

WHITEFISH BAY HIGH SCHOOL

1200 E. FAIRMOUNT AVENUE, WHITEFISH BAY, WISCONSIN 53217

PHONE 414-963-3928



August 3, 2016

Dear Parents, Guardians and Students,

Welcome to the 2016-2017 school year! I hope that you are enjoying this beautiful Wisconsin summer, while also gaining excitement for the school year ahead.

Just two short months ago, we watched as our 2016 graduates turned their tassels and officially joined the ranks of WFBHS alumni. Looking back nearly 85 years now, that is quite an esteemed group to join. During the ceremony, I was once again humbled by the incredible accomplishments of our students in just four short years in high school. Not only in their academic pursuits, but through their extracurricular and personal achievements, our graduates maximized their high school experience, demonstrating both individual and collective Duke Pride until the moment they received their diplomas. Looking ahead to the new school year, I want nothing more than for each class, and each individual within their class to experience the same – four years of learning, growing, laughing, and thriving here at Whitefish Bay. I'm excited to begin this journey with each of you as a member of our school community.

The exceptionally professional yearbook published by our students this year made me quite proud as a principal. The theme of the book was "point of view" and in the students' words, it was designed to honor the notion that "students at Whitefish Bay are challenged in every period. Students are exposed to different points of view and forced to develop their own opinions and share their perspective on different issues....academics encourage students to think critically and develop unique points of view on various topics." I couldn't have said it better myself. A continued point of emphasis here at Bay will be to honor every student, their talents, and their perspectives; to learn from each other and empathize through shared experiences. From the classroom to the field to the stage, I look forward to each student helping to make our school the absolute best that it can be, continuing the longstanding tradition of excellence for which our school is celebrated.

As pleased as we are with much of our students' performance, we are also a learning institution, always striving to reflect upon and improve our work on behalf of those we serve. Our direction for this year will be aimed at continuing to examine our practices against their effectiveness and inclusiveness for ALL kids. The two primary District Focus Plan goals are ensuring that EVERY student meet or exceed our learning standards to promote their future success and that they experience a caring, inclusive learning environment that supports the development of the whole child. In order to realize these goals, we look forward to continuing and expanding our RtI interventions, formalizing our Duke Pride program to enhance our school culture, and more deeply examining existing policies and practices that may be unintentionally prohibitive. Understanding that adult learning must precede student learning, our departmental teams will continue their important work around standards, assessment, alignment and differentiation. Further, we found success creating cross-curricular teacher teams designed to surround students with adult support, and we look forward to formalizing the work of those teams.

With school starting in less than a month, it's time to begin preparations for the upcoming year. Our first order of business is student registration. **Registration related fees and forms are to be mailed to the high school or dropped off in the main office.** Students, however, need to have their ID pictures taken and pick up their textbooks (see below for dates and times). To ensure that your student is correctly registered, here is what needs to be done:

1. Complete the following forms (all are available on the website at: www.wfbschools.com/schools/high)

Required:

Registration fee form (one form per family), including cash, money order or check payable to Whitefish Bay High School

Prescription Drug Disclosure Form (for each student) Note: This must be completed annually, whether your student is on prescription medication or not

Handbook Receipt Verification form (one form per family)

Optional:

Parent Organization Membership Form (one form per family) with check payable to WFBHS Parent Association

Request to Withhold Student Information Form (for each student) Note: this form must be completed annually to ensure parents' most recent wishes are honored, and submitted by September 5 in order for desired withholdings to be reflected in our student directory.

Google Email Opt-Out Form

Fee Waiver Form (for families unable to pay school fees due to financial hardship)

Visual Image Photography Order Form (for each student) with payment in the form of cash, money order, or check. This form should NOT be sent. Instead, it should be turned in directly to the Visual Image Photography staff when student ID pictures are taken. Alternatively, payment may be made online.

2. Mail all necessary forms and applicable fees to Whitefish Bay High School, 1200 East Fairmount Avenue, Whitefish Bay, WI 53217, or drop them off at the high school office. Again, please do not send the photography form; students should bring it with them when they come for pictures.

3. Direct your student(s) to have their ID pictures taken in the auditorium lobby and pick up their textbooks in the main lobby on Tuesday, August 16 from 8:00 AM to Noon or Tuesday, August 23, from Noon to 4:00 PM.

- Parents, especially those of students who are new to WFBHS, are welcome to join their student in conducting this business.
- Textbooks will not be issued until those missing from prior semesters are either paid for or returned.
- Student schedules, including locker numbers and combinations, will be provided so students may put their textbooks in their assigned lockers.
- 2016 Tower Yearbooks purchased last year may also be picked up in the main lobby.
- Seniors may use their ID picture as their senior portrait for the 2016 Tower Yearbook.
- The PTA will be available at registration to collect membership forms and the school store will be open to sell spirit wear!
- For those students who are unable to make it either of these days:
Textbooks may be picked up on August 29th from 8:00 AM to Noon, or the first day of school during lunch or after school.
Photo ID pictures may be taken during the school day on September 7th.

4. Secure the English trade books (paperbacks) needed for each of your student's assigned English courses as directed by the English Trade Book Purchase Guidelines (also available online via the link to the website).

Along with the necessary registration forms, please also read the Start of School Information, and the New, Notes and Reminders listed below. Enjoy the rest of your summer and best wishes for successful 2016-2017 school year!

Sincerely,



Amy Levek, Principal

News, Notes and Reminders

IMPORTANT CONTACT INFORMATION

Family Access allows parents and students the opportunity to keep tabs on student academic performance as well as demographic, attendance, discipline and scheduling information. The Family Access Message Center also enables nearly instant school to home communication via email. To ensure a functional connection with this critical resource, please be certain to have a current email on file with us. Should your email address change, you can update it in Family Access through the Account Info link located at the top of the home screen. Please logon to your Family Access account and double-check that your email is correct. Please also verify that following information is current (new families will receive login information via email):

- Primary, work and cellular phone numbers for all guardians
- Emergency contact information

If this or any of this information is incorrect, please contact Annette Lemont at 414-963-3990.

COMMUNICATION THROUGHOUT THE YEAR

Each Monday, you will receive an email containing the Parent Link. It will also be posted to our website. This is similar to the Thursday Folder that is utilized K-8. The Link will update you with timely information, dates for future events, information related to building initiatives, and significant student/staff accomplishments. In addition to the Parent Link, you will also receive an email regarding Athletics/Activities from our Director, Jason Kasmarick. A current email is necessary in order to receive this information directly.

HOMEROOM CHANGES

Each student is assigned a homeroom. Please double-check homerooms on your schedule as they have changed for some students. In the past, homerooms met only a few times per year and were used exclusively to deliver paperwork items to students. This year, we will be expanding our homeroom program. Homeroom will meet 1-2 times per month for approximately 25 minutes. Some of the goals of this new structure are to:

- Expand the orientation program for freshmen to provide additional mentoring throughout the year
- Provide a consistent format to deliver Duke Pride lessons in order to enhance our school culture
- Afford each student another adult advocate within the building
- Allow for a predictable timeframe to deliver important information related to college application, upcoming assessments, Academic and Career Plans, course selection, etc. through large group meetings

DROP-OFF OF FORGOTTEN ITEMS

We understand that students occasionally forget important items at home. Due to our school safety protocols as well as our overall office capacity, we cannot regularly accept non-emergency items in the office during the school day. If you need to deliver an item, please make every attempt to meet your child at ISH/lunch when our building is open from 11:25-12:24. Knowing that this is not possible for some families, please use your discretion to limit drop-off items to emergencies only. We encourage students to have a \$5 emergency lunch fund in their backpacks to reinforce responsibility and resourcefulness.

UPDATED TARDY POLICY

For the past few years, we have modified the tardy policy to hold students accountable for being to class on time, while also working to balance the variables of student life that may cause occasional delays. We also seek to appropriately consequence, without attaching a seemingly academic penalty (loss of exam exemption) and also providing sufficient opportunities for students to correct their behavior. Having learned from our data, we have once again modified the policy to reflect what we believe to be both fair and just.

The new policy is as follows:

First Period Tardy Policy

Each student is allowed 5 first period tardies each semester in recognition that unplanned delays may occur due to weather or unforeseen circumstances. After the 5th tardy, the following consequences will occur:

1. The office will issue a closed-lunch detention to be served within one day of the offense. If this detention is not served, 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 10.
2. If the student accumulates 10 tardies, the student will be issued a disciplinary referral for excessive tardies and will lose the exam exemption privilege.
3. If the student accumulates 15 tardies, an in-school suspension will be assigned.
4. After 20 tardies, the student will be referred to the Whitefish Bay Police Department for truancy.

Second Through Seventh Period Tardy Policy

The instructor is responsible for communicating orally and in writing what constitutes tardiness in his or her class. When students are tardy, the following consequences will occur:

1. 1st – 5th Offense: Teacher warning and re-teaching of the expectation that students arrive to class on time. Teacher will contact the parent/guardian prior to the 5th offense.
2. 6th Offense: If the student accumulates 6 tardies, the teacher will issue a disciplinary referral for excessive tardies and the student will lose the exam exemption privilege and be required to serve an office detention.
3. 15th Offense: If the student accumulates 15 tardies, an in-school suspension will be assigned.
4. After 20 tardies, the student will be referred to the Whitefish Bay Police Department for truancy.

CLARIFIED DRESS CODE

In the past, the dress code lacked specificity. Understandably, this made it difficult for some students to consistently follow and for staff to uniformly enforce. The dress code has been updated to give greater clarity on the expectation of appropriate dress for a learning and working environment. While the intent is not to diminish dress as a form of individual expression, the updated code is in place to best support a consistent, safe, and healthy school community. The updated language in the student handbook is as follows: Student dress that is offensive to others, too revealing, disrupts the educational process, or is determined by staff to be inappropriate is prohibited. Shirts/blouses must cover the waist, chest, and back and must have two straps. Undergarments must be covered. Short shorts, short skirts, and ripped clothing must cover upper thighs and/or buttocks. Articles of clothing, jewelry, and insignia that include obscene or profane language or pictures, or a message which intends to mock, ridicule, demean or provoke others, or promotes alcohol or drugs are not allowed in school.

GRADUATION 2017

After surveying students, parents and staff, Graduation for 2017 will remain on a Sunday – June 11th.

STAFF CHANGES FOR THE 2015-2016 SCHOOL YEAR

The 2016-2017 school year will bring a few new faces among the high school staff. We are excited to benefit from the skills and talents represented among our new hires. The following table summarizes the teacher changes:

New Staff	Former Staff	Explanation
Mr. Kasmarick	Mr. Gustavson	Resulting from Mr. Gustavson's retirement, Mr. Kasmarick has been hired to be our new Athletics/Activities Director.
Mr. Scott	Mr. DeVinney	In the wake of Mr. DeVinney's resignation to pursue his interest in music, Mr. Scott has been hired to teach English 1 and 2, Advanced Comp, and American Literature.
Mr. Johnston	Mr. Scott	Mr. Johnston is coming on board to teach Pre-Algebra, Algebra, and Advanced Geometry as a result of Chris Lucas's resignation.
Mr. Finder	Ms. Kexter	Mr. Finder has been hired to take the place of Kelly Dexter who resigned this past year. Mr. Finder will be teaching Computer Concepts and Business courses.
Mr. Kohlhoff	Mr. Madler	As a result of Mr. Madler's resignation, Mr. Hans-Peter Kohlhoff has been hired to teach German levels 2-AP.

IN THE CASE OF CONCUSSION:

If you believe that your son or daughter may be suffering from a concussion, please seek medical care and let us know as soon as possible. Whether school-related or not, we ask that you contact our School Nurse, Jackie Turkal at 414-963-3989 so that we are aware of your child's condition. While Ms. Turkal will certainly alert relevant staff, we also encourage you to maintain contact with your son/daughter's teachers, coaches and counselor so that we can do our part to accommodate individual student circumstances.

PARENT ADVISORY MEETINGS

I highly value ongoing parent feedback. Beginning last year, I scheduled quarterly parent feedback (advisory) sessions, designed as an open forum for parents to raise issues that they feel important to the continued success of our school community. In order to be as inclusive as possible of all voices in attendance, limited each of the four "advisory" sessions to 10 participants. I found that a group this size was large enough to provide a broad perspective, while small enough to afford deeper conversation. I look forward to continuing these advisory sessions again this year. First and third quarter meetings are held in the morning, while second and fourth quarter meetings are held in the evenings. If you are interested in attending one of these meetings, please fill out the following form indicating your name and preferred meeting time. I will work to honor parent preferences and will contact participants directly with date/time and location in September. Thank you! <https://goo.gl/forms/Ae6PUqR273eUeSmp1>