

Whitefish Bay High School

STUDENT HANDBOOK

2023-2024

1200 E. Fairmount Ave.

Whitefish Bay, WI. 53217

HYPERLINK "http://www.wfbschools.com" www.wfbschools.com

Principal's Office 963-3928

Attendance 963-3993

Counseling 963-3990

Activities 963-3971

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



School District of Whitefish Bay
Selected School District Policies
Whitefish Bay High School

These Board policies are particularly relevant to student behavior and as a result, students were asked at the beginning of the year to sign off acknowledging that they have read them. A complete listing of district policies can be found on the district website www.wfbschools.com by clicking: District > Board of Education > Policies.

1. [Policy 363.2 - Responsible, Acceptable and Safe Use of Technology Resources](#)
2. [Rule 363.2 - Responsible, Acceptable, and Safe Use of Technology Resources](#)
3. [Policy 410 - Human Dignity Students](#)
4. [Policy 411.1 – Harassment, Bullying and/or Hazing](#)
5. [Policy 443.4 - Student Alcohol, Tobacco and Other Drug Abuse](#)
6. [Policy 443.5 - Student Use of Personal Electronic Devices](#)
7. [Rule 443.5 - Student Use of Personal Electronic Devices](#)
8. [Policy 443.6 - Student Use and Possession of Weapons](#)
9. [Policy 443.7 - Code of Classroom Conduct and Removal of Students from Class](#)
10. [Policy 446 - Student Searches](#)
11. [Policy 446.1 - Student Search Activities](#)
12. [Policy 447 - Student Discipline](#)
13. [Policy 447.3 - Student Suspension](#)
14. [Policy 447.4 - Student Expulsion](#)
15. [Policy 731.1 - Vandalism/Burglary/Theft](#)
16. [Policy 731.3- Use of Security Cameras and Electronic Monitoring Equipment](#)

Dear Students, Parents and Staff,

This handbook, updated annually, is provided to communicate general information, policies and procedures associated with Whitefish Bay High School. Additional information or clarification regarding WFBHS policies and procedures may be obtained by contacting the Office or on the school website. We hope you find this handbook to be a helpful resource. Have a great 2023-2024 school year!

The Whitefish Bay High School Staff

TABLE OF CONTENTS

STUDENT CONCERNS	2
BEHAVIOR MANAGEMENT	
Core Beliefs	2
Classroom/Study Hall Behavior Management	3
Behavior Management Outside the Classroom	4
Response to Disciplinary Referral	4
BEHAVIOR EXPECTATIONS	
Weapons	6
Tobacco/Alcohol/Drugs	6
Harassment	8
Hazing	9
Vandalism	9
Gambling	9
Food and Drink Restrictions	10
Medication	10
Academic Dishonesty	10
Dress Code	13
Auditorium Assembly Procedures	14
Use of Security Cameras and Electronic Monitoring Equipment.....	14
Student Use of Personal Electronic Devices.....	14
Hall Passes	16
ISHP/Lunch Time Procedures	17
Study Hall Procedures	17
Student ID Cards	18
Sportsmanship Code	18
ATTENDANCE PROCEDURES/EXPECTATIONS	
Restrictions for Being on Campus	19
Attendance Requirement	19
Excused Absence	19
Truancy	21
Habitual Truancy	21
Check Out/In Procedure	21
Tardiness	22
Clinic	23
OTHER INFORMATION/EXPECTATIONS	
Emergency Procedures	23
Textbooks/Expendable Materials	24
Student Searches and Lockers	24
Missing Items/Theft	26
Visitors/Reduced Schedules.....	26

Drop Off of Student Items	27
Computer Network and Internet Use	27
Exam Exemption Policy	27
Student Work Permit	28

STUDENT CONCERNS

PROTOCOL

Despite the best efforts of our staff, there may be times when students are not entirely satisfied with their school experience. Should this be the case, students are encouraged to express their concerns in a mature and respectful manner.

1. The best way to proceed is for students to speak directly with the staff involved at a mutually agreeable time. If students are not comfortable with this approach, they should share their concerns with their parents and encourage them to make contact with the staff involved.
2. Students may express their concern to their assigned counselor who will assist them in their communication with the teacher.
3. If a student's concern is not resolved despite the involvement of staff, parents and/or counselors, the matter should be referred to an administrator.
 - a. Contact the Associate Principal for attendance/discipline related concerns.
 - b. Contact the Activities Director for concerns pertaining to extra-curricular activities.

BEHAVIOR MANAGEMENT

CORE BELIEFS (see School Board Policy 447)

The District believes that a positive learning environment is based on a foundation of respect and effective discipline. The District cannot and will not accept nor tolerate behaviors or actions of students that are disrespectful of the basic rights of others that endanger health or safety, that are disruptive to the teaching and learning process, and that do not respect the property of the District or others.

Building principals, teachers and other designated staff shall be authorized to discipline students for misconduct in accordance with Board policies and school rules.

Sound disciplinary measures shall be used in the District, taking into account the dignity of the student, the seriousness of the infraction, and the need for positive motivation of students. The ultimate goal is to help students develop an understanding of self-discipline and its necessity in a civilized society.

1. The WFBHS staff will strive to create, maintain and promote an environment that best supports the learning efforts of all students.
2. High academic standards will be accompanied by equally high standards for student behavior.
3. The WFBHS staff is responsible for teaching students to behave appropriately, making them aware of consequences for failing to do so, and enforcing established school rules.
4. Students will not be permitted to detract from other students' efforts to learn or from teachers' efforts to teach.

CLASSROOM/STUDY HALL BEHAVIOR MANAGEMENT

1. At the beginning of each semester, behavioral expectations consistent with rules established in the student handbook will be clearly communicated by teachers to all students new to their classroom/study hall along with their parents.
2. Teachers will manage student behavior using appropriate means including, but not limited to:
 - a. Directing student to correct behavior.
 - b. Speaking with student privately.
 - c. Changing student's seat.
 - d. In addition to a-c, teachers may enter a minor (recorded in internal behavior management system-Educlimber) 4 minors of the same type, within a semester, become a major/referral.
 - e. Reviewing student information on file.
 - f. Consulting with other staff.
 - g. Contacting the student's parents.

- h. Assessing consequences for misconduct.
- 3. In the event that a teacher's best efforts fall short of correcting student misconduct, a disciplinary referral will be submitted to the Associate Principal.

BEHAVIOR MANAGEMENT OUTSIDE THE CLASSROOM

- 1. Both in and outside of class, students are expected to behave in a safe, orderly, and non-offensive fashion. As such, students must refrain from any behavior deemed to be unsafe, disorderly or offensive.
- 2. The entire staff at Whitefish Bay High School is responsible for monitoring student behavior. Students, in turn, are expected to comply with staff directives.
- 3. Staff members who encounter misconduct outside of class are expected to direct the students involved to correct their behavior.
- 4. Students who fail to correct their behavior, or repeatedly engage in similar misconduct will be subjected to a disciplinary referral.

RESPONSE TO DISCIPLINARY REFFERAL

- 1. Given a disciplinary referral, the administrator will meet with the student involved to address the situation and to assess corresponding consequences deemed most appropriate. In making this determination, the administrator may consult with the referring staff member.
- 2. The following consequences, in no particular order, may be applied:
 - a. Apology - student acknowledges wrongdoing, extends appropriate apology, and commits to refraining from like behavior in the future.
 - b. Detentions - all detentions must be served by an assigned date. Failure to do so will result in an in-school suspension.
 - c. Restitution - student held responsible for cost of repairing damage to and/or theft of personal or school property.
 - d. Short Term Removal from classroom or learning environment (Board Policy 443.7)
 - e. In-school suspension.
 - f. Out-of-school suspension (See Appendix - School Board Policy 447.3).
 - g. Police referral - police will investigate the incident and determine if a citation is in order. This determination will then be communicated to all parties concerned.
 - h. Alternative educational placement.
 - i. Pre-expulsion hearing.
 - j. Recommendation for expulsion (School Board Policy 447.4).
- 3. Once the decision of consequence is made, the administrator will contact the student's parents to make them aware of the incident and corresponding consequence. (Students and parents/guardians may be contacted by email for attendance related referrals and consequences due to current volume of attendance related referrals.)

BEHAVIOR EXPECTATIONS

WEAPONS (See Appendix - School Board Policy 443.6)

- 1. Students are not allowed to possess, use, or threaten to use a weapon or look-alike weapon on school premises, on school sponsored vehicles, or at a school-related event.
- 2. Violators of this policy will be subject to disciplinary action in accordance with state and federal laws and Board Policy that may include suspension, police referral and expulsion.

TOBACCO/ALCOHOL/DRUGS (School Board Policy 443.4)

The School Board is committed to providing an optimal school environment for student learning and positive youth development. Alcohol, tobacco and controlled substances use and abuse seriously interfere with that school environment and jeopardize the health and well being of students.

With this in mind, the following conduct shall be prohibited by students at all times at school, on school premises, on school buses and while engaged in activities under school district jurisdiction and/or supervision:

- use or possession of alcohol, drug paraphernalia or controlled substances (Prescription medications will be exceptions to this policy when used by the student for whom they were prescribed and in the amount prescribed, and in accordance with the District's medication administration policy)
- being under the influence of alcohol or controlled substances
- use or possession of tobacco or tobacco like products (examples include but are not limited to electronic cigarette, e-liquid, or look-alike cigarette paraphernalia)
- sale, delivery or intent to sell or deliver alcohol, drug paraphernalia or controlled substances
- sale, distribution or intent to sell or distribute look-alike alcohol or look-alike drugs (substances that are represented as a drug or alcohol regardless of the true nature of the substance)
- sale or distribution of prescription medication or nonprescription drug products
- the misuse of prescription medication or nonprescription drug products
- inappropriate use of hazardous inhalants (for example, huffing) and the possession of paraphernalia associated with the inappropriate use of hazardous inhalants

A student may be required to submit to a breath test to determine the presence of alcohol if a designated school official has reasonable suspicion that the student is under the influence of alcohol in violation of this policy. Such test shall be administered by a law enforcement officer or trained school official and shall meet state law requirements. A student may still be disciplined for violating this policy if they refuse to submit to a required breath test.

Students who violate this policy shall be subject to appropriate disciplinary action, up to and including student suspension and/or expulsion, and referral to law enforcement authorities.

Students' participation in extra-curricular activities may also be restricted.

- a. A tobacco offense will result in a 1-day suspension.
- b. A first offense violation for alcohol or drugs will result in a 3-day suspension.
- c. A second offense violation for alcohol or drugs will result in a 5-day suspension and a pre-expulsion hearing.
- d. In addition, an alcohol or drug offense may result in loss of open campus lunch privilege for up to one year.

HARASSMENT (See Appendix - School Board Policy 411)

1. No student shall be subject to harassment on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, age, marital or parental status, sexual orientation, arrest or conviction record, physical, mental or emotional disability, or any other basis protected by state or federal law.
2. Students who believe they are being subjected to harassment should register complaints with the high school administration. This reporting may be done directly, or through parents or a member of the high school staff.
3. In the case of a student harassing another student, the discipline to the student may range from a warning to expulsion from school, depending on the details and facts.
4. In the case of other violations of the policy, appropriate action will be determined following a formal investigation.

BULLYING (See Appendix – School Board Policy 411.1)

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power.

1. No student shall be subject to bullying on the basis of age; national origin; race; color; ethnicity; religion; gender; gender identity; sex; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status, or for any other reason.
2. Bullying may include but is not limited to the following: Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

3. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the appropriate building administrator.
4. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented.
5. Consequences for bullying include but are not limited to: suspension, expulsion, and/or police referral.
6. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

HAZING (See Appendix – School Board Policy 411.1)

1. Any type of act which is a condition of initiation or admission into or affiliation with an organization, club or team, regardless of the student's willingness to participate, that includes asking or forcing a student to break a law or school rule, or take part in an act which involves misuse of school equipment, or holds the potential to cause physical harm to the student or other students is hazing.
2. Students who engage in hazing will be subject to consequences that may include suspension, police referral and a recommendation for expulsion.

VANDALISM

1. A student who commits an act of vandalism at Whitefish Bay High School or elsewhere while under school supervision will pay restitution for the repair costs incurred.
2. Depending on the severity of the damage done, additional consequences may include suspension, police referral and a recommendation for expulsion.

GAMBLING

1. Gambling of any form, both within the school and on school grounds, is prohibited.
2. Students who violate this rule will be subject to disciplinary action.

FOOD AND DRINK RESTRICTIONS

1. Food and drink other than water may be consumed by students during class time, if done discreetly and with staff permission. Full meals should be eaten at lunch.
2. Students found to be in violation of this restriction will be required to either dispense with the food/drink or have the items confiscated.

MEDICATION

1. Students who need to take any type of medication (prescription or non-prescription) during the school day must notify the school nurse and have their parents complete the corresponding authorization forms.
2. All medication must be kept in the clinic and dispensed under the supervision of the school nurse.
3. Under no circumstance are students permitted to share any medication with others. Failure to abide by this expectation may result in disciplinary action.

ACADEMIC INTEGRITY

RATIONALE

Whitefish Bay High School seeks to create and maintain a learning environment that fosters creativity, critical thinking and personal growth. As a professional learning community, we believe "learning for learning's sake" is intrinsically valued, and cheating and plagiarism as defined herein undermine such a learning environment. Learning occurs when students engage in thinking by actively solving problems, engaging in discussion, conducting research, reading and writing; short cutting this process does not foster academic growth. As such, instances of academic dishonesty cannot be tolerated and will result in serious consequential

and supportive action. These measures are intended to promote academic honesty and integrity while in high school and in preparation for post-secondary school and work experiences.

Central to the academic work that you complete as part of the learning process and experience is the integrity and responsible behavior by which you complete this work. Honesty and personal effort are foundational to good academic work and true learning and progress.

Whitefish Bay High School is an academically rigorous learning institution, and we recognize that our students are often very involved in extracurricular activities, community groups and organizations, in addition to being employees and, of course, family members and friends. There are times where students may feel overwhelmed with the demands of school in addition to these other areas of their lives. However, no matter the circumstances or levels of stress, WFBHS expects students to complete their schoolwork in ways that demonstrate honesty and integrity. If a student finds themselves overwhelmed by current workload, here are some actions they can take: attend ISHP for help to seek out academic support, communicate proactively with their teacher, make an appointment with their school counselor.

IMPORTANT DEFINITIONS AND CONSIDERATIONS:

CHEATING

Cheating is the actual or attempted use of unauthorized materials, information, technology, study aides, or assistance from others on assignments, projects, tests, or other academic exercises during or outside of class. This includes unauthorized collaboration, either in person, virtually, or via a collaborative document, etc... In the event a student is authorized to receive assistance from others, the final work product should be the student's own. **Students who provide unauthorized assistance will receive the same academic consequence as students who receive such assistance, regardless of intent.** Representing or attempting to represent oneself as another or having or attempting to have oneself represented by another in the completion of an academic exercise constitutes cheating.

PLAGIARISM

Plagiarism is an exact copying of another's work, wholly or in part, or a rewording, paraphrasing, partial quotation or summarization of another's work without properly acknowledging the work's source. This includes writing, work, answers, and/or responses generated by an Artificial Intelligence chatbot such as ChatGPT. Plagiarism is a form of academic dishonesty that may occur intentionally or unintentionally. Intentional plagiarism is the deliberate presentation of another's work as one's own. Unintentional plagiarism is the inadvertent presentation of another's work without proper acknowledgement. Ultimately, a student's work should represent their own thoughts that are accompanied or supported by evidence, research, quotes that are properly cited. **Both intentional and unintentional plagiarism will be treated as academic dishonesty.**

STUDENT RESPONSIBILITY

Plagiarism	
<p>Do:</p> <p>Trust the value of your own intellect.</p> <p>Undertake research honestly and credit others for their work.</p> <p>Paraphrase and cite sources accurately. (Paraphrasing requires changing the words and rearranging the sentence structure/order of the original writing. These thinking and writing skills should be done by the student who is demonstrating the learning.)</p>	<p>Don't:</p> <p>Purchase papers or have someone write a paper for you.</p> <p>Copy ideas, data, or exact wording without citing your source.</p> <p>Use paraphrase generators or translators (online or otherwise).</p>
Unauthorized Collaboration	
<p>Do:</p> <p>Your own thinking.</p>	<p>Don't:</p> <p>Collaborate with another student beyond the extent specifically instructed or approved by the teacher.</p> <p>Share a physical copy or electronic file of an assignment, assessment, or paper that you have complete/written by giving access to another student.</p>
Cheating	
<p>Do:</p> <p>Demonstrate your own understanding and achievement.</p> <p>Accept corrections for the teacher as part of the learning process.</p> <p>Do original (your own) work for each class.</p>	<p>Don't:</p> <p>Copy answers from another student; don't ask another student to do your work for you. Don't fabricate results. Don't use electronic or other devices during assessments.</p> <p>Alter graded exams and submit them for re-grading.</p> <p>Submit projects or papers that have been done for a previous class.</p> <p>Ask classmates (that have already completed an assessment) about the assessment details or questions.</p>
Facilitating Academic Dishonesty	
<p>Do:</p> <p>Showcase your own abilities</p>	<p>Don't:</p> <p>Allow another student to copy your answers on assignments or exams. Don't take an exam or complete an assignment for another student.</p> <p>Share information about an assessment that you have already completed.</p>

Source: "What Is Academic Integrity?" *Academic Integrity at MIT*, Massachusetts Institute of Technology, integrity.mit.edu/. Accessed 11 June 2021.

ENFORCEMENT:

TEACHER'S PROFESSIONAL JUDGMENT

First and foremost, a student's lapse in academic integrity is never okay; thus, teachers will report any such circumstance to WFBHS administration. A teacher's professional judgment guides the implementation of the Whitefish Bay High School Academic Dishonesty Policy. The teacher will set the academic expectations, explain the consequences of the Policy, evaluate any evidence of student misconduct in light of the Policy, and determine whether the Policy has been violated.

***Academic Dishonesty may result in an Activities Code violation that could jeopardize participation in an activity or athletic competition.**

DISCIPLINARY MEASURES

When an act of academic dishonesty has occurred, the classroom teacher will notify and interview the student involved in person. If the teacher concludes that academic dishonesty has occurred on a low-stakes, formative assessment, a 0 will be assigned without a disciplinary referral. Such offenses will be documented as “minors” in our student data system. If the teacher determines that academic dishonesty has occurred on a high-stakes, high point value, summative assessment or the student is repeatedly academically dishonest on low-stakes assessments, the following steps will be taken:

Note: Academic dishonesty offenses are *cumulative* over a student's Whitefish Bay High School career.

Each Offense

- Teacher contacts the student's parent and counselor via email, and submits a disciplinary referral to the Associate Principal.
- Associate Principal and Activities Director review student's initial and ongoing eligibility for academic awards and scholarship and activity membership.
- Students may lose eligibility for WFBHS Merit Award that year.
- Exam exemption privilege for current semester lost.
- Associate Principal notifies student and parent of current consequences and consequences forthcoming with possible additional offense.

First Offense

- Teacher assigns a 0 for the assessment. The student will have the opportunity to redo the assessment, or an alternative assessment based on the teacher's discretion, in a timely manner. The teacher will work with the student to establish a reasonable time frame for completion. The student will receive 50% of the final score earned on the alternative assessment. The teacher is not obligated to provide additional instruction to prepare the student for the alternative assessment.
- Student will have a mandatory ISHP (Individual Student Help Period) schedule for the remainder of the semester which will be managed by student and administrator.

Second Offense

- Student receives a 0 and will not have the opportunity to earn any points for the assessment.
- If second offense occurs in the same class as the first offense, student removed from the class for the balance of the semester with a failing grade and must retake the class in order to earn credit.
- Student will have a mandatory ISHP (Individual Student Help Period) schedule for the remainder of the semester which will be managed by student and administrator.
- Required meeting with counselor, administrator, and parent/guardian to discuss possible impact on future class schedule.
- Required “check in” meetings with counselor or administrator every other week to discuss progress in all courses, workload management, and accessing academic support.
- Student will lose eligibility for scholarship consideration by the school Awards Selection Committee.

Third Offense

- **Student removed from the class for the balance of the semester and must retake the class in order to earn credit.**
- Student will have a mandatory ISHP (Individual Student Help Period) schedule for the remainder of the semester which will be managed by student and administrator.
- Required meeting with counselor, administrator, and parent/guardian to discuss impact on future class schedule and graduation timeline, as well as impact on letter of recommendation.

- Required “check in” meetings with counselor or administrator every other week to discuss progress in all courses, workload management, and accessing academic support.
- Student will lose eligibility for scholarship consideration by the school Awards Selection Committee.

ACADEMIC MISCONDUCT

Academic misconduct is the unauthorized possession, copying, and/or distribution of assessment materials, whether through hard copies or electronically (e.g. taking a picture of an assessment).

If a student participates in academic misconduct, the student will face the following disciplinary action:

First Offense

- Five Day Out of School Suspension.
- Pre-Expulsion Hearing to determine whether or not a recommendation to expel the student should be forwarded to the School Board.
-

Second Offense

- Out of School Suspension until the time an expulsion hearing takes place before the School Board.

DRESS CODE

Whitefish Bay High School recognizes that each student’s dress and appearance is a reflection of personal style and individuality. Generally, students may dress in any style they desire and may present themselves in a way that is consistent with their identity, as long as their chosen attire complies with Board Policy 443.1 and the following rules.

1. Students shall dress appropriately for the school environment. Student attire that causes, or is likely to cause, a material interference with school operations or a substantial disruption to the school environment will not be permitted.
0. No student shall be permitted to wear any clothing that depicts, promotes, or advertises alcohol, illegal drugs, tobacco, or nicotine products, criminal activity that would threaten any person’s health, safety or property, criminal gang affiliation/activity, profanity, pornography, or violence that would constitute a violation of law or school rules.
0. Clothing or accessories may not state or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
0. Students must wear appropriate attire, protective clothing, and/or safety equipment when working in science labs, technical education, and other program areas, as required to comply with school rules or with any applicable health and safety regulations. Footwear must be worn at all times.
0. Clothing and/or accessories that can reasonably be expected to cause excessive maintenance problems, injury, or property damage may not be worn.
0. Clothing must cover the majority of the torso and buttocks.
0. Hats, hoods, and other head coverings will be permitted in classrooms, common spaces, hallways, and the cafeteria. If a student chooses to wear a head covering to school, a teacher may ask that the covering be removed for various reasons, including but not limited to:
 - a. Conducting labs
 - a. Working with certain equipment/machinery
 - b. Testing/assessment
 - c. Physical safety in PE

Accommodations may be granted by an administrator on an individual basis for medical, religious, or other student-specific reasons.

Students are expected to know and abide by these expectations. Students who are dressed in a manner that does not fit within these guidelines may be asked by school staff to change their clothing or address the dress code violation. If the student refuses, the student will be subject to discipline.

AUDITORIUM ASSEMBLY PROCEDURES

1. Students must report to their assigned classroom or learning space in advance of assembly programs.
2. Once class business has been conducted, teachers will escort their students to the auditorium.
3. All backpacks must be left in the classroom.
4. Students must sit in the auditorium seats assigned by their teacher or they will be marked as truant.
5. During the assembly, students are expected to stay seated and be respectful of and attentive to the performers/speakers.

USE OF SECURITY AND ELECTRONIC MONITORING EQUIPMENT

Please review **Policy 731.3 Use of Security Cameras and Electronic Monitoring Equipment**, which in accordance with Wisconsin Statutes, Family and Educational Rights and Privacy Act (FERPA) Regulations, and the Electronic Communication Privacy Act of 1986, notifies parents/guardians, students, and employees that surveillance cameras are being used on, in, and around district facilities.

STUDENT USE OF PERSONAL ELECTRONIC DEVICES (see Board Policy 443.5)

RATIONALE

With the unending advancement of digital technology, there is opportunity to advance student learning through its use. On the other hand, digital technology may also be used in ways that detract from student learning, academic integrity, and positive student interaction.

RULES

During instructional time, (bell to bell for periods 1-7) students may only use digital technology devices, including cell phones, available to them (either personally owned or school provided) for purposes pre-authorized by the teacher. Personal electronic devices should otherwise be stowed in the teacher designated location within the classroom or learning space.

Devices such as apple watches, Fitbits, etc. that can send and receive messages are prohibited at school, at any time school is in session.

Earbuds and Headphones are allowable during ISHP/Lunch only, and must be out of sight during all other times, including in the hallways at any time other than ISHP/Lunch.

Cell phones may never be used (before, during, or after school) in a locker room, restroom, or other places where privacy is expected.

Cell phones may not be used during emergency drills.

The District shall not be responsible for the safety or security of personal electronic equipment that students choose to bring to school. Students who bring any personal electronic device(s) to school do so at their own risk to possible theft, damage, misappropriation of data/equipment, or other loss.

ENFORCEMENT

In all learning environments or instructional spaces, students will be required to place their phone in a designated storage space (pocket/bin) for the duration of each class period (start bell to end bell). If a student is found using a cell phone/device without authorization, the student must surrender their electronic device (phone, earbuds, etc...) to staff without objection or hesitation, doing so would result in an additional referral for insubordination.

1st- Electronic Device Referral (exam exemption loss) and teacher takes device, student pick up from office at end of day

2nd- Electronic Device Referral (three days of lunch detention) and teacher takes device, parent must pick up from office at end of day

3rd- In-School Suspension, and must turn in phone/device to the main office for the remainder of the year upon arrival to school.

*Failure to give up phone/device or your name will result in an additional referral for Insubordination

Phones in caddy- notification (light or sound):

1-"Warning" (minor in educlimber), phone turned in to office by teacher
2-Begin consequence schedule above (1st-Electronic Device Referral (exam exemption loss)...

Phone used for cheating, taking picture or video of someone (staff or student) without permission, harassment/bullying:

Referral and turn phone into office for entire day for the duration of a semester (18 weeks)

***Personal Device infractions may result in an Activities Code violation that could jeopardize participation in an activity or athletic competition.**

HALL PASSES

1. Students must get teacher approval (verbal or nonverbal) and are required to create a Smartpass prior to leaving their assigned classroom or learning space.
2. Every teacher will have a Smartpass kiosk (designated chromebook) or allow students access to their personal chromebooks to create a pass when necessary and appropriate.
3. Students without authorization to be outside of class will be escorted back to their assigned classroom at that time.
4. Students may be restricted from using a hall pass if the teacher or administration suspects misuse or over-use.
5. Students are not permitted to use a hall pass to go to the vending machine or a locker room at any time. If necessary, please get pass from main office to enter these areas during unassigned time.

ISHP/LUNCH TIME PROCEDURES

1. Teachers are available to provide students with extra assistance during ISHP (individual student help period) from 11:55 AM-12:24 PM.
2. The lunch period runs from 12:25 to 12:54 PM. Students may eat lunch at school or may leave campus.
3. Those students who choose to eat lunch at school may do so in the cafeteria, the link, or in classrooms with teacher permission. Regardless of where students chose to eat, they are expected to clean up after themselves.
4. Students are welcome to use the Library Media Center when open during ISHP/Lunch, but they may not eat in this area. (Subject to disciplinary action)
5. Students may not hang out in the hallways during ISHP/Lunch. Failure to follow this rule may result in loss of open campus lunch privilege.
6. Students who leave campus during lunch are expected to:
 - a. Stay off of private property and avoid loitering at any point between school and their lunchtime destination.
 - b. Conduct themselves appropriately while present at, and traveling to and from, area eating establishments.
 - c. Properly dispose of all trash accumulated.

STUDY HALL PROCEDURES

1. Students must be prepared to work silently in their assigned seat.
2. Teachers schedule classes to come to the LMC to utilize the space, resources, and equipment. Students who are not part of a reserved class must have a pass to enter.
3. The LMC is open for up to 20 Study Hall students when classes are not scheduled to use the space.
4. Computers are available for use in both the study hall and library but are to be used for school related work only.
5. Specific behavioral expectations will be set by the study hall and library staff. Food is not permitted in the LMC.
6. Students with a current grade less than a C- will lose the library privilege. Grades will be checked every 3 week period to determine eligibility.

STUDENT ID CARDS

1. Students should carry their school ID at all times when on campus.
2. Student picture IDs are necessary for the following:
 - a. Entry to the school library and library material checkout.
 - b. All school dances.
 - c. Picking up bus passes.
 - d. Admission to athletic events.
3. Student ID will also serve as a key fob. Fobs will work from 7:45-8:15am and 12:24-12:54pm at select entrances to the school.
4. As a matter of shared responsibility for safety, students must report a missing ID/Fob. Failure to do so may result in disciplinary action.
5. The following fees will apply for lost ID/Fob: 1st time-\$10, 2nd time-\$20, 3rd time-\$50.

SPORTSMANSHIP CODE

1. Whitefish Bay High School, a member of the North Shore Conference, pledges to honor the following sportsmanship code:
 - a. Welcome the opposing team and their fans and treat them with respect.
 - b. Respect the property of the opposing team.
 - c. Remain clear of the area of play and refrain from throwing anything on the field or court.
 - d. Show respect for officials, coaches, players and fans. Use of vulgar, profane, or intimidating language is not permitted.
2. Disrespectful behavior at athletic contests will not be tolerated. Specifically, booing, jeering, and showing of disrespect of others will cause a student to lose the privilege of attending games.

ATTENDANCE PROCEDURES/EXPECTATIONS

RESTRICTIONS FOR BEING ON CAMPUS

1. Students on campus during the school day must be in their assigned location for each period corresponding to their schedule of classes, unless they have staff authorization to be elsewhere.
Note:
 - a. Students with reduced schedules may not be on campus outside of their schedule time for classes without staff authorization.
 - b. Students must exit the building at 4:00 pm unless they are involved in a school-sponsored activity and under the direct supervision of a staff member.
 - c. Students found to be on campus in unauthorized locations may be subject to school disciplinary and/or police referral.
2. Students may not bring visitors during the school day unless authorized by the Associate Principal.

ATTENDANCE REQUIREMENT (See Appendix - School Board Policy 431)

1. School attendance requires that students be in the locations corresponding to their class schedule, along with scheduled homerooms and assemblies, unless authorized by staff to be elsewhere.
2. Students who are absent from school for any reason must make up work missed as required by their respective teachers.
3. It is the student's responsibility to contact their teachers to make arrangements for making up work missed during an absence from school. Considerations for extensions will be given in the event of extenuating circumstances. Extensions will be granted at the teacher's discretion.

EXCUSED ABSENCE

1. Parents or Guardians may excuse their student in advance of an absence for 10 days or less in a school year. Parents of students who reach this limit of 10 will be required to provide a medical excuse for days beyond 10. Failure to do so will result in subsequent absences being coded as unexcused.
2. Absence due to illness beyond 3 consecutive days must be verified in writing by a licensed health care provider.
3. Students absent due to sincerely held religious beliefs (See Appendix - Board Policy 323.1) will be permitted to make up an academic, activity, or examination requirement at another time or by an alternative method, without prejudicial effect.
4. To excuse an absence, parents must provide the office with their student's full name, date of the absence, reason for the absence and anticipated date of return. Notification must be made not later than the day of the absence either by phone, a signed and dated written statement or in person. Absences that are not reported before the end of the school day will be recorded as truant. Note:
 - a. The office is open for business from 7:30 AM to 3:30 PM. Messages may be left at any time via phone at 414-963-3993.
 - b. If parent notification is received after 3:30 PM on the day of the absence, it is the student's responsibility to clear their absence with the Attendance Secretary upon their return to school.
 - c. Parents are asked to excuse an absence within 48 hours of its occurrence. Unexcused absences will be coded as a truancy until the absence is cleared. Absences cannot be cleared after 15 school days.

- d. Students who forge notes, impersonate their parents on the phone, or have others impersonate their parents will be subject to a disciplinary referral.
5. In the event of anticipated absences such as family trips or college visits, parents must notify the Attendance Secretary.
 - a. Prior to the absence, students are responsible for making arrangements with each teacher to obtain and complete all work to be assigned during their absence.
 - b. Exams will be given as close to the return date as possible at a time designated by the teacher. Make-up dates should be established prior to the absence.

TRUANCY

1. Absences that remain unexcused at the end of the school day are recorded as trancies.
2. Starting at 5:00 PM on the day of the truancy, the school will attempt to contact the parents of truant students via automated and/or live phone calls and email.
 - a. **Trancies should be cleared in a timely manner, and not later than 15 days after its occurrence. Otherwise, the truancy will stand and the student will be disqualified from earning the exam exemption privilege.**
 - b. After 3 days with at least one period of unexcused absence, a letter with the date and periods of truancy will be made available on Skyward, and families will be notified via email that a letter was generated.
 - c. Home phone numbers and addresses will initially be used in making this contact. Parents may request that alternative phone numbers and/or addresses be used.
3. Administrative contact will be made with students who are repeatedly truant, even for single periods.

HABITUAL TRUANCY

1. Habitual truancy is defined as five or more partial or whole days of truancy within a semester.
2. In the event that a student becomes a habitual truant:
 - a. A written notice will be sent to the student's parents.
 - b. The student, parents, counselor, and associate principal will meet to evaluate the student's educational needs and program, giving consideration to alternative placements and support service referral.
 - c. In the event that school based interventions are not effective in stemming the truancy, the matter will be referred to the police.

CHECK OUT PROCEDURE

1. Prior to the time of check out:
 - a. Parents should call Attendance or provide a note explaining the reason for their student's absences during the school day. If notification is not given, an attempt to contact the parents will be made, and the absence will be considered unexcused until an acceptable reason is provided.
 - b. The student must report to the office to pick up a release pass excusing them from class.
2. Before leaving the building, the student must sign out with his/her release pass in the office. Any time a student is leaving the building, they must leave through the office, except during ISHP/Lunch and the end of the school day (including work study, senior privilege, and due to illness).

CHECK IN PROCEDURE

1. A student who arrives at/returns to school during the school day, must first report to the office to sign in and receive an admit pass to class.

TARDINESS

A student is tardy if he/she is not in the classroom and prepared to learn at the start of class. A student who arrives with a pink pass from another staff member, however, is excused and should be marked present.

Tardy Policy

Each semester, a student is allowed 5 first period tardies, and 5 cumulative tardies for periods 2-7. After the 5th tardy in either/each of these groups, the following consequences will occur:

1. The office will issue a closed-lunch detention to be served by a certain date. If this detention is not served by the certain date, the student will receive an office referral for failure to serve the assigned detention which will result in the loss of the exam exemption privilege. Detentions will continue to be issued for additional tardies up to 8.
2. If the student accumulates 8 tardies, the student will be issued a disciplinary referral for excessive tardies and will lose the exam exemption privilege.
3. If the student accumulates 10 tardies, an in-school suspension will be assigned.
4. After 15 tardies, the student will be referred to the Whitefish Bay Police Department for truancy.

If students are more than 15 minutes late to class, they will be marked unexcused absent by the attendance office.

All detentions will be served in a quiet study hall setting or after school in the high school office. Students may eat lunch while in detention, but they may not talk to other students or use any portable A/V devices or two-way technology.

CLINIC

1. A student who becomes ill or injured during the school day should report to the clinic.
2. Students reporting to the clinic due to illness must create a Smartpass if possible or have clinic staff create a pass if necessary before or upon arrival.
3. The school nurse will assess the situation to determine if the student is in need of emergency service, should be sent home or may return to class. The school nurse will contact the student's parents to make them aware of the situation and any classes that have been missed. The nurse will also report the student's absence to the attendance office.
4. In the case of injury, the school nurse will contact parents, and complete an incident report with input from the staff member supervising the activity during which the injury took place.

OTHER INFORMATION/EXPECTATIONS

EMERGENCY PROCEDURES

***Personal electronic devices are not to be used (or in sight) for any emergency drill.**

1. Fire Drill
 - a. If a fire alarm sounds while you are in a classroom, follow the posted exit directions.
 - b. If a fire alarm sounds during lunch or passing time, proceed to the nearest exit.
 - c. Once outside of the building, move away from the exit to the public sidewalk and report your attendance to a staff member.
 - d. Do not go back into the building until the alarm stops and staff members signal that it is okay to return.
2. Tornado Drill
 - a. In the event of a tornado in our area, a warning will be given either over the public address system or through repeated short rings of the bell tone.
 - b. If a tornado warning occurs while you are in a classroom, follow the posted exit directions.
 - c. If a tornado warning occurs during lunch or passing time, proceed to the lowest level of the building you are in.
 - d. Remain seated on the floor against the wall until an indication is given that the tornado warning is over.
3. Students who tamper with fire prevention equipment or set off a false fire alarm will be suspended out of school and referred to the police, and may be recommended for expulsion.

TEXTBOOKS/EXPENDABLE MATERIALS

1. Students are provided with textbooks purchased through textbook rental fees.
2. Students whose textbooks are lost, damaged, or show wear beyond normal use will be required to pay for such loss or damage, the amount not to exceed the cost of replacement.

3. Students are responsible for the books that are checked out to them in our Skyward system. Students who accidentally swap books with a friend/classmate are responsible for returning the book originally checked out to them.
4. Students should not store books checked out to them personally in any communal learning space.
5. Students who request a second set of books must provide a valid medical note or documentation in their educational plan (504 or IEP).
6. For particular classes, students may be required to buy expendable materials such as paperback books, workbooks and supplies.

STUDENT SEARCHES AND LOCKERS (see School Board Policy 446)

The School Board considers the maintenance of order and safety within the school environment to be of utmost importance. The Board recognizes that to provide for order and safety, it may be necessary for designated school officials to conduct reasonable searches of students while on school premises, on school buses or while participating in school-sponsored activities.

A student or his/her belongings may be searched if:

1. There are reasonable grounds to suspect the search will reveal evidence of violations of the law, Board policy or school rules; and
2. The manner in which the search is conducted is reasonably related to the objectives of the search and is not overly intrusive in light of the age and sex of the student and the nature of the infraction.
3. The school officials, employees and agents who may conduct searches are designated as:
 - a. Administrators, pupil services staff, and teachers holding a license issued by the state superintendent.
 - b. The school liaison officer and other officers of the Village of Whitefish Bay Police Department working with school authorities.
 - c. Support staff, including secretaries, paraprofessionals, custodians, maintenance and food service employees, in the company of an employee designated above.

LOCKERS

1. The Whitefish Bay School District provides lockers for the sake of convenience, but students do not have an expectation of privacy in their assigned lockers.
2. School authorities, for any reason, may conduct inspections of lockers at any time without prior notice. Locker searches will be supervised by Principal or the Associate Principal along with another staff member.
3. Any item in conflict with school/district policy found in a locker will be confiscated.
4. Each student is assigned a locker for personal use at the beginning of the school year. If the assigned locker is not functioning properly, contact the office.
5. Students must empty and clean their lockers before the end of the school year. Failure to do so may result in the contents being disposed of.
6. Physical Education (PE) lockers will be assigned each semester to students enrolled in PE classes.
 - a. Students must supply their own lock and are responsible for locking their individual possessions.
 - b. The PE locker rooms are utilized by both school and community groups throughout the day. Under no circumstances should any clothes, books, or other valuable items be left unattended or unsecured.
 - c. All PE lockers will be cleared at the end of each semester and unclaimed locks and personal items will be disposed of.
7. The school is not responsible for items stolen from student lockers. To minimize the risk of theft:
 - a. Keep your locker combination confidential.
 - b. Avoid sharing your locker with another student.
 - c. Refrain from storing valuable items in your locker.
 - d. Be sure that the locker is locked after accessing it.
8. Students will be held responsible for any damage done to the lockers they've been assigned.

MISSING ITEMS/THEFT

1. Students finding items should bring them to the Office.
2. Students missing items should check the lost and found in room 133.
3. Students who believe that an item has been stolen from them should complete a theft report form available through the Office.
4. Students responsible for the theft of school or personal property will be subject to a disciplinary referral, restitution, and may be referred to the police.

VISITORS/REDUCED SCHEDULES

1. Beyond school district employees and WFBHS students, all other persons who desire to be on campus must first report to the office to sign in and produce a valid driver's license to receive a visitor's badge.
2. Students are not permitted to bring visitors during the school day without administrative approval. Approval for visits is limited to new students and exchange students who would like to shadow.
3. Students with reduced schedules may not be on campus outside of their scheduled class time without staff authorization.

Pursuant to Wis. Act 88, the School District of Whitefish Bay prohibits a registered sex offender from visiting District property without first notifying the District Administrator or building administrator of the specific date, time, and place of the visit, and his/her status as a registered sex offender. This includes any building, grounds, recreation area, athletic field, or any other property owned, used, or operated for school administration. Notice must be given in writing to the District Administrator or building administrator at least 48 hours prior to the visit. The registered sex offender will receive a verbal decision from the District Administrator or building administrator regarding approval or denial of the visit.

Exceptions are as follows:

- Voters
- Non School Sponsored Activities
- Parents – Only required to notify District Administrator or designee at beginning of each school year, when child is first enrolled in school, or when parent/guardian is first registered as a sex offender, whichever occurs first.
- Students – County department, child welfare agency, or other person supervising the student agrees to work with the District Administrator to ensure the safety of the other students.

DROP OFF OF STUDENT ITEMS

The main office does not accept items for students, including lunches, textbooks, homework, personal items, etc...

COMPUTER NETWORK AND INTERNET USE (See Appendix - School Board Policy 363.2)

1. Students will be issued a user ID and password to access school computers and applications at the beginning of the school year.
2. User IDs and passwords should not be shared.
3. Inappropriate computer use may result in disciplinary action ranging from a warning to expulsion.

SEMESTER EXAM EXEMPTION POLICY

Subject to modification based on district/school response to pandemic

- Exemption criteria for freshmen, sophomores, juniors and first semester seniors enrolled in non-Advanced Placement and non-Project Lead The Way classes:
 1. Enrolled in at least six classes that require a semester exam.
 2. No unexcused absences
 3. No disciplinary referrals.
 4. No current semester grade less than C- (at time of administrative grade post).
 5. If criteria 1-4 (base criteria) are met, the semester exam for one class may be exempt provided the following class criteria are met:

- a. Work on the exam does not begin prior to the scheduled exam period. (For example, a project based exam.)
- b. Not a year long class for which the first semester exam has already been exempted (may be waived via second semester senior exam exemption criteria).
- c. Current semester grade B or higher (at time of administrative grade post).
- d. No more than seven excused absences (aside from school related activity or religious observation) in the class that is being exempted. This includes medically excused absences.
- Exemption criteria for second semester seniors enrolled in non-Advanced Placement and non-Project Lead the Way classes. For each class:
 1. No unexcused absences.
 2. No disciplinary referrals.
 3. Satisfaction of other exemption criteria as set forth by the teacher. Note: This criterion may not limit exemption to only those students who have earned the highest grades.
 Note: This exemption opportunity is *not* available to seniors who graduate one semester early.
- Exemption criteria for Advanced Placement and Project Lead the Way classes:
 1. Second semester only.
 2. Completion of the national Advanced Placement/Project Lead the Way exam.
 3. Satisfaction of other exemption criteria as set forth by the teacher.
- Students granted exam exemptions are required to participate fully in all instructional activity leading up to final exams.

WORK PERMITS

Work permits can be obtained in the office for anyone under the age of 16. The following items are required for a work permit:

1. Proof of age- Birth Certificate, Passport, Baptismal Certificate, Drivers License, or Drivers Permit.
2. Letter from employer indicating confirmation of employment.
3. Signed note from a parent giving permission to work.
4. Social Security Card (Social Security Number is not sufficient)
5. \$10.00 Permit Fee
6. Student Signature- The student must be present to obtain the work permit.

Work permits may take up to 24 hours to process.