

Dr. Wayne Anderson
District Administrator
500 W. Geneva Street
Phone: (262) 245-1575
Fax: (262) 245-5877

Dr. William White
Middle/High School Principal
500 W. Geneva Street
Phone: (262) 245-6224
Fax: (262) 245-5877

Ali Bond
Elementary Principal
250 Theater Road
Phone: (262) 245-5571
Fax: (262) 245-1839

Dear Parents,

Welcome to the 2017 – 2018 Williams Bay School Year! This looks to be an exciting new year with the addition of three new staff members, new courses, and the implementation of our 1 to 1 Chromebook plan. We will share information on all the new staff in the summer edition of the Bay Window.

We will be hosting registration on Monday, August 7th from 5:00 until 7:30 p.m. There will be a meeting for all high school athletes at 7:00 p.m. to review the Co-Curricular Handbook and other important information. We look forward to seeing everyone at registration.

We are looking forward to all 6th through 12th grade students reporting to school on Tuesday, September 5, 2017 at 7:30 a.m. to their homeroom. Homeroom lists will be posted in the commons on the first day of school. All student schedules will be handed out in homeroom that morning. Our Guidance department will be back at school beginning August 21st. If you have questions about schedules or anticipate making changes, please give them a call.

Schools are legally required to make certain annual notifications to students and parents on a number of topics. Those notifications are listed together in the student handbook. All students will be given a handbook on the first day of school, and a review of the notifications will occur during homeroom on the first day of classes. Parents are expected to refer to the handbook of their son or daughter, contact the school to request their own copy of the student handbook, or view the text of the student handbook on the school website, which is www.williamsbayschools.org.

The following information will be helpful to you:

1. In order to maximize access to instructional technology for students, the Williams Bay School District will be implementing a 1 to 1 Chromebook initiative this upcoming school year. 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.

Chromebooks will be distributed to each 9th through 12 grade student and parent during “Technology Night” on Tuesday, August 29, 2017 at 6:00 p.m. During this time all policies and procedures will be reviewed and the Chromebooks will be distributed. Prior to receiving the Chromebook, parents/guardians must review the Chromebook 1:1 Initiative Handbook with their student and must sign the WBSD Technology Usage Agreement (distributed at registration and available online).

2. A reminder that it may be helpful to review the school dress code and factor that into consideration as you plan clothing purchases for the upcoming school year.
3. Student attendance and timeliness will remain major points of emphasis this year. We believe it is important that students take full advantage of all learning opportunities by attending every hour of school possible. We are committed to taking roll on an hourly basis. We know that student achievement is closely tied to student attendance. We encourage you to try to make appointments and plan vacations at times that do not conflict with school. We know this is not always possible, but we ask that you consider school attendance when you are making those plans. Our school attendance policy requires that parents

call the office by 8:00 a.m. to report an absence and state the reason. If you need to call during hours when the office is closed, we have an answering machine, which will accept your calls. According to policy, if we do not hear from the parent/guardian regarding an absence or tardy by 3:30 p.m. on the day the student returns to school, the absence or tardy will be marked as unexcused. If you plan to have the absence excused with a note from a doctor so that it won't be applied to the ten-day absence limit, that note must be submitted by 3:30 on the day the student returns from the absence.

4. Detention sessions will be held Monday through Friday from 2:55 – 3:30. If a student receives a detention, they have a choice of serving it on the day it was assigned or the next detention session. If the detention is not served within that time frame, additional detentions or an in-school suspension may be assigned to the student for the next school day.
5. Students and parents should take time to review the Co-Curricular Handbook. This handbook covers students involved in athletics, music, drama, student government – everything. A review of the code will be conducted on Monday, August 7th. If you are unable to attend this meeting, please contact the coach or advisor to schedule a time to go over the handbook with your child.
6. The school day will run from 7:30 a.m. to 2:50 p.m. Buses will leave at 2:55 p.m. for 6th – 12th grade students beginning the first day of school. Please be reminded that we have a closed campus lunch period for 6th – 12th graders and consequently all students must make arrangements to eat lunch at school. We are still running two lunch periods: High school lunch is from 11:26 – 11:56 and Middle School lunch from 12:14 to 12:44. Hot lunch prices at the Middle/High School will be \$2.75 and milk will be \$0.35.
7. A student fee (\$60.00 per 6th – 12th grade student/ \$150.00 maximum per family) is required for each student and should be paid by the first day of school. Checks are preferred; however, cash will be accepted. Please make checks payable to Williams Bay School. In addition, students may purchase a season sports pass for \$10.00, which will admit them to every home sporting event (except W.I.A.A. tournaments) during the year. A Family Sports Pass is available for \$75, a Couples Sports Pass is available for \$50 and an Individual Sports Pass is \$40.
8. You are reminded that all students in grades 6 and 11 are highly recommended by the Board of Education to have a physical and dental examination. These examinations are to be conducted at the expense of the parents and turned into the school no later than the end of September, 2017. Parents are reminded that the Wisconsin Interscholastic Athletic Association requires a physical every two years and an alternate parental permission on the alternate years. Most students get the physical their 9th and then 11th grade years. Athletes are not allowed to practice or play until they have a physical or the alternate parental permission on file. For your convenience, we have posted the physical and alternate year form on the website www.williamsbayschools.org. You may want to call the office to find out if this is the year your athlete needs a physical. If you are having your family Physician do the physical we suggest that if your child is in need of the physical this year that you schedule it now.
9. Williams Bay School does provide an insurance policy that covers all students for accidental injury while participating in school sponsored activities. Note that this is secondary insurance and provides only supplemental coverage. It is a \$100 deductible policy. If you have questions about the coverage or need to file a claim, contact the school office.
10. Hallway lockers are equipped with built-in combination locks. As for other school supplies please see the website for the Middle School supply lists. Teachers of high school students will let them know any specific requirements for their respective classes during the first few days of school. To promote easier student organization for 6th, 7th, and 8th graders, students will be given an assignment notebook. Reminder that middle school students are not permitted to carry backpacks with them to their classes during the school day.
11. Picture day will be Tuesday, September 19th and re-takes day will be Tuesday, October 24th.
12. During the school year, our office is open from 7:00 a.m. to 3:30 p.m. Students need to make arrangements to be picked up and out of the building by 3:30 p.m. as doors will close at that time. Students may only be in the building after 3:30 if they are part of a supervised extracurricular activity (supervisors must be present). So, to avoid being left out in the elements, please make arrangements to pick up your student by 3:30.
13. We will again be using “Parent Connect” which is an on-line computer site that allows student’s and parent’s password protected access to grade and attendance information on a day-to-day basis. Students will receive their password and information during homeroom on the first day of school.

Please call us at school (262)245-6224 or stop in for a visit if we can be of any assistance.

Sincerely,

A handwritten signature in black ink that reads "William White". The signature is written in a cursive style with a long, sweeping horizontal line extending to the right.

Dr. William White
Middle and High School Principal