- may use the Internet to research classroom projects and electronic mail for educational purposes only
- may use the Internet to explore other computer systems
- will respect and uphold copyright laws and all other applicable laws or regulations
- will respect the rights and privacy of others by not accessing private files
- will use the Internet in accordance with district policies relating to harassment
- may download or use streaming video or audio, or any software program only with permission of the computer director to avoid overtaxing the network
- shall use the network in such a way that would not disrupt the use of the network by others
- will follow the regulations posted in the computer lab or other areas where computers are in use
- will follow the directions of the adult in charge of the computer lab or other areas where computers are in use
- will use their school assigned email for educational purposes only

Unacceptable Use-Responsible users shall not

- use the Internet for any illegal purpose
- bypass or attempt to bypass the filter
- use profane, impolite, or abusive language
- access or use social networking sites like Facebook or MySpace
- access or use gambling websites
- access any computer files that do not belong to the user or use another person's password
- use the system for commercial or profitable purposes
- use the network to access, transmit, or download pornographic, offensive, harassing, or other inappropriate material
- use computers to access or lead to unauthorized access into accounts or other computer networks.
- use computers to pursue "hacking" internal or external to the district, or attempt to access information that is protected by privacy laws.
- create and/or distribute a computer virus over the network
- use the network in such a way that would disrupt the use of the network by others
- deliberately or willfully cause damage to computer equipment, system, or network or assist others in doing the same
- deliberately access materials that are inconsistent with the school's code of conduct or the District's educational goals or show others how to do the same
- violate copyright or otherwise use another person's intellectual property without his or her prior approval and proper citation
- use the Internet and electronic mail for personal communication or to access chat lines
- use the Internet to harass, bully, insult, or threaten others
- use an account other than their own or misrepresent their identity.
- reveal addresses, phone numbers, images, or any other personal information about self or others when using the Internet or communicating electronically.

Use of Online Collaboration Tools including Web Pages and Social Networking

Certain educational Web 2.0 services (e.g. Moodle, blogs, podcasts, vodcasts, wikis) that emphasize online educational collaboration and sharing are permitted only in controlled, staff supervised settings and for valid school-related purposes. All other uses are prohibited. Use of social networking services (e.g. Facebook, MySpace) is not permitted for students using District Systems.

Use of Personal Electronic Devices

The District permits use of personal electronic devices (hereafter referred to as Personal Devices) by users in support of teaching and learning in order to further the educational aims of the district, increase accessibility to technology-related curricula, and personalize learning. Personal Devices may include portable computing devices such as laptops, netbooks, tablets, computers, cell phones, iPods/iPads/MP3 players, wireless devices, digital cameras, e-readers, USB storage devices, and any other new electronic devices as they become available.

Users may bring Personal Devices into the District to access the district systems for the use of filtered internet access only. Such filtered access will be consistent with that available when using a district-owned device. Bypassing or attempting to bypass this network through proxies, tethering, or other means is not allowed and will be disciplined.

File, print, and application services will not be available on the wireless public network. Personal Devices may be connected with a district-owned piece of equipment (i.e. LCD projector or SMART Board) for instructional purposes only and under the direction of a district staff member.

During class time, students may use Personal Devices only under the direction and supervision of staff members. Use during non-instructional times (e.g. study hall, lunch, passing periods) is permitted so long as it does not interfere with educational or employment responsibilities and so long as it does not hinder, disrupt, or consume an unreasonable amount of network or staff resources, or violate school rules, state law, federal law or Board policies. Students are expected to follow the directives of staff members restricting the use of Personal Devices at any time during the school day or while attending a school-sponsored activity.

Users connecting to district systems, even those with a Personal Device, should have no expectation of privacy. The District may review and monitor accounts, without notice, to ensure responsible technology use and maintain system integrity.

The District reserves the right to confiscate and search Personal Devices if reasonable suspicion exists that district policies have been violated. The Personal Device may be turned over to law enforcement if the Personal Device has been used for an illegal purpose. Upon request, users must surrender the Personal Device in its entirety.

Users found to be in violation of district policies using a Personal Device will be subject to consequences, including disciplinary action, exclusion of the device from the District, or criminal prosecution.

In accordance with state law (§175.22, §942.08, §942.09, board policy (731.2)), under no circumstances shall any Personal Device with photographic capabilities be used in locker rooms, bathrooms, or other areas where privacy is expected. Personal Devices shall not be used to photograph students or others without their permission and shall not be used to photograph any items that are confidential (e.g. testing materials). A student or staff member who violates this section of the policy shall be subject to discipline, which may include consequences up to and including expulsion for students and discharge for employees.

Responsibility for the care of Personal Devices and behavior while using the device belongs solely to the owner. The District is not liable for loss, damage, or misuse of any personal device including while on District property, connected to District systems, or while attending school-sponsored activities. **Technical support for Personal Devices will not be available.** Any assistance provided by the District to access the wireless public network shall be done in good faith and does not render the District liable for the function of any Personal Device.

Use of: A student's likeness (photograph or video image) may be posted on a teacher, school, or district website for educational purposes unless a parent/guardian denies permission to do so through the opt-out procedure listed in this policy.

All content shall be age appropriate to safeguard students by shielding the identification of students' identification and locations. Content may include names of individuals; however, identifying information, such as names of family members, e-mail addresses, addresses and phone numbers will remain private.

Security and Safety

In compliance with the Children's Internet Protection Act (CIPA) and other applicable laws, the district has implemented filtering/and or blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other objectionable materials harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes, and are responsible for setting and conveying the standards that their children should follow when using the Internet. 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/guardians may find offensive, inappropriate, objectionable, or controversial. The School District of Williams Bay does not condone the use of such material. Students must have a specific information objective in mind before they will be allowed to use Internet resources.

In order to ensure the systems are being used for educational purposes, the School District of Williams Bay reserves the right to inspect all data stored in public or private areas of networked or individual storage systems of any kind, without notice or warning, and at any time or for any reason. No District user should have any expectation of privacy as to his or her Internet usage, or the privacy of any electronic mail message, file, download, note or other data stored on or transmitted or received through any District computing facility.

Access to the Internet via the Williams Bay Public Schools is a privilege, not a right. This privilege may be restricted at any time for use not consistent with the educational goals of the district.

Students who commit any of the above listed acts of misconduct will be disciplined in one or more of the following ways:

- the device will be confiscated
- the student's parents will be contacted
- the student will be given limited access to school telecommunications equipment, networks, and service
- the student will be denied access to school telecommunications equipment, networks, and services
- the student will be required to pay for all property damage
- the student will receive an in-school suspension
- the student will receive an out-of-school suspension
- the student will be denied access to all district owned computer equipment, networks, and services

- the appropriate law enforcement agencies will be notified
- the student will be recommended for expulsion

Notification to Users

Reference to the District's acceptable use policy and rules shall be included in every student and staff handbook. If a parent/guardian chooses to deny Internet access or access to the wireless public network, or permission for the student's work, voice, likeness, or name posted on a website, they must fill out an Opt Out form that will be kept on file in the district office. Prior to working on an Internet project or posting student's work, voice, likeness, or name all teachers must check the Opt Out List in the district office.

Summary

As stated earlier, the purpose of this handbook is to help students and parents become acquainted with the rules, regulations, and procedures in our school. These rules are in place to help create an orderly environment within the school. It is impossible to devise a student handbook or to adopt written policies, which could cover every situation or incident which might arise during the school year. Your principal and teachers may find it advisable or necessary to establish regulations pertaining to any school issues or activities not covered in this handbook. In addition to this handbook, the Board of Education of the Williams Bay School District has district policies that will be available in the school office.

This booklet does not cover all existing policies of the Board of Education. Additional policies and regulations will be presented and discussed with the student body as they become pertinent in terms of timing. Should a question arise on a topic not covered in this handbook, in this or other sections, students are encouraged to converse with school personnel for facts and opinions.