

WILLIAMS BAY

Middle & High School

Student Handbook

Williams Bay Middle & Senior High School

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2023-2024

Williams Bay School District
Student Handbook
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Section I: Introduction

The student handbook is published for the students and parents of Williams Bay Middle and 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 to ensure 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 the available information in this handbook. Students with needs not covered in this handbook can receive assistance from any member of the staff.

Welcome

On behalf of the faculty and staff, I would like to welcome you to Williams Bay Middle and High School for the coming school year. Williams Bay Middle and 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 High School is for staff members to model and teach students to conduct themselves as good citizens. The characteristics of good Middle and 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.

As a staff, we 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 High School.



Emily Soley-Johnson
Principal

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.

District Mission

The Williams Bay School Community empowers all students to achieve and excel academically, socially and civically to reach their individual goals.

District Vision

Dream. Aspire. Achieve.

VALUES & BELIEFS

- Exercising the right to learn in a safe, healthy and nurturing environment
- Learning and becoming a lifelong learner
- Making a positive contribution to society
- Developing individuals with good character, compassion and integrity.
- Understanding the importance of respect and responsibility in our global society



GOALS

- Ensuring a positive learning climate and school culture to promote continuous student growth and achievement in the Williams Bay School Community
- Developing a systematic process to attract, train and retain high quality staff
- Managing facilities and resources in a responsible, efficient and effective manner
- Fostering community partnerships to benefit the overall development of the school community

Anti-Harassment/Bullying

It is the policy of the Williams Bay School District to maintain an environment free from harassment and to insist that all employees/students/parents are treated with dignity, respect, and courtesy. Williams Bay Middle/High School has a no tolerance policy regarding harassment and bullying in any form. Students are expected to be proactive in deterring behavior and actions and promote respect and tolerance towards all students and staff. When a person feels threatened in any way it is expected that the incident will be reported to a staff member. Students who make threats or harass can expect disciplinary consequences as well as police involvement. Cyber bullying is included. This policy extends to any school sponsored event, including off-campus activities. Please reference the Harassment and/or Bullying [School Board Policy 411.1](#).

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.

Guidelines of Student Rights

1. Each student has the right to an education and to get help from teachers, counselors and administrators.
2. Each student has the right to be free from assault, intimidation, or harassment.
3. Each student has the right to utilize school facilities and programs according to established school regulations and procedures.
4. Each student has the right to hold property free from theft or damage.
5. Each student has the right to expect courteous behavior from other students and school personnel.
6. 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](#))
7. 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.
8. 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.
9. Each student has the privilege to participate in co-curricular activities so long as he/she does not abuse that privilege.

Guidelines of Student Responsibilities

1. Students have a responsibility to come to school regularly, on time, and ready to learn.
2. Students have a responsibility not to deny other students their right to learn.
3. Students have a responsibility to act in ways which do not threaten, scare, or injure others.
4. Students have a responsibility to not leave litter or deface the building, books, or equipment.
5. 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.
6. Students have a responsibility to obey rules and use proper means for telling staff members about rules they believe to be unfair.

Section II – General Information

School Day

School offices are open from 7:00 AM to 3:30 PM. Students are not to be in the building before 7:00 AM or after 3:00 PM, unless they are under direct supervision of a staff member (e.g. receiving extra help before or after school). Students waiting for Elementary siblings may remain in the commons until 3:30 PM.

Teachers are in the building and available to students from 7:15 AM to 3:15 PM. 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.

Daily Time Schedule

Middle School Monday, Thursday, Friday C Day	
7:30 – 8:14	1st Period
8:18 – 9:02	2nd Period
9:06 – 9:32	Homeroom
9:36 – 10:20	3rd Period
10:24 – 11:08	4th Period
11:08 – 11:38	Lunch
11:42 – 12:26	5th Period
12:30 – 1:14	6th Period
1:18 – 2:02	7th Period
2:06 – 2:50	8th Period

High School Monday, Thursday, Friday C Day	
7:30 – 8:14	1st Period
8:18 – 9:02	2nd Period
9:06 – 9:32	Homeroom
9:36 – 10:20	3rd Period
10:24 – 11:08	4th Period
11:12 – 11:56	5th Period
11:56 – 12:26	Lunch
12:30 – 1:14	6th Period
1:18 – 2:02	7th Period
2:06 – 2:50	8th Period

Middle High School Block Schedule		
	Tuesday A Day	Wednesday B Day
7:30 – 9:00	1st Period	2nd Period
9:05 – 9:35	Homeroom	Homeroom
9:40 – 11:10	3rd Period	4th Hour
11:10 – 11:40	Lunch	Lunch
11:45 – 1:15	5th Period	6th Hour
1:20 – 2:50	7th Hour	8th Hour

High School Block Schedule		
	Tuesday A Day	Wednesday B Day
7:30 – 9:00	1st Period	2nd Period
9:05 – 9:35	Homeroom	Homeroom
9:40 – 11:10	3rd Period	4th Hour
11:15 – 12:00	5th Period	6th Period
12:00 – 12:30	Lunch	Lunch
12:35 – 1:15	5th Period	6th Period
1:20 – 2:50	7th Period	8th Hour

Speak Up, Speak Out (Tip Reporting Service)

Safety is our district's top priority. For this reason, we are using Speak Up Speak Out Wisconsin which is a tip reporting system that allows students, staff, and parents to submit safety concerns using different ways:

- App: Search for "SUSO WI" in the App Store to download for free
- Phone: 1-800-MY-SUSO-1
- Web: www.p3campus.com/tipform.aspx?ID=5150

For more information, visit <https://speakup.widoj.gov/>

Easily report tips on bullying, harassment, drugs, vandalism, or any safety issue you're concerned about. Tips may be submitted anonymously too. Thanks in advance for helping to make our school community a safer place to work and learn!

When you, a friend or the community needs help, you can make it happen. Speak up and speak out by reporting a tip! The Speak Up, Speak Out Resource Center will respond quickly to make sure we can get help to you or to someone who is hurting, struggling or in danger. To submit an anonymous tip, please visit: [Speak Up Speak Out Wisconsin](#)

Back to School Night/Open House

September 6, 2023

The Middle/High School will host a "Back to School" Open House night on Wednesday, September 6, from 5:00-7:30 PM. This event will be the first opportunity to meet with teachers. The purpose of the evening is to allow parents to visit the school to learn more about the programs we offer here at Williams Bay and attend your child's class schedule to meet his/her teachers and establish a line of communication to support a strong start to the school year. The tentative schedule will be as follows:

- 5:00-7:30 PM: Open House (Visit Teachers, Meet with Club Advisors, Coaches, Counselor)
- 6:30-7:00 PM: Duke of Edinburgh's Award Information Meeting in the Lecture Center for all students and parents in grades 9 -12 that are interested in learning more about the program.
- 7:00-7:30 PM: At 7:00 pm, there will be a parent meeting for all parents who have students participating in The Hope Squad (library). There will also be an informational parent meeting for all 6th grade parents about Outdoor Education (lecture center). Parents are also encouraged to make appointments with a teacher, counselor, the principal, or other staff members during the open house in order to discuss any matter relevant to a student's successful experience. Appointments may be arranged by calling the high school at (262) 245-6224.

Parent Teacher Conference

This year we will be bringing back a fall conference in November. On Thursday, November 16, from 5:00 - 7:00 PM there will be parent teacher conferences. This evening will provide an opportunity to meet with your student's teachers and learn about their academic progress. Please always feel free to reach out to teachers and schedule additional meetings if necessary.

Student Services & Counseling

The Student Services 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

Williams Bay takes pride in helping students to develop Individualized plans and developing a plan to meet each student's course of study needs. Each student is encouraged to stop in the counseling office during the school year to develop these plans. 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. The Student Services department is a service to help you have a successful present and to plan a successful future.

Scheduling Guidelines

Students and parents are urged to proceed through the registration process with careful consideration to the selection of courses. Seniors must be enrolled in at least six (6) classes and all others must be enrolled in at least seven (7) classes each semester. Much time and effort are spent in pre-registering and scheduling students in the spring. Classes, requirements, and choices are discussed, and alternatives presented.

There are some instances in which a course schedule may be changed. These include:

1. Needs to make up a required course.
2. Has an incomplete schedule.
3. Seeks 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.

Course Addition(s)/Withdrawal(s)

High School Course Change/Dropping Procedures After the Semester Begins

Any student desiring a course change within the first two weeks of the semester should report to Student Services. Such a change is made only following a conversation with the student, parents, teachers involved and the counselor.

Students will be allowed to drop courses without record under the following circumstances:

- Dropping a yearlong course must occur by Friday of the 3rd full week of September. (Dropping a yearlong course during the second semester must occur by the end of the fifth (5th) day of the second semester).
- Dropping a semester course in the first semester must occur by Friday of the 3rd full week of September.
- Dropping a semester course in the second semester must occur by Friday of the 3rd full week of February.

Drops after the designated timeframe will result in a semester grade of WF (Withdraw Fail). The WF grade factors into GPA calculation equivalent to a grade of "F".

Announcements

School related announcements will be read over the public address system at the beginning of third (3rd) period each day. Daily announcements are also available on the school website each day. Announcements other than those at the beginning of 3rd period will be made only if absolutely necessary.

Family Access – Skyward

Parents and students will receive user information and password information for Skyward. This will allow parents access to their child's grades, attendance, fees, and discipline reports online. Contact Mrs. Gauger at jgauger@williamsbayschool.org or 262-245-6224 in the Williams Bay Student Services Office to request access information if you did not receive it or misplaced it.

Early Dismissal

Williams Bay Middle/High School is a closed campus. All 6th-12th students are expected to remain on campus throughout the scheduled school day. This includes lunch hour for all students. No student may leave the building for any reason without approval from the Attendance Office or the Principal.

Students requiring early dismissal for doctor's appointment, family reasons, etc. must have a parent/guardian call the school office or email Mrs. Quinn (kquinn@williamsbayschool.org) in order for the student to be issued a pass to leave school. Excuses for early dismissal should state the student's full name, reason for early dismissal, the time the student will leave school, and indicate if the student will be returning to school. Once an excused absence is granted, the student must check out in the Middle/High School office when leaving and check in to the office upon their return (if applicable).

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.

Transfer/Withdrawal

State law requires attendance in school until the end of the semester for which student reaches the age of 18 unless the student has graduated from high school, has a legal excuse, or with School Board and parental permission is exempted from school through placement in an alternative program leading to a high school diploma or its equivalent. To withdraw/transfer from Williams Bay, the student must present a written approval from a parent or guardian to the high school office and report to their counselor and complete the sign-out process which includes:

- Parent/Guardian approval
- Completion of the withdrawal form
- Return of all books and materials to your present teacher and have them sign the withdrawal form
- Payment of all outstanding fees or fines
- Return completed form to the Registrar

Section III – Health Procedures

Health Office

The School Nurse 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.

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.

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. Parents 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 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. Parents 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 ensure that the emergency contact information in Skyward is accurate.

Medication Policy and Procedure

Under Board of Education Policy 453.4 and Wisconsin Statutes, Sections 118.29, 118.291, 121.02(1)(g) 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 disciplinary 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.
- Students with severe allergies may have it written into the medical plan that they carry their Epi-pen.
- 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.

Special Education and Section 504 Plans

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

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. A student can access Special Education services through the proper evaluation placement procedure. Parent involvement in this procedure is generally required. More importantly, the school encourages parents to be active participants. To inquire about Special Education programs and services, a parent should contact the school Registrar.

Student Fees, Fines, and Charges

At the start of the school year, enrollment fees will be made available in Skyward. Additionally, 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.

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. Additionally, athletes will be assessed a sports fee of \$25 per sport with a cap of \$100 per family.

Students using school property and equipment can be fined for excessive wear and abuse. The fine will be based on the school's cost to repair/replace the damaged item. Students/parents cannot provide a substitute item in lieu of the fine assessed. Students who fail to pay fines, fees or charges may be denied participation in graduation ceremonies.

Textbooks

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

The student is responsible to report any prior damage when the book is first issued and also place his/her name on the label page. 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 full replacement costs. Students will be assessed the replacement cost for a lost or destroyed textbook.

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.

Lost & Found

Students are encouraged not to bring items of value to school. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. 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 the principal and school resource officer.

Lockers/Locks

School lockers are provided for the convenience of students and are to be used for storage of school appropriate items. The lockers assigned to students are the property of the Williams Bay School District. Under state law and district policy, the administration, designated staff, or the police in cooperation with school officials, may search a student's locker as determined necessary or appropriate without notice or consent of the student and without a search warrant. Any

unauthorized items found in the locker may be removed, confiscated, or held for disciplinary proceedings, turned over to law enforcement officials, or returned to the parent(s)/guardian(s) of the student. All students will be assigned a locker and will be required to lock their lockers with a school-issued lock. Moving or sharing of lockers is prohibited. Students are responsible for the condition of the locker assigned to them; any damages will be added to their account. The School District shall not be liable for locker losses. The responsibility of contents within a locker will always be the responsibility of the student assigned to that locker.

Gym and Athletic Lockers

Students enrolled in gym class or out for a sport will be assigned a locker. All contents stored in the lockers must be removed by the last day of the semester, or at the end of the season.

Backpacks

Students will not be permitted to use a backpack during the school day. Backpacks must be left in the student's locker before the first class and left in the locker until after the last class. Backpacks will not be allowed in the classrooms and must be left in lockers for the entire school day. When purchasing backpacks, please remember that backpacks with wheels and the large zipper binders will not fit in the lockers.

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.

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.

PBIS at Williams Bay Middle/High School

Williams Bay Middle/High School is dedicated to be a place of mutual respect. It is an expectation that all members of the Williams Bay community—teachers, administrators, classified staff, students, parents, or guests—will follow the Williams Bay Code of Conduct and treat each other as they would wish to be treated themselves. It is expected that everyone on the Williams Bay campus will conduct themselves in such a fashion that everyone will feel safe and free from harassment, both physical and emotional.

Williams Bay Middle/High School has implemented the Positive Behavior Intervention and Support (PBIS) Program in our school. The main focus of PBIS is to provide a clear system for all expected behaviors at WBMS/HS. While many members of our school community have assumptions of what is expected behavior, we cannot assume that everyone's beliefs are similar. Through PBIS, we will continually work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their roles in the educational process.

Our school-wide recognition and acknowledgement system benefits ALL students who follow our school-wide expectations. PBIS focuses on positive behavior. Students are taught and acknowledged for following the expectations in all areas of the school. Students must be problem solvers, act responsibly, work hard, and show respect in and out of the classroom setting.

Beginning in the fall of 2023, all middle school students will be focusing on Respect and Responsibility. We will be implementing a [Bulldog Behavior Rubric](#) in place of our punch cards. By focusing on Respect and Responsibility, students will be able to reflect on their behaviors daily during homeroom and work together with teachers to promote positive behaviors. Parents and students will be able to view behavior scores based on the [Bulldog Behavior Rubric](#) each week in Skyward for their classes. The scores will not count towards students' academic grades rather they will be used as a behavior grade in Skyward. Incentive trips will be based on student behavior from the 6 week grading periods.

Student of the Week

Student of the Week is given to reward a Junior or Senior who has been recognized for characteristics of good citizenship. Good citizens work together with their classmates with a cooperative attitude. They complete their work willingly and exhibit good behavior. Many of them display leadership qualities, serving as role models for their peers. If your child is identified as possessing these characteristics by a faculty member and is student of the week (SOW), they will receive parking space privileges.

This parking space is located outside the main entrance. There is a SOW Only parking sign marking the spot. The parking space is only valid during school-day hours (7 AM - 3 PM), it is not valid for after school activities which the public may be attending. The student will be able to use their privilege in the week following their nomination. SOW parking rights cannot be "given" to another student by the winner. Students selected for the SOW parking space may only receive this privilege once per school year. If any student other than the winner occupies the SOW parking space, they will be asked to move their vehicle.

Meal Service

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. Students may also bring their own breakfast or lunch to school to be eaten in the school cafeteria. 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, therefore parents may bring food for family members only. Additionally, no student shall be allowed to leave school premises during lunch hours or receive food from a delivery driver without specific permission granted by the Principal. Applications for the school's Free and Reduced Meal Program can be obtained on the school's website or in the Principal's Office.

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.
5. Students may eat outside the front entrance of the building as weather permits.

For the 2023/2024 school year, breakfast will be served prior to homeroom everyday around 9:00 AM. Pricing will be as follows:

Breakfast and Lunch Prices	
Breakfast Student	\$2.00
Breakfast Adult	\$2.60
Elementary Lunch	\$2.85
Secondary Lunch	\$2.95
Adult Lunch	\$4.65
Milk	\$0.50

Negative Meal Account Balances:

1. Families will be permitted to charge no more than \$40.00 on the family meal account. When a family reaches a negative balance of \$30.00 or more, the only permissible purchases shall be limited to (1) Type A/Reimbursable meal per student per day. If a student has a negative account balance of \$40 or more, the purchase of a la carte items will not be permitted.
2. Weekly automated notifications via Skyward will be made to all family meal accounts under \$5.00.
3. Daily automated notifications via SKYward will be made to all family meal accounts with a negative balance of \$10.00 or more.
4. When a family meal account balance reaches negative \$50.00, the principal or designee will contact the parent(s)/guardian(s) directly. A list of all family accounts reaching negative \$50.00 will be provided to the corresponding building principal.
5. Negative account balances must be paid in full prior to the end of the current school year. Negative account balances may not be carried over from one school year to the next. All remaining positive balances, however, will be carried forward to the new school year.
6. Parents are encouraged to make payments with a check, cash or through the school's online payment company.
7. If paying by check, please write the student's first and last name on the memo line. Checks should be made out to the Williams Bay School District. Cash/check payments should be dropped off in the front office of the respective school or place in the box outside the cafeteria service area.

Food/Beverage

In order to maintain clean and safe facilities, glass bottles are not allowed in classrooms and any food should be consumed prior to entering classrooms. Water bottles are acceptable in classrooms. We ask that you alert a staff member if any accidents occur. Please be respectful of our facilities and dispose of food/gum/bottles appropriately.

Emergency Drills

Student safety and welfare are major priorities. 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. 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 exiting are posted in each room.

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 drills and/or tornado warnings are posted in all classrooms.

Two other drills that occur during the school year are Hold Drills and Lockdown Drills. Hold drills are used when we need to maintain zero hallway traffic due to a non-threatening situation in a hallway. Teachers continue to teach during a hold drill and students are relatively unaffected. Lockdown Drills are used to prepare students and staff in dealing with a threat to the building. During a Lockdown Drill all students and staff report to a secure area.

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. Information will also be posted on the District's [website](#).

Visitors

Between the hours of 7:30 AM and 2:50 PM, all doors are locked. Visitors to the school should have a scheduled appointment. All visitors should report to the main office at the front entrance where they will be directed to sign-in before and obtain a visitor's badge prior to entering the main building. The visitor badges must remain visible throughout the entire school visit. The overall goal is to better control access to all Williams Bay school services while providing enhanced protection for our students and staff. Individuals who are unable or refuse to provide proper identification may be denied access to the school following consultation with the school administrator.

Please be aware that Williams Bay administration has made provisions for the following safety and security precautions that may require additional interactions with school visitors.

- The staff is expected to question people in the building whom they do not recognize and who are not wearing a visitor badge.
- The staff is expected to question people who are loitering in the building after school hours.
- Students and all staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- All outside doors are locked during the school day and portions of the building may be inaccessible due to lack of use after the regular school hours.

Student Visitors (Shadowing)

All student visitors must be pre-registered in the middle/high school office at least two (2) days before the visit. Williams Bay student mentors will be paired with student visitors based on gender. The only visitors that will be allowed are those students who are interested in enrolling at Williams Bay Middle/High School in the future. Non-Williams Bay students of middle/high school age are not allowed to visit unless they are contemplating transferring to Williams Bay. All visitors are to check in at the middle/high school office for permission to be in school.

Library Rules

The LMC is operated for the benefit of the student body and is the center of the reading, research, and enrichment program for the entire school. Students are expected to follow all current LMC rules and guidelines when using this facility. Failure to follow rules may result in removal of library privileges as determined by administration through librarian recommendation. Students will be able to access LMC resources at any time with a pass.

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. Often 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 fine for damage incurred to any materials or equipment.

School Telephone

Students have access to a phone located in the Main Office as needed. Students must obtain permission and a pass from a teacher or the office to use the telephone during the day. Except in an emergency, students will not be called to the Attendance Office to receive a phone call. **Student use of personal electronic devices from 7:30 AM - 2:50 PM is prohibited at Williams Bay Middle School without teacher/administrator approval.**

Chromebooks

To maximize access to instructional technology for students, the Williams Bay School District will supply students with a technology device. Students in grades 6th through 12th will be assigned a Chromebook at the start of the school year. The device should be taken home each day to complete course requirements and returned to school fully charged or with the

charging cord. Policies and procedures are outlined in the Williams Bay Chromebook 1:1 Initiative Handbook. Students will not be permitted to bring their own device from home. Any student forgetting their Chromebook or not having it charged, will need to turn their cellphone into the main office to receive a different Chromebook for the day; upon returning the borrowed Chromebook, the student will receive their phone back.

Electronic Devices

High School

Students in grades 9th-12th will be permitted to use their cell phones in a responsible manner during their lunch break and in the hallway between classes. Cell phones, smart watches, and headphones/earbuds may not be utilized within the classroom or anywhere in the school during instructional time without teacher approval, with the exception of Honors Study Hall. Students should store all personal electronic devices and related items prior to entering classrooms. If students need to leave a classroom during instructional time, it is expected that they will leave their cell phone with the teacher.

If the device is used during instructional time, it will be confiscated by the teacher and turned into the office and subjected to the discipline procedures found below. Failure to comply with a teacher's directive will result in a referral to administration.

Middle School

1. Cell phones and other personal communication devices such as smart watches are to remain OFF and be stored in lockers at all times during the school day (7:30 AM-2:50 PM).
2. Any staff member who sees a personal electronic device during the day (including lunch and the hallways) will confiscate the device and turn it into the main office. Students found to be violating this policy will be subjected to the disciplinary policy found below. Failure to comply with a teacher's directive will result in a referral to administration.
3. Parents/Guardians should be aware that children bring personal electronic devices to school at their own risk. These expectations are for all students and their safety. The school is not responsible for lost or stolen items. Each student is provided a locker with a lock. We expect students to keep their lockers locked to prevent theft or damage.
4. Exceptions to this cell phone policy may be permitted on a case-by-case basis by a teacher or administrator.

Phone Policy Discipline Procedures for Middle and High School

First Offense:

The device will be confiscated. The device will be turned into the office and the student will be permitted to pick it up at the end of the school day.

Second Offense:

The device will be confiscated, taken to the office, and the student's parent or guardian will be required to pick up the phone after a meeting with an administrator occurs.

Third Offense:

The device will be confiscated, and the student's parent or guardian will be required to pick up the phone after a meeting with an administrator occurs. The student will be required to follow an electronic device management plan developed by an administrator. The plan may include the student not being allowed to carry personal electronic devices during the school day.

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.

Weapons

No person shall possess, use or store a weapon on school property, on school busses or at any school-sponsored function or event. This prohibition does not apply to law enforcement officers, military personnel who are armed in the line of duty, or other professional personnel who use these types of items in their line of work.

A weapon is any object that by its design and/or use can cause bodily injury or property damage. This includes but is not limited to firearms, BB and pellet firing guns, knives, razors, karate sticks, nunchaku, metal knuckles, chains and similar items. A weapon is also defined as any facsimile firearm such as a toy, starter pistol or any other object that can be perceived as an actual weapon.

Any student or staff member that wishes to bring in a weapon to be used in a classroom project, demonstration or dramatic presentation must have the prior approval of the building principal.

All students who violate this policy shall be referred to law enforcement officials and shall be subject to school disciplinary action, including suspension and/or expulsion, in accordance with state and federal laws. Possession of a firearm on school premises, loaded or unloaded, will result in immediate suspension and recommendation for expulsion. The student's parent(s)/guardian(s) shall also be notified. Weapons will be confiscated by the District.

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.

Video Surveillance

The Williams Bay School District Board of Education has authorized the use of video surveillance and electronic monitoring equipment at various sites within the school. School grounds (inside and outside) are monitored by high-definition cameras. Images from these cameras may be utilized for investigative purposes and evidence. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

Safety and Security

A School Resource Officer (SRO) from the Williams Bay Police Department is stationed in the Main Office. That officer may be requested to join in any investigation or search of students. The officer is available to staff, students, and parents during the school day. Except for search and seizure or circumstances that may require a custodial interview, police liaison officers, school safety officers (SRO), and other police officers assigned to work with students in the school setting shall communicate and interact with students in the same manner as school personnel. (Board policy 445.1)

Metal Wand Detector: A metal wand detector will be used in situations where there is reasonable suspicion that a student may have a vape or weapons on them.

Outside Law Enforcement Agencies

Within the proper exercise of police power and its consequent investigative authority, law enforcement officials may call the school and request permission of administrators to question students. Such questioning during school hours shall be limited to situations of imminent threat or emergency and when possible conducted in the presence of a parent or guardian. The only exception will be made when a case involves suspected child abuse or neglect, questioning of students by law enforcement officials shall be only in the presence of the District Administrator/designee. Permission for questioning may be denied at the discretion of the District Administrator.

Section IV – Academics

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 any of the following criteria in one or more classes:

1. Excessive absences (5 or more absences (excused or unexcused) for the semester).
2. Current grade is an F.
3. In or Out of School Suspension or chronic discipline issues

Grades

The purpose for grading is to engage teachers and students in the process of assessing progress toward the acquisition of targeted knowledge and skills in order to inform future learning and instruction. The purpose for final course grades is to communicate to students, parents, teachers and other users of this data the level of competency a student has achieved as related to the knowledge and skills expected within a course. Students will receive a syllabus for each course they are enrolled in. Grading procedures will be outlined in the syllabus. See the course syllabus for each enrolled course for more detail.

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 the assigning of the grade earned based on the work submitted. In unusual circumstances this time allotment may be extended with the approval of the principal.

GRADING SCALE

Grade	Percentage Value
A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79

Grade	Percentage Value
C	73-76
C-	70-72
D+	68-69
D	66-67
D-	64-65
F	below 64

GPA Calculation

The Grade Point Average (GPA) is used to measure a student's academic progress. GPA's are calculated at the end of each semester and will appear on a student's transcript. Student transcripts will include the student's GPA and any cum laude honors. 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.

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

- 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)

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

Advanced Placement (AP) Courses and Weighted Grades

Advanced Placement courses are a great way to get a jump-start on college credit. An AP course is a college-level learning experience designed for high school students entering grades 9-12. These courses are used to calculate overall Grade Point Average (GPA) and typically count extra in the calculation. Students are strongly encouraged to take the AP exam.

Report Cards and Transcripts

Report cards will be issued at the end of each semester and be available online in the Portfolio portal Skyward. The letter value of your grades will be shown on the report cards for each semester. Accumulated Grade Point Average (GPA) is calculated from semester grades only. Transcript requests are handled through the Student Services office.

Incomplete Grades

Issuing incomplete grades is rare and only done with the approval of an administrator. 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 the assigning of the grade earned based on the work submitted unless an arrangement is made with administration. Students who do not submit additional work during the make-up period will be given the grade which represents all work completed.

Semester Exams

Semester Exams are cumulative assessments or activities that are demonstrations or recollections of the major concepts, objectives, and skills acquired during the semester. Each instructor determines the cumulative assessment for each course.

There are three primary reasons for administering these assessments:

1. To assess student progress.
2. To provide students with a comprehensive learning experience.
3. To identify areas for instructional improvement.

The grading allocation for final exams is 10% of a final grade and should be clearly viewed as an essential portion of a student's final grade.

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. Six- and twelve-week progress reports will be made available to parents in the Portfolio Portal in Skyward. It is important that Skyward is updated with the correct email address, so parents and students can access their progress reports. Please note that Skyward is available at any time and parents are encouraged to check their student's academic progress on a consistent basis.

Semester Grade Calculation for all High School Classes:

Semester Grade Calculation		
Summative Assessments ● Examples: ○ Any type of assessment that is on essential learnings from the units of study, "Assessments of learning" ■ Tests, Presentations, portfolios...	72%	90% of Semester Grade
Formative Assessments ● Examples: ○ Any type of assessment that is checking for understanding, "Assessments for learning" ○ Quizzes, Exit/Entrance Questions...	18%	
Semester Final Exam	10%	10% of Semester Grade

For more information on formative and summative assessments, see ["Formative and Summative Assessments and Responsibilities"](#).

High School Credit Requirements

26 Total Credits are Required for Graduation	
Required Credits	16.0 Credits
Elective Credits	10.0 Credits
The number of credits needed are:	
Class	Credits
English 9, 10, & 2 Credits of Upper-Class English Electives	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
Junior Seminar	.5
Personal Finance I	.5
Total Required Credits	16.0
Total Elective Credits	10.0

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.

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.

Section V – Academic Recognition

Valedictorian and Salutatorian

In the interest of encouraging and recognizing outstanding academic achievement, the District's most highly honored students will be selected from each graduating class according to the following procedure:

1. The valedictorian will be the student with the highest cumulative grade point average (carried out to two decimal places) as computed at the end of seven semesters of high school work.
 2. In the case of a tie for valedictorian, co-valedictorians will be honored, and a salutatorian will not be selected in that year.
 3. If there is only one valedictorian, a salutatorian will be the student with the second highest cumulative grade point average as computed at the end of seven semesters of high school work.
 4. In the case of a tie for salutatorian, co-salutatorians will be honored.
 5. In order to be eligible for valedictorian or salutatorian honors, the student must have attended Williams Bay High School for at least one high school year (two complete semesters) prior to the senior year and complete his/her senior year successfully.
- In the case of a tie for valedictorian, the valedictorians will deliver the Class Address at graduation together or the speaker will be selected by a vote of the senior class.

High Academic Honors Recognition

The Laude model will be used to recognize academic excellence at the conclusion of a student's high school career. Students will work to compete against the criterion for academic honors-not each other.

A student's final cumulative GPA will be used to determine the level of honor on a student's high school transcript, diploma, and for academic recognition at commencement exercises. The following three levels of academic honors will be used:

1. Summa Cum Laude "with highest distinction" – Cumulative GPA average of 4.00 and above
2. Magna Cum Laude "with great distinction" – Cumulative GPA average of 3.75 to 3.99
3. Cum Laude "with distinction" – Cumulative GPA average of 3.25 to 3.74
 - a. The weighted GPA will be used to calculate all academic honors.
 - b. This model is used on all official Williams Bay School District documentation.

Honor Roll

Honor roll recognition is based on semester grades and will be submitted to the local newspaper at the end of each semester.

The end of year honor roll is created after second semester grades are finalized. If a student has earned high honor roll recognition (3.75 GPA and above) for both semesters, 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 student earning a letter grade of F in any course will not be eligible for honor roll recognition.

Academic Lettering

Academic lettering is another way in which Williams Bay High School students can be recognized for outstanding schoolwork.

1. Students eligible for an academic letter or a bar must average an overall 3.85 GPA for both semesters of their freshmen, sophomore, and junior years. For seniors, the award is calculated based on their first semester senior GPA.
2. Senior academic letters or bars will be presented at the end of the year awards ceremony. Freshmen, sophomores, and juniors will receive their academic awards for the previous school year at a program at the beginning of the next school year.

Honor Stoles

After semester one grades are finalized, the Student Services department will run the GPA data for the senior class. Cumulative GPAs are based on seven semesters of high school grades. Students will be awarded a stole based on the Cum Laude system:

1. Summa Cum Laude "with highest distinction" – Gold Stoles
2. Magna Cum Laude "with great distinction" – Silver Stoles
3. Cum Laude "with distinction" – Orange Stoles

These honor graduates are presented their honor stole prior to the graduation ceremony.

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 the 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 the 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/Promotion Ceremony Guidelines

Receiving one's diploma at the annual eighth grade promotion/ high school graduation ceremony is the culmination of three years of middle school or four years of high school. Participation in the 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 ceremony. Students are responsible for making sure credit requirements are achieved. Parents/guardians will be notified prior to the graduation ceremony if a student has not fulfilled their responsibilities.

College and Career Readiness

America's high schools have a profound responsibility to ensure our nation's students are college ready, career ready, and life ready. Students learn in a variety of ways. The new readiness indicators, developed from research by world-class organizations, more accurately reflect the educational landscape of the 21st century. Williams Bay High School will use these criteria to ensure we are graduating college, career, and life ready students.

College Ready

Students are College Ready if they meet either the academic indicators or Standardized testing benchmarks listed below.

Academic Indicators

GPA 2.8 out of 4.0 and one or more of the following academic indicators:

- Advanced Placement Exam (3+)
- Advanced Placement Course (A, B, or C)
- Algebra II (A, B, or C)

Standardized Testing Benchmarks (minimum score)

ACT Exam: English (18); Reading (22); Science (23); Math (22)

College Readiness Placement Assessment (determined by post-secondary institution)

Additional Factors that Contribute to College Success

Earning As, Bs, Cs; Free Application for Federal Student Aid (FAFSA) completion; enrollment in career pathway course sequence; college academic advising; participation in college bound bridge programs; senior year math class; completion of a math class after Algebra II; three years of Science with one year of a physical science; two years of a world language.

Career Ready Indicators

Students are Career Ready if they have identified a career interest and meet two of the behavioral and experiential benchmarks listed below. In addition, students entering the military upon graduation must meet the passing scores on the Armed Services Vocational Aptitude Battery (ASVAB) for each branch of the military.

Career Cluster Identified and two or more of the following benchmarks:

- 90% Attendance
- 25 hours of Community Service
- Workplace Learning Experience
- Industry Credential
- Dual Credit Career Pathway Course
- Two or more organized Co-Curricular Activities
- Completion of Academic and Career Planning (ACP) Portfolio

Life Ready

Being Life Ready means students leave high school with the grit and perseverance to tackle and achieve goals. Students who are Life Ready possess the growth mindset that empowers them to approach their future with confidence, to dream big and to achieve big.

Course Options

Eligible students 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.

Online Courses

The Board of Education recognizes the value of online learning and the opportunity to expand student learning opportunities through online courses. The district may offer any of its courses in a face-to-face or online format according to guidelines established by the District Administrator or designee.

The Board of Education also recognizes that at times some students will be better served if a course is taken in an online format rather than face-to-face. The principal or designee shall work with families to determine the most appropriate course format when face-to-face and online options exist. A family may request to take a district or non-district provided online version of a face-to-face course currently offered in the middle or high school if the family makes this request by July 1 for the fall semester or by December 1 for the spring semester by filling out the [Online Class Request](#) form.

The district contracts with proven and effective online course providers. Courses from these providers are available to students upon completion, review, and approval of the "Request for Online or Distance Learning Courses." This form is available on the district website.

When the district offers a face-to-face version of a course and the parents opt for an online version of the course, the cost and material or other fees of the course shall be paid for by the family.

A family may request to change from face-to-face instruction to a district or non-district provided online course during the first two weeks of the face-to-face course. If a change is approved by the school principal, the family must pay for the cost and fees of the course. The original face-to-face course will be dropped with a "W" (Withdraw) included on the student transcript as the grade.

If the district does not offer the course, the district will pay for the full cost of the course if the student passes the course with a D or better. Families will be required to pay the costs of the course prior to the District enrolling the student in the course. If the student completes the course with a D or better, the fee will be reimbursed.

The District Administrator or school principal may assign students to take an online course to recover a failed credit, to enhance a learning need, or to enrich learning. In these cases, the District Administrator or designee will inform the family

of this assignment. Families will be required to pay the costs of the course prior to the District enrolling the student in the course. If the student completes the course with a D or better, the fee will be reimbursed.

If the district is unable to fit a required course into the student's schedule making it necessary to take the course online, the district will pay for the full cost of the course.

The providers have deadlines for dropping courses before the District is charged. Students who decide to drop an online course will be responsible for any fees associated with dropping the course.

Students taking an online course, including Gateway or other college courses, will have a class period scheduled during the regular school day to work on the course. 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 online 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 online courses to be completed is typically the week before the Williams Bay semester officially ends. This allows the online 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 online mentor will work with the provider to set the new deadline.

It is expected that students enrolling in online AP courses will take the AP exam.

Academic Dishonesty (Cheating)

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 below).
- 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

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 an "F" (zero) for the assignment, parent contacted by the teacher, and a written teacher report filed in Skyward. The offense will result in the student's removal from the honor roll for that grading period.

Second Offense

The second verified incidence of academic dishonesty in the same course shall result in the student receiving an "F" (zero) for the assignment, a written teacher report filed in Skyward, and a parent conference will be held. The offense will result in the student's removal from the honor roll for that grading period.

Third Offense

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

High School:

First Offense

Cases of academic dishonesty shall result in the student receiving an “F” (zero) for the assignment, parent contacted by the teacher, and a written teacher report filed in Skyward. The offense will result in the student’s removal from the honor roll for that grading period.

Second Offense

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

A second offense of academic dishonesty during a student’s high school career will result in deselection from National Honor Society and loss of other academic honors including Cum Laude recognition and serving as the class Valedictorian/Salutatorian.

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 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 online 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.

Improper Use of Technology

Students are expected to use technology responsibly and ethically. Any misuse of technology for academic purposes will be considered a violation of the academic integrity policy. Examples of improper use of technology include:

1. Using online translators for foreign language assignments without permission from the teacher.
2. Using an online calculator for math exams without permission from the teacher.
3. Using electronic devices to cheat during exams or quizzes.

Artificial Intelligence Tools

Obtaining improper assistance from artificial intelligence tools such as Chat GPT is strictly prohibited, **unless sanctioned by the classroom teacher**. Students are expected to complete assignments independently and without the assistance of AI tools. Any attempt to obtain improper assistance from AI tools will be considered a violation of the academic integrity policy.

High School Homerooms

During the 2023-2024 school year, homerooms will be utilized to support students academically, socially, and civically. Homerooms will occur daily and follow the general outline below:

	HOMEROOM					
High School	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
Grades 9 - 12	Academic Check-In, Academic & Career Planning, &/or Skills for Success	FAST	FAST	FAST	Community Building/Clubs	

Focused Academic Support Time (FAST)

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 9th through 12th grade 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. Students demonstrating strong academic performance will be placed in larger groups to work more independently on their course work. 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.

Middle School Homerooms

Homerooms are designed to create a strong support system that middle school students need to develop academically, socially, and emotionally. The constant for middle level students is change. Middle School students are changing in every way, every day: intellectually, physically, socially and emotionally. Adolescents are in a period of major transition from childhood to adulthood and need to be nurtured in all four areas equally. Adolescents learn best when they feel connected to and valued by the teacher and the school. The homerooms seek to connect each student to a small, safe group of students and to a caring adult advisor for the purposes of meeting these social and emotional needs.

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.

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 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.

All students on a pass must report to the study hall room before reporting to the requested classroom. Pass requests must be made in advance of study hall period. The regular study hall will meet in an assigned area, be overseen by a study hall supervisor, and governed by conventional study hall rules. Cell phone privileges are reserved for students in the Honors Study Hall only.

Honors Study Hall

Honors 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 Honors 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. An Honors Study Hall student will be assigned to take attendance. Students will be allowed to talk quietly if the study atmosphere is not compromised. Honors Study Hall students are expected to be where they are assigned at all times and maintain the academic integrity and decorum of the Honors Study Hall arrangement. Cell phone privileges are afforded to Honors Study Hall students only.

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

- A minimum previous semester GPA of 3.25. A student's eligibility for this program for the first semester will be based on the previous year's second semester GPA.
- The student cannot be credit deficient.
- Must be in good standing regarding disciplinary matters (No ISS/OSS for the prior semester and no outstanding detentions as of the last day of the previous semester).

Determination of eligibility for Honors Study Hall will be made at the start of every semester. Students may be removed from Honors Study Hall for violation of school policies and procedures and/or at the request of a teacher at any time. Length of the removal will be determined by the school administrator. *(Note: An in-school or out-of-school suspension will cause a student to be ineligible to participate in the Honors Study Hall for the remainder of the semester).*

Formative and Summative Assessments and Responsibilities

Formative assessments contribute toward building responsibility, self-discipline and lifelong learning habits. It is the intention of the Williams Bay Middle/High School staff to assign relevant, challenging and meaningful assessments that reinforce classroom learning objectives. Assessments should provide students with the opportunity to apply information they have learned and develop independence.

Formative assessments include:

- Practice exercises to follow classroom instruction
- Preview activities 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

The actual time required to complete assessments 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 coursework, you should contact your child's teacher. Students are also encouraged to pursue non-assigned, independent, leisure reading.

All course 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 course work 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.

Summative assessments include research reports, presentations, major essays, and other activities as designated. Work on these cumulative assessments may exceed the ordinary amount of time students spend working on formative assessments. 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.

Responsibilities of Staff

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

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 activities in their agenda and Google Classroom
- Help student work to find the answer, not just get it done
- Be supportive when the student gets frustrated with difficult assignments
- Contact teachers to stay well informed about the student's learning process

Responsibilities of Students

- Write down assignments in their assignment notebook and check email and Google Classroom regularly
- 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 activities are done according to the given instructions and completed on time.

Assignment Notebook

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 for students and be used to keep track of homework, projects, and due dates, which is also available on Google Classroom. Parents can check the notebook each night for assignments and other information and can also use the Google Calendar link on the Staff Bio page for additional due date information. 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.

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 2:50-3:15 PM. 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.

Section VI – Student Activities

Volunteering

For the graduating class of 2027, it will be an expectation that each student complete 25 hours of community service or more during their four years of high school. For all students meeting the expectation, a volunteer pin will be awarded to wear at graduation. Any graduating senior meeting 50 hours of community or more, will receive a special volunteer chord to be worn at graduation. Students will need to complete a form and review it with their homeroom teacher during the school year. We will use Xello to track student volunteer hours.

Clubs

A club is an organization whose existence is sanctioned by the Board of Education, and it is formed for a social/cultural purpose. Membership in school clubs is open to all students. Club membership enables students to appreciate the world outside the classroom. This can result in leadership training and personal development for the student. These non-athletic club activities involve student competition where students must be academically eligible as defined by the Co-Curricular Handbook in order to participate.

Co-Curriculars

Participation in Williams Bay Middle/High School co-curricular activities are an integral part of the WBSD 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 its students, co-curricular activities provide unique opportunities for students to promote their mental, physical, social and emotional development. By providing strong co-curricular programs, WBSD 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. Those rules are published as the Williams Bay Middle/High Co-Curricular Handbook.

Athletics/Activities

Student participation in athletics/activities creates a well-rounded educational experience and encourages school pride and school spirit. We encourage all students to participate in at least one activity and/or sport.

Athletic/Activities Rule on Attendance

Any athlete or student involved in athletics/activities must be present in three consecutive block classes (or six consecutive regular class periods) on the day of a practice or competition. Death in a family, college visits, medical appointments, and other approved absences may be exempted by the Athletic Director.

Athletic and Co-Curricular Eligibility

Please refer to the Co-Curricular Handbook for additional information.

Seniors must be enrolled in at least five (5) classes and all others must be enrolled in at least seven (7) classes each semester. Exemptions to this rule will need Activities Director review. The following rules are used to determine academic eligibility:

- Each semester, academic grade checks will begin weekly after twenty (20) days of school and every week thereafter until the end of the semester.
- The Athletic Director will share grades weekly with head coaches to support communication between athletes and coaches to ensure passing grades. Students with any grades below 63.5%, are expected to meet with the teacher of the failing course grade to develop an [improvement plan](#). Students will need to bring the improvement plan to the principal for copies to be shared with appropriate support staff.
- Student athletes with any grades below 63.5% will be required to attend at least one after school study lab each week until the grade is passing.
- Students failing more than one class will be ineligible if they are not meeting their improvement plan.

Concerns about grades should first be brought to the classroom teacher. If there are still concerns about grades once the classroom teacher, student, and parent have discussed the grading issue, the next step is to meet with the principal.

It is expected that all staff have their gradebooks updated weekly. This expectation ensures the most accurate data is used to determine supports needed for students.

Semester Grades

At semester, one failing grade (below 63.5%) will result in a student being placed on a plan of improvement. Students with any grades below 63.5%, are expected to meet with the teacher of the failing course grade to develop an [improvement plan](#). Students will need to bring the improvement plan to the principal for copies to be shared with appropriate support staff. Per WIAA policy, two or more failing grades at the semester reporting period will result in the student being declared ineligible for competitions for fifteen (15) school days. The student will be allowed to practice and will be reinstated for competition after 15 school days. The next grade check will then begin weekly after twenty (20) days of school and every week thereafter until the end of the semester.

Athletic and Co-Curricular Rules

Student athletes and co-curricular participants are required to follow Williams Bay's code of conduct policies as outlined in the Co-Curricular Handbook on a year-round (12-month) basis. Penalties for violation of the Co-Curricular Code (depending on severity) include suspensions from competition and permanent suspension from athletics. **See the Co-Curricular Handbook for further details.**

Student Employment

Work permits are issued in the Main Office. When you have obtained a job, you must submit 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.

Section VII – Student Conduct

Code of Conduct

Williams Bay Middle/High School's Behavioral Code of Conduct will apply to students:

- while on the school grounds
- while on the school bus or traveling to or from school
- during lunch
- during or while going to or from any school-sponsored activities, and
- during any other event related to school activities or attendance.

Respect and courtesy for persons and property are always expected. Where a specific penalty for violating a rule is not listed in the Code of Behavioral Expectations, the consequences assigned will be in proportion to the severity of the infraction.

BE RESPECTFUL

We will:

- Treat everyone with dignity and respect
- Use appropriate language
- Be kind, not hurtful
- Be open-minded
- Take care of our environment, including personal property and school property

BE RESPONSIBLE**We will:**

- Follow through on commitments
- Come prepared
- Be accountable for choices and actions and understand the consequences
- Use planning tools to organize time and obligations
- Plan to succeed

BE READY TO LEARN**We will:**

- Have materials and supplies needed for learning
- Be prepared to participate in classroom discussions and activities
- Work bell to bell
- Complete assignments and activities

BE READY TO LEAD**We will:**

- Show grit and determination
- Advocate respectfully for self or others
- Resolve conflicts peacefully
- Establish and maintain an environment that is free from harassment, violence, and
- Resolve conflicts peacefully

Attendance Policy Rationale

Regular school attendance increases your chances for academic success. Frequent absences disrupt the continuity of the instructional process, and the benefit of regular classroom instruction is lost and cannot entirely be regained. Students are expected to attend classes regularly during the full periods and hours that school is in session. The District encourages a strong partnership between the home, school and community. It recognizes a positive relationship between good school attendance with success in school and employment. If student learning and growth are to occur, parents/guardians, students and school personnel must recognize their responsibilities to assure regular attendance.

Compulsory Attendance/Parent Responsibility

The District believes truancy and excessive absences affect a student's education and increase the chance of failure. The Board of Education encourages a strong partnership between the home, school, and community. It recognizes a positive relationship between good school attendance with success in school and employment. If student learning and growth are to occur, parents/guardians, students and school personnel must recognize their responsibilities to assure regular attendance.

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. 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 PM 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 PM. on the day the student returns to school will be considered unexcused (truant). Parents may excuse their children with proper notification for up to ten (10) days per year, without reason. 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. Students and parents have access to the student's attendance record by logging into Skyward.

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.

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.

Excused Absences

When a student is absent from school, the student's parent or guardian must call the Attendance Office (262-245-6224) to inform the school of the reason for the absence. Please leave a message on voicemail if necessary. If leaving a message on voicemail, please include students' name, grade, reason for the absence and your name and relationship to the student. The call should be made prior to 8 AM on the day of the student's absence. Students may also bring a note signed by a parent or guardian excusing their absence. 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 AM that day.

The following are considered by the District as excused absences:

1. Illness – mental or physical. Written verification from a licensed or certified provider may be required to verify the illness excuse.
2. Family emergency or crisis.
3. Attendance at the funeral of a relative or friend.
4. Appointments with medical specialists. Such appointments are to be made, whenever possible, when school is not in session. When emergencies arise, appointments as early or as late in the school day as possible are recommended. Verification of medical appointments shall be submitted to the school in order to be reflected in attendance.
5. Attendance at special family celebrations or religious holidays.
6. Attendance at special events of educational value as approved by the principal/designee. This statement does not excuse attendance at baseball games, rock concerts, "Skip Days," picnics, etc.
7. A written request from the parent or guardian received prior to date(s) of absence for no more than ten (10) accumulated days in a school year as per Wis. Stats. 118.15.
 - a) "Family trips that can be taken only during the normal school term." A parent/guardian shall be required to notify the building principal/designee prior to leaving on a trip, of the pending absence for the purpose of reviewing the student's attendance record and overall performance record. Student trips without parent/guardian accompaniment are not excused absences.

Unexcused Absences

An unexcused absence is defined as any absence of part or all of one or more days from school during which the school attendance office, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student who is absent from school without an acceptable excuse for part or all of five (5) or more days a semester, and ten (10) days a year meets the criteria as habitual truant. When a student meets the criteria as habitual truant the school shall request in writing a meeting of the parents/guardians with the designated school personnel with such meeting to be held within five (5) school days upon consent of the child's parent/guardian. The school official will schedule a truancy conference pursuant to Wis. Stats. §118.16(2)(cg) with the parents/guardians and the child. If a student continues to be truant, after the truancy conference has been attempted or held, a truancy referral may be submitted to the Williams Bay Police Department. School officials assess each case and determine the most appropriate way to address the truancy problem. 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)

Pre-Planned Absences for Medical Appointments, Vacations, etc.

It is the student's responsibility to contact the teacher(s) to make arrangements for making up work missed during a pre-arranged absence from school. A [Pre-Planned Absence Form](#) is required to be filled out and is available on the school website or in the office.

1. Requests for homework must be made 3 to 5 school days in advance of the planned absence. This will provide the teacher with enough time to prepare the work for the students. The teacher will provide the requested assignments 1-2 school days prior to the pre-planned absences. Work requested more than 5 days in advance will

not be given until 1-2 days prior to the absence. Homework requests made 2 or fewer days before the absence will be provided at teacher discretion or may result in no homework being provided.

2. Assignments in progress when students begin the pre-planned absence will still be due on the assigned due date or prior to departing for the pre-planned absence.
3. Assignments provided on the pre-planned absence form or assigned during the pre-planned absence are due within 3 days of returning to school. If a student is not able to meet this deadline, they must meet with the teacher upon their return. The teacher will determine if a new date is warranted and set that date.
4. Pre-planned absences of 10 or more school days are a violation of Wisconsin State Statute 118.16 and will require a meeting with the principal and the student's teachers prior to the pre-planned absence starting. Parents should contact the principal as soon as practical to schedule this meeting.
5. Pre-planned absences of 3 or more days require a pre-planned absence form. If students do not complete the form, the procedures still apply. Unplanned absences of 3 or more days require a doctor's note.
6. **Partial Day Absences** Students who miss part of a school day for an appointment, fieldtrip, or another reason except illness but who are present the remaining portion of the day must meet with the teachers of the classes they missed. Assignments that were assigned during the class period that day are due on the date assigned by the classroom teacher. For example: A student missed period 1 for an appointment. The period 1 teacher assigned a worksheet due the next day. That assignment is due the next day for the student. Exams missed due to an appointment, field trip, or another reason except illness must be taken that day or prior arrangements must be made with the teacher. Assignments that were due during the period the student missed must be submitted before the end of the day.

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 for College Visits

Juniors and Seniors will be allowed excused college visitations providing the college verifies the visit.

3. Absences and After-School Activities

All co-curricular participants are expected to be in school for a full day on the day of a game or an activity. To be in attendance for a full-day, the student must attend three consecutive academic block periods (or six in an eight-period day). 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.

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 for the following reasons:

- 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. Students are 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 an administrative decision to record the absence as unexcused.

Tardy Policy

Students are expected to be on time and in their classroom by 7:30 AM each day. Any student arriving late to school or any class during the day without a pass will be considered tardy.

Tardy to School

A tardy to school occurs when a student arrives within the first five minutes of the first-class period of the day. If a student is tardy to school, the following procedures will be followed:

- The office will issue an admit slip and issue consequences (if applicable).

- A student is allowed two (2) tardies within the first five minutes to school per semester. After this, all tardies will be considered unexcused and a detention issued.
- If a student is more than five minutes late to school, he/she will be marked unexcused and a detention will be assigned.
- After five tardies are accumulated, a face-to-face parent conference may be requested to address the problem.

Tardy to Class

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

- If a student is tardy to class (unexcused) by 5 minutes or more, the student will be marked absent for the period and a detention will be written for being tardy to class.
- A student is allowed 2 tardies per semester per class before a tardy detention is issued. The teacher will issue a detention on the 3rd tardy.
- Repetitive tardiness throughout the day/or a specific class establishing a pattern of behavior will be considered insubordination and subject to disciplinary consequences.

Dress Code

Students are expected to dress and present themselves in a manner suitable for attendance at Williams Bay Middle/High School. Administration considers school to be a formal setting. Therefore, students are expected to wear clothing that is suitable for a formal setting. 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/High School has adopted the following dress code:

1. At Williams Bay MS/HS we expect students to dress for success. Any outfits with cleavage, undergarments, and/or other private areas displayed, are not acceptable. Students in violation of this, will be asked to change. For example, spaghetti strapped tank tops are not dressing for success.
2. For safety reasons, shoes or sandals must be worn and must not damage school property.
3. Jewelry that is potentially harmful to students or to school property should not be worn (dog collars, spiked wrist bands or chains, etc.)
4. 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.
5. Clothing that refers to alcohol, tobacco, marijuana, or other drugs are prohibited.
6. 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, hate speech and gang symbols. These items shall not be permitted on persons or clothing.
7. The wearing of coats is prohibited in the classroom unless permission has been granted by the instructor or by the school nurse.
8. Headgear including, but not limited to, hats, beanies, visors, stocking caps, bandanas, scarves, or hoods should be removed immediately after entering the building and left in the student's locker for the day.
9. Pajamas, slippers, blankets, sunglasses, gloves, or costumes are not considered school appropriate attire and should not be worn.

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 student's appearance is a distraction to the educational process, the student will be required to change into acceptable clothing or be sent home for the remainder of the day. Williams Bay administrators will make final decisions as to what is appropriate school attire.

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. If any middle school student leaves the dance/activity early, a parent/guardian phone call will be made by a chaperone.

High school students are required to have a signed "Dance Contract", [WBHS Dance Contract](#), on file for the school year. Students who have any code violations and/or discipline referrals prior to a school sponsored event, may be unable to attend.

Hallway Conduct

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 a pass. Passage shall be by the shortest and quickest route practical without stopovers at other points or without bothering other classes in session. When a staff member makes a request, students should respond appropriately and respectfully comply. Students are simply asked to be courteous at all times.

The following actions are NOT permitted:

- Running, pushing, shoving
- Loud or disruptive behavior
- Excessive displays of affection
- Obscene language

School Bus Conduct

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 to safe practices and courteous 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

- In order to protect the safety and welfare of the children while on the bus, parents are asked to review the following bus rules with their children on a periodic basis. Students riding buses, whether on a daily basis to and from school, or for a field trip and sporting events, are expected to know and follow these rules. Parents are responsible for the behavior of their child on school buses. If a child's behavior is not acceptable, the privilege of riding the bus may be withdrawn and it will become the responsibility of the parent to transport the child.
- The first documented infraction of the following bus rules usually results in a warning. The second through third infractions result in 3-5 days of suspended bus riding privileges. The fourth infraction will result in a 3-5-day suspension of bus riding privileges and a meeting with the principal. The fifth infraction will result in an immediate and indefinite suspension of bus riding privileges. The school district may choose to skip steps in the previous set of established consequences based on the severity of the infraction. Before a suspension occurs, the transportation supervisor, along with the building principal, will be involved in these decisions.
- The school district is unable to release medical or confidential information to the bus company without specific written authorization from the parent. Therefore, if your child is under continuing doctor's care for a medical condition or other special need that you feel the bus company should be aware of, you will need to contact them. The telephone

number at the Dousman Transport is (262) 728-9461. You should ask to speak to the bus terminal manager, regarding these special issues or circumstances.

- 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.

Bus Rules

1. Be on time for the bus. Students must board the bus at designated stops, or at the school they are attending.
2. The bus driver is in charge. School bus passengers shall comply with any lawful order given by the driver in carrying out the driver's responsibility of transporting passenger safety. The school bus driver has a legal responsibility to maintain order on the bus.
3. Respect others on the bus. Passengers shall exhibit good conduct and be polite while on the school bus. They will respect the rights, property and safety of other passengers. This means no pushing, shoving, running, hitting, kicking, fighting, or being loud. The same rules of conduct that apply in a classroom apply on the school bus.
4. Profane or abusive language or gestures will not be tolerated.
5. Passengers must always remain in their seat until their designation is reached. Passengers shall face forward with feet on the floor. Passengers are not allowed to stand on the seat. Moving from seat to seat is not allowed without driver permission. The bus driver may assign seats.
6. The aisle on the bus must remain clear at all times. Anything brought aboard the bus must fit into and be kept in the student's backpack or enclosed bag. This includes articles such as class projects, balls etc. Musical instruments and other equipment must be held on the passenger's lap or capable of being stored under the seat in order to be allowed on the bus. No pets, insects, bugs, or critters of any kind. Music devices, skateboards, glass containers and other sharp objects are not allowed on the bus. Any exceptions to the above list will require prior approval from the building's principal.
7. Tobacco, alcohol, or other harmful substances are not allowed on the bus.
8. Do not eat food or candy, or chew gum on the bus. Eating and drinking are allowed only on field trips or extra-curricular activities. No glass containers are allowed.
9. Do not throw anything on the bus, or out the window.
10. Destruction to any part of the bus is prohibited. Passengers causing destruction shall be liable for the cost of all labor and materials to return the destroyed area to a like-new condition, may be charged with vandalism, and may result in automatic suspension of busing privileges.
11. Students will enter and exit the bus through the front service door only. The rear emergency door of the bus is to be used in emergencies. Any passengers who use the emergency door for a purpose other than an emergency, will automatically forfeit the right to ride a school bus at any time in the future.
12. The bus driver must give permission before the bus windows may be opened.
13. On field trips or extra-curricular activities, all bus rules still apply. Chaperone and coaches are to sit among the students and assist the driver in maintaining order and discipline.

Please remember, the school bus driver has the responsibility to transport passengers safely. These bus rules are designed to allow all children to be transported in a safe and orderly manner.

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 Athletic Director.
- Students transported on extracurricular trips are to be loaded at the school and following the trip discharged at the school.

Public Displays of Affection

Public displays of affection that go beyond standards of good taste will result in a warning, detention, and if continued, parent conference.

Posters/Signs

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

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.
1. 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.
2. 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.

Restorative Practices

Restorative practices is an approach to culture, behavior, and discipline that fosters positive relationships, resolves conflicts, and promotes a sense of belonging and community. These practices prioritize the restoration of relationships and the well-being of individuals involved in incidents of harm or conflict. Restorative practices aim to address the root causes of conflicts, rather than solely focusing on punitive measures. By encouraging open communication, empathy, and accountability, restorative practices create a supportive environment where students can learn from their mistakes, develop a sense of responsibility, and actively participate in the resolution process.

Restorative practices view student behavior as more than breaking school rules – it also causes harm to people, relationships, and the school community. An appropriate school response must address those harmed as well as the wrongdoing. Restorative practices may include formal mediations, written reflections, written or oral apologies. Traditional school consequences are available if students are unwilling to engage restoratively. Williams Bay MS/HS strongly endorses restorative practices and believes they can lead to transformational changes in student lives.

Restorative practices at Williams Bay MS/HS will be based on the following principles:

- Principle 1 - Relationships are central to building belonging and community within our learning community.
- Principle 2 - Negative behavior and harm done is addressed in a way that strengthens relationships.
- Principle 3 - Accountability is about taking responsibility for one's actions and making amends.
- Principle 4 - Learning from wrong-doing and inflicting harm is a cornerstone of restorative discipline.

Goals of restorative practices at Williams Bay MS/HS are:

- Create a safe and supportive school community where all students and staff feel a sense of belonging, respect, and being valued as an individual.
- Hold students accountable for their actions in a way that promotes learning and repairs relationships.

Discipline Policies

In our Williams Bay learning community, our shared priority is to foster a culture of learning and instruction while promoting mutual respect for all members of our school family. We believe in providing every student with the opportunity to embrace their educational journey fully and create a safe and supportive environment for learning. To achieve these goals, it is essential for students, teachers, and administrators to work collaboratively towards these common objectives. We recognize that negative behaviors can disrupt the learning process and compromise the overall success of our school. Thus, each individual within our school community bears the responsibility to behave positively and with respect for the rights and relationships of others. The school administration, directed by the district board of education, is entrusted with maintaining a learning environment free from behaviors that could harm our collective growth.

To ensure a conducive atmosphere for learning, our school has established reasonable rules and expectations that students are encouraged to not only meet but exceed. At the beginning of each school year, all students will be informed about these rules and expectations, and they are accountable for upholding them. By working together, we can nurture a thriving learning community where the focus remains on academics rather than managing negative behaviors.

Everyone, including administrators, teachers, aides, food services personnel, janitors, and clerical staff, holds the authority to enforce the school rules on all school property. The discipline policy is in effect not only on school premises but also during bus rides, school-sponsored co-curricular activities, sporting events, field trips, and visits to neighboring schools. We remind students that they represent WBHS at all school functions, whether at home or away.

In situations where decisions regarding student behavior need to be made, our school officials will consider the well-being of the entire school community and how the behavior may impact the learning environment. It is our shared commitment to address these instances restoratively and with a focus on the growth and betterment of each individual and our learning community as a whole. Certain behaviors, which we consider major behavior situations, are deemed unacceptable when they occur on school grounds or during school-related functions.

See the [Behavior Matrix Addendum](#) for a more detailed description of behaviors.

Process for Student Discipline for Students Involved in Using, Distributing, Selling and/or Possession of Alcohol and/or Controlled Substances or Possessing Drug Paraphernalia:

If a student, while on the school premises, on school sponsored transportation or while involved in any school sponsored activity, is suspected or found to be using, distributing, selling, possessing and/or possessing with the intention of selling alcohol and/or drugs or other controlled substances, this procedure is to be followed:

1. The student will be immediately referred to the administration for investigation. After the evidence has been explained to the student and if the student denies the charges, he/she shall be given an opportunity to explain his/her version of the alleged offense. If, in the judgment of the administrator, the accusation has merit, the administrator will notify the student's parents or guardians, and the police. Any controlled substances or paraphernalia will be confiscated and referred to the police.
2. The student will be subject to immediate suspension from school. Such suspension shall be in accordance with state law and established procedures.
3. The student shall be recommended to the Board for expulsion in accordance with state law and established procedures. Any consideration of expulsion for students with a disability will conform to statutes.

Process for Student Discipline for Students Under the Influence of Controlled Substances and/or Alcohol

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

First Offense:

The student will be suspended from school for one to five school days. Parents will be called and urged to accompany the student to school at the end of the suspension. The student will be referred to a counselor. The school will recommend an AOD Assessment.

Second 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 middle and high school years. That means a student has only two offenses in their 6th-12th grade career before expulsion procedures would be initiated.

Tobacco/E-Cigarette Use and Smoking

Tobacco/e-cigarette use is prohibited at any time on school grounds. Students who are in possession of tobacco/e-cigarettes, or who smoke/use these on school premises, at any school-sponsored function or on school transportation will be subject to disciplinary action including a suspension for one (1) to five (5) days or until a parent conference is held. Tobacco products and E-Cigarettes in a student’s possession will be confiscated. All local ordinances will be followed, including the possibility of police referral and ticketing.

Detention

Williams Bay Middle/High School employs two forms of detentions.

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.

Teacher Assigned Detentions

Teachers may assign lunch 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 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 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 will be entered into Skyward and an administrative detention will be assigned. The student may be placed in lunch detention until the detention is served.

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 are assigned after school from 2:55- 3:30 PM. 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 in-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: Conversation with student and administrator — serve next possible time
- 2nd offense: Student, parent, and administrator conference — serve next possible time

Detention Room Rules

1. Report to the detention room with homework, reading material, paper, pencil, or pens. There is no sleeping while in detention the use of personal electronic devices is prohibited.
2. Sit in the seat assigned by the detention room monitor.
3. There will be no gum, pop, candy, or other food items allowed in the detention room.
4. Students not following the above rules will be asked to leave and no time will be credited as served.
5. When leaving the detention room after school, students are expected to exit the building.
6. Students skipping the assigned detention may receive a suspension from school.
7. 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 to excuse the student.

Removal of Students from Class

The Williams Bay School District values the opportunity for every student to fully engage in their educational journey without unnecessary distractions or disruptions. We recognize that some behaviors, although not severe enough to lead to suspension or expulsion, can still negatively impact the learning environment. When such behaviors occur, our primary focus is to address them in a way that promotes growth and learning for all involved. Therefore, if a student engages in conduct that violates the behavioral rules and expectations outlined in this handbook, and if it proves to be disruptive, dangerous, unruly, or hinders the teacher's ability to teach effectively, we may need to take appropriate steps to restore harmony in the classroom. In situations where a student's behavior requires intervention, we will consider a short-term removal from the class or activity. This step is intended to provide the student with an opportunity to reflect on their actions and understand the impact they had on the learning community. By doing so, we aim to reinforce our strong commitment to maintaining a conducive and respectful educational environment. Furthermore, we understand that in certain circumstances, more extended support may be necessary. In such cases, a student may be subject to long-term removal from the class. Our primary intention here is not to punish but to create a restorative space for the student to address the root causes of their behavior and develop strategies to make positive changes. Ultimately, our goal is to foster a sense of responsibility and accountability within our students while supporting their growth and development. By addressing behavioral challenges through restorative practices, we strive to build a caring and inclusive school community that nurtures every individual's potential.

Short-Term Removal

Short-term removal is a supportive disciplinary measure that seeks to address in-class disruptive behaviors and provide an opportunity for learning and reflection. The decision for short-term removal is primarily the responsibility of the teacher. Except where the disruption or negative 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 in Skyward 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 will inform the parents of the reason for removal and the imposed penalty.

Students removed by their teachers are expected to immediately go, or be escorted, to the main office. During the removal period, the student remains in the designated short-term removal area. At the discretion of the building administrator or an authorized designee, the student may be placed in another appropriate class, program, or educational setting, provided they are adequately supervised. The building administrator will ensure that proper supervision is maintained while the student is in the short-term removal area. Students are expected to engage in academic or behavior reflection work during this time. The assigned academic tasks should ideally be related to the content covered in the class from which the student was removed or may be relevant to their misconduct (e.g., writing an apology or an account of the situation). This approach encourages reflection and learning during the short-term removal period.

Long-Term Removal

Long-term removal is 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.


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. Students will not be allowed to attend classes but must obtain work and materials from their teachers. If a student does not have schoolwork 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.

ISS Expectations, the Student will:

- Reflect on their behavior that resulted in ISS  ISS Reflection
- Come to ISS prepared with materials for ISS having communicated with each classroom teacher
- Complete regular class assignments or other assignments given by the supervisor during this time
- Turn cell phone into the main office administrative assistant at the beginning of ISS

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

Out-of-School Suspension

We approach discipline with a focus on understanding the needs of the students and promoting a sense of belonging within the school community. When students engage in behaviors that violate school rules or jeopardize the well-being of others, the following process will be followed:

1. **Out-of-School Suspension:** In situations where a student does not comply with school rules or poses a risk to the safety of others or school property, they may be suspended from school for a period of one to five days. The aim is to create a safe environment for all students.
2. **Communication with Students and Parent/Guardian:** Students and their parents/guardians will be informed of the reason for the suspension, promoting open communication and understanding of the situation.
3. **Parent/Guardian Responsibility:** During the suspension period, the student becomes the responsibility of their parent/guardian, and they must leave the school building and grounds. This allows for a collaborative approach between the student and family to address the issue.
4. **Suspension of Extracurricular Activities:** While suspended, the student will be ineligible to participate in any extracurricular activities. The focus is on promoting positive behavior and ensuring a safe learning environment.
5. **Reintegration Process:** A re-entry meeting will be scheduled with the student, parent/guardian, and school administrator. The meeting can take place anytime during the suspension period to ensure a smooth transition back into the school community.

If a student experiences three out-of-school suspensions, not related to tardiness or absenteeism, a conference will be arranged with the principal and teachers, involving the student and their parents or guardians. The purpose is to explore the underlying causes of the behavior and find appropriate solutions. In the case of further out-of-school suspensions following the conference, the Board of Education may be involved to consider the possibility of expulsion from the school district.

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. 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.

Section VIII – Search and Seizure

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.

Locker Searches - Board Policy 445

Students have no expectation of privacy in school lockers. 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.

Annual Notifications and Board Policies

School Districts are required to make annual notification to parents/guardians/students at the beginning of each school year on a number of topics. These Notices and Board Policies are supplemental to the school student/parent handbook. All parents and students must review these Annual Notices and Board Policies at the time of registration and/or enrollment. A complete text of all Williams Bay School Board Policies is posted on the school website at williamsbayschools.org

- [Parent Rights and District Programs/Activities \(Board Policy 332\)](#)
- [Programs and Services for English Language Learners \(Board Policy 342.32\)](#)
- [Title I Programs for Disadvantaged Students \(Board Policy 342.4\)](#)
- [Student Records \(Board Policy 347\)](#)
- [Information & Communication Technologies Acceptable Use Policy \(Board Policy 363.2\)](#)
- [Equal Education Opportunities \(Board Policy 411\)](#)
- [Harassment and/or Bullying of Students \(Board Policy 411.1\)](#)
- [Student Attendance \(Board Policy 431\)](#)
- [Student Rights and Responsibilities \(Board Policy 440\)](#)
- [Student Conduct \(Board Policy 443\)](#)
- [Student Use of Tobacco and Electronic Cigarettes \(Board Policy 443.3\)](#)
- [Student Use of Alcohol and Controlled Substances \(Board Policy 443.4\)](#)
- [Electronic Devices \(Board Policy 443.5\)](#)
- [Student Interviews and Searches \(Board Policy 445\)](#)
- [Locker Searches \(Board Policy 445.1\)](#)
- [Communicable Diseases \(Board Policy 453.3\)](#)
- [Weapons on School Premises \(Board Policy 832\)](#)
- [Title IX: Sexual Harassment Students and Other Applicable Individuals \(Board Policy 411.2\)](#)

Student Suggestions and Complaints

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, he/she should feel free to offer them. Written suggestions can be presented directly to the associate principal or principal.

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

Addendum: Behavior Matrix

Levels of Behaviors and Responses

Response Levels

- LEVEL 1: Teacher and/or staff Intervention
- LEVEL 2: Administrative Intervention
- LEVEL 3: Administrative Intervention, short term removal from learning environment.
- LEVEL 4: Intensive Administrative Intervention and lengthier removal from learning environment
- LEVEL 5: Intensive District Administrative Intervention and Discipline With Potential Long-Term Removal from School, or alternate placement.

Concerns and Resolutions

Level 1

Responses aim to teach, correct behavior and promote the practice of pro-social behaviors, self-discipline and healthy well-being.

Teachers are encouraged to try a variety of teaching and classroom management strategies. The responses are designed to prevent minor behavior issues from becoming major incidents.

Classroom interventions and responses may include, but are not limited to private conversation with student, student break, verbal correction, special seating, alternative activity, time and space for de-escalation, loss of privilege, parent contact/conference, teacher detention, behavior plan, restorative practices, referral to Student Support Team (SST).

Level 2

Behavior is more serious and often causes disruption to the school environment.

These behaviors may include a pattern of persistent level 1 behaviors. Interventions involve school administration and aim to correct behavior by stressing the seriousness of the behavior while keeping the student in school. Responses might be similar to those in Level 1 and at times are more intensive and stretch beyond the immediate situation.

Administrative Interventions and responses may include, but are not limited to additional counseling, verbal correction, time and space for de-escalation, special seating, parent contact/conference, loss of privilege, detention, behavior contract, restorative practices, referral to Student Support Team (SST), in-school suspension, exclusion from extra-curricular activities, referral to outside community agency.

Level 3

Violations are more serious in nature and jeopardize order, safety and/or property damage.

These behaviors may include a pattern of persistent level 2 behaviors. Level 3 interventions may involve short-term removal of a student from the environment depending on the severity of the behavior. The duration of a suspension is to be limited as much as possible, while still addressing the behavior.

More intensive responses in Level 3 may include but are not limited to out-of-school suspension, temporary removal from class, restitution of property or repair of damage, informal meeting with school district personnel, campus or community service, and/or a family home visit and restorative practices.

Level 4

Behaviors threaten the safety and well-being of others.

These behaviors may include a pattern of persistent Level 3 behaviors. Response to Level 4 behaviors may include removing the student from the classroom or school environment because of the seriousness of the behavior. The duration of removal should be limited, as much as possible, while still addressing the behavior.

Responses to Level 4 include all responses in Level 3 and/or more intensive responses such as 5-day suspension with formal hearing, referral to appropriate law enforcement agency, counseling or drug treatment program and/or diversion, restorative practices.

Level 5

Behaviors are the most extreme, often using force, causing harm or injury, involving violence, possession or use of a weapon, causing substantial risk or a pattern of persistent Level 4 behavior.

Responses to Level 5 encompass all responses in Level 4 including 5-day suspension with formal hearing, referral to appropriate law enforcement agency, counseling or drug treatment program and/or diversion, restorative practices.

Examples of Conduct that Violate Expectations or Code of Conduct	Definition of the Violation	Response Level	
		Minimum (Minor)	Maximum (Serious/R epeated)
Tardiness	Failure to be in place of instruction at the assigned time without a valid excuse	1	1
Truancy	Failure to report to school or class without prior permission, knowledge, or excuse by school/parent		
Inappropriate Dress	Dressing or grooming in manner that disrupts the teaching and learning of others		
Chronic lack of supplies	Repeatedly reporting to class lacking necessary materials such as books, physical education attire, industrial education class supplies, etc.		
Inappropriate personal property	Possession and/or use of personal property prohibited by school rules and/or otherwise disruptive to the teaching and learning of others such as food, beverages, laser pointers, fidget toys, electronics, lighters and cellphones and other communication devices	2	3
Leaving the classroom or school building without permission	Leaving the classroom or school building without permission from staff members in charge		
Insubordination	Failing to comply with proper and authorized directions or instructions of a staff member		
Academic Dishonesty, Individual	Any type of cheating that occurs in relation to a formal academic exercise, limited to the individual	2	4
Academic Dishonesty, Group	Any type of cheating that occurs in relation to a formal academic exercise that involves two or more people, including distribution and /or intent to distribute		
Network Violation	Any violation of the Network Use Agreement Chromebook Program Handbook	1	5

Examples of Conduct that Violate Expectations or Code of Conduct	Definition of the Violation	Response Level	
		Minimum (Minor)	Maximum (Serious/Repeated)
Disruption	Behavior that disrupts the educational process of others by involvement in misconduct that recurs on a regular basis over a period of time	2	4
Gang Activity	Disruption and intimidation caused by gang symbols on materials, jewelry, or clothing, gang posturing and language which provokes an altercation, involvement in gang fight-exchange of blows and gang initiation or recruitment	2	5
Other Similar Offenses	Engaging in other similar conduct that disrupts the educational process or interferes with teaching and learning	1	
Fighting	Pushing and shoving and/or exchange of physical blows	2	5
Inappropriate Physical Contact	Contact made with another person or people that is inappropriate or unwarranted, but does not rise to the level of physical assault, sexual harassment or assault, or fighting	1	3
Inappropriate Sexual Behavior	Deliberate and inappropriate touching or grabbing of another person's breasts, buttocks, or genitalia that does not rise to the level of Sexual Assault	2	5
Sexting	Distribution, production, possession of sexually explicit materials, including but not limited to suggestive messages or nude or semi-nude photographs or via digital or non-digital media	3	
Loitering	Remaining around or lingering about a school building without an educational or lawful purpose for being there	1	2
Trespassing	Entering any school property or into any school facilities without proper authority. Includes any school entry during a period of suspension or expulsion	1	3
Gambling	Playing any game of skill or chance for money or anything of value	1	
Harassment and/or Bullying of Students Policy 411.1	Disturbing other(s) by use of electronic, written or spoken word; pestering, tormenting, or threatening that is deliberate, repetitive, and/or malicious, which may include language that targets a person's protected class status	2	5

Examples of Conduct that Violate Expectations or Code of Conduct	Definition of the Violation	Response Level	
		Minimum (Minor)	Maximum (Serious/Repeated)
Sexual Harassment Policy 411.2	Unwelcome sexual advances, request for sexual favors, sexually motivated physical contact, gestures or other verbal conduct or communication of sexual nature	3	
Personal Threat	Direct or indirect (through another party), electronic, spoken, or written statement of intent to do bodily harm directed towards others or put others in fear of immediate bodily injury	2	
Recording/Images of another person	Making, transmitting or distributing any recording that has not been approved by or authorized by the school of the voice or image of any other student, staff member or other person in any non-emergency situation, and without the consent of the person(s) so recorded	1	4
Possession or use of pyrotechnic devices	Possession or using any explosive pyrotechnic device, including lighters, matches or other ignition materials.	1	5
Physical Assault/Battery	Aggressive behavior exhibited in an attempt to do, or which does, immediate bodily harm	4	
Possession/ownership use of a weapon including a gun	Possessing, having under one's control, using or threatening with a knife, razor, karate stick, metal knuckle, box cutter, laser pointers used to do bodily harm, pepper spray, a gun (pistol, BB, pellet, rifle, starter, replica, or toy gun) or any other object that by the way it is used or intended to be used is capable of inflicting bodily harm	5	
Bomb threats	Reporting to school, police, or fire officials that presence of a bomb on or near school property without a reasonable belief that a bomb is present on school property	4	
Other similar offenses	Engaging in other similar acts that endanger the physical safety or mental well-being of others	1	
Vandalism	Maliciously and intentionally causing damage to school property or the property of others. Includes situations in which minor damage can be repaired or replaced at no cost to the district	1	5
Possession of stolen property	Having in one's possession property obtained without permission of the owner	1	4

Examples of Conduct that Violate Expectations or Code of Conduct	Definition of the Violation	Response Level	
		Minimum (Minor)	Maximum (Serious/R epeated)
Theft	Taking property belonging to the school or to any individual or group without prior permission with specific intent to permanently deprive	1	5
Burglary	Unauthorized entry into a school district building for the purpose of committing a crime when the building is closed to the students and public	3	
Arson	Intentionally starting any fire or combustion on school property	4	
Possession/ownership & use of alcohol	Possessing, having under one's control, or under the influence of any alcoholic beverages	4	
Use or possession of nicotine, including tobacco or electronic vaping devices	Using or possessing any tobacco product (including electronic vaping devices/paraphernalia) by student	1	3
Possession/ownership & use of illegal drugs	Possessing, having under one's control, or using any controlled substances that were not prescribed to that person	5	5
Possession with intent to distribute illegal drugs/alcohol/prescribed medications	Selling, giving away, or otherwise transferring to another person any controlled substance or alcohol, including any transfer of a prescription drug or any substance alleged to be a drug regardless of its actual content		
Other substances/materials	Possessing, using, or having under one's control any substances, materials, or related paraphernalia that are dangerous to health or safety, or that disrupt the education progress	3	4
Hazing	Intentional or reckless acts which endanger the physical and/or emotional health or safety of others for the purposes of initiation/admission/affiliation with an organization	2	5
Reckless vehicle use	Using any motorized or self-propelled vehicle on school grounds in a reckless manner, or as a threat to health and safety, or as a disruption to the educational process.	1	
Extortion	Forcing other persons to act against their will, under threat of physical, emotional harm or financial gain	2	

Examples of Conduct that Violate Expectations or Code of Conduct	Definition of the Violation	Response Level	
		Minimum (Minor)	Maximum (Serious/Repeated)
Robbery	Taking property from a person by force or threat of aggression	3	
Sexual Assault	Intentional bodily contact for sexual gratification or degradation of the victim	4	
False fire alarms	Reporting a fire to school or first officials, or setting off a fire alarm without a reasonable belief that a fire exists	3	

Behavior Response Chart

Level	Classroom Intervention	Administrative Discipline
1/2	<ul style="list-style-type: none"> ● Teach replacement behavior or coping strategy ● Reinforcement of classroom expectations ● Contact parent or guardian via phone, email or note ● Conduct an individual conference w/student, may include parent/guardian, support staff or administration ● Provide sensory or movement such as getting a drink of water, etc. ● Assign alternative projects for reflection of behavior. This shall not be a class assignment that would be an academic punishment ● See Student Handbook & Co-Curricular Handbook 	<ul style="list-style-type: none"> ● Teach replacement behavior or coping strategy ● Verbal warning ● Redirect by teacher ● Loss of classroom privileges or activities ● Provide alternative activity ● Detention (after school) ● Warning a discussion of next steps ● Temporary removal ● See Student Handbook & Co-Curricular Handbook
	<p>Partner w/Staff such as counselors, social worker, school psychologist, paraprofessionals, etc. to:</p> <ul style="list-style-type: none"> ● Support restorative approach to making amends to those harmed by student's actions (apology, conference, written agreements based on classroom expectations) ● Develop a behavior contract ● Engage student in positive mentoring or club sponsored activities ● Mediation <p><i>*Any discipline procedure must be paired with an intervention</i></p>	
2/3	<p style="text-align: center;">Staff such as counselors, social worker, school psychologist, paraprofessionals, etc. to:</p> <ul style="list-style-type: none"> ● Previously identified interventions increase in intensity or frequency ● Create homeroom to school communication system ● Schedule a problem-solving conference with parent, student, and other appropriate support staff ● Review class schedule/environment if appropriate to the needs of the student and/or classmates ● Conduct a brief functional behavior assessment (BIP/FBA) to determine root cause and create a plan of action ● Refer to student support team or IEP team ● Identify a safe space or safe person for the student ● Identify positive environments or activities to engage the student ● See Student Handbook & Co-Curricular Handbook 	<p style="text-align: center;">Administrative Discipline</p> <ul style="list-style-type: none"> ● Meeting w/administrator, verbal conference/warning ● Daily or weekly check-ins with administrator or support staff member ● Limited transitions within the building ● Supervised lunch hour ● Removal from designated activities ● Mediation ● No more than 2 day of in-school suspension or out of school suspension ● See Student Handbook & Co-Curricular Handbook <p><i>*Any discipline procedure must be paired with an intervention</i></p>

4	Intensive Intervention	Administrative Discipline
	<ul style="list-style-type: none"> ● Previously identified interventions increase in intensity or frequency ● Referral to community resources for mental health, substance abuse or other identified need ● Support staff interventions for anger management ● Develop behavior intervention plan or discuss possible IEP Review ● Continue interventions with increased frequency and intensity 	<ul style="list-style-type: none"> ● Previous identified disciplinary actions increase in intensity or frequency ● Level 3: in-school/out of school suspension for up to 3 days ● Level 4: in-school/out of school suspension for up to 5 days <p><i>Level 4 out of school suspensions must be followed by a formal reinstatement hearing that includes parent/guardian, during the period of suspension, prior to returning to school, in order to create an engagement plan with the student. Any discipline procedure must be paired with an intervention.</i></p>
5	Re-Engagement Strategies	Long Term Removal from School
	Re-engagement conference with parent and student to plan for positive transition back to school following an expulsion if applicable	Out of school suspension and recommendation for expulsion