



# Whitefish Bay

## MIDDLE SCHOOL

Student Name: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

### **Whitefish Bay Middle School**

1144 E. Henry Clay Street ■ Whitefish Bay, WI 53217

*An Exceptional Place to Learn*

Attendance: 414.963.6818

School office: 414.963.6800

Office hours: 7:30am – 4:00pm

# STUDENT AGENDA

## 2024-25

With a strong foundation of excellence in academics, the arts, and athletics, we welcome you to Whitefish Bay Middle School. Our staff firmly believes in the transformative power of education, especially during the turbulent adolescent years. By holding high expectations for our students, while simultaneously supporting their social and emotional growth, we can prepare our students for the rigors of high school and the world beyond our doors.

Serving over 600 students in grades six, seven and eight, Whitefish Bay Middle School believes in the development of the whole child. Our students can engage with rich, meaningful curriculum in the core subject areas during large blocks of instructional time. Additionally, in order for students to discover themselves and the world around them, a wealth of choices in elective areas complement the core academic program. The structure of our school truly allows students access to the best possible academic program available.

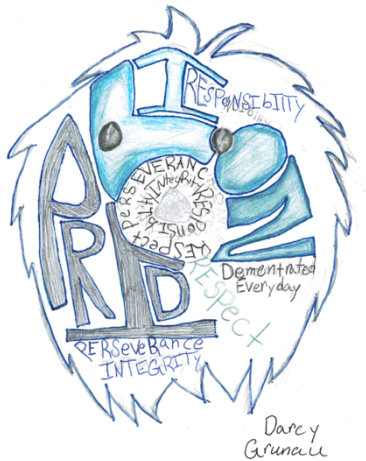


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## ROAD TO SUCCESS

As a student at Whitefish Bay Middle School, you have the right to be educated in a safe and orderly environment. You also have the



challenge of acting responsibly and building healthy, positive relationships. You have the responsibility to behave in a manner that allows others to learn, grow and feel safe.

## LION PRIDE

Whitefish Bay Middle School implements a system to meet our mission, which is establishing and maintaining a safe, values based, supportive environment to maximize academic achievement and social emotional competence of all learners.

Students will be taught which behaviors are expected in school wide environments and parents will be informed of the expectations via the weekly letter written by the principal. Success is measured through internal data.

All WFBMS staff members are responsible for teaching and modeling how to behave appropriately and by making you aware of the consequences for failing to do so. Our staff enforces the rules that make our school a safe and positive place to learn. Always tell a teacher if you have a concern.

### School Virtues

Our school virtues of PERSEVERANCE, RESPECT, RESPONSIBILITY AND INTEGRITY are our guiding principles. We expect each member of the Whitefish Bay learning community to act in a manner that is consistent with these virtues. Consequences result when poor choices are made that violate the spirit of our school virtues. Here's how to avoid disciplinary action:

- Come to school on time ready to learn.
- Use your class time wisely, follow all school rules, and be respectful of your teachers and fellow students.
- Say and write only kind words.
- Keep your hands, feet, and property to yourself, and do not take things that don't belong to you.
- Play cooperatively at recess by sharing and getting others involved.
- Be safe when moving in the halls and locker bays.
- Be respectful of others in hallways and locker bays by speaking with a Voice Level 2 and moving directly to your destination. When your entire class is moving in the hall, use a Voice Level 1.
- Treat your locker, books and school-related materials with respect.

- Keep your locker locked and do not share your combination with others.
- If you need to leave class, ask your teacher and fill out a SmartPass.
- Take responsibility for your actions and choices by disciplining yourself, so someone else does not.



## STUDENT BEHAVIOR

### Process for Addressing Inappropriate Behavior

The student will discuss with his/her teacher the specifics of how a virtue or rule was violated. For Classroom Managed Offenses, the teacher will contact your parents/guardians, and will issue a consequence, such as recess or lunch and recess detention depending on the number of offenses. Office Managed Offenses will be referred to the Associate Principal for an appropriate disciplinary response. Additionally, four Classroom Managed Offenses for the same classification of misbehavior equals one Office Managed Offense. In this instance, the following consequences may apply: make amends, detention, in-school suspension, out-of-school suspension, police referral, alternative educational placement or recommendation for expulsion.

Further disciplinary action will follow if the problem is not resolved or an undesirable behavior pattern continues.

The School District of Whitefish Bay has several Board Policies that protect the specific rights of students and staff. It is important to highlight a few that pertain to school well-being and safety. All of the board policies have been included in our Parent/Student School Handbook and can be accessed on our Website at [www.wfbschools.com](http://www.wfbschools.com).

### BULLYING, HARASSMENT AND/OR HAZING (BOARD POLICY 411.1)

The School Board seeks to provide a safe and positive learning environment for all students. Bullying and/or hazing disrupts both a student's ability to learn and the school's ability to educate its students in a safe environment. Therefore, the Board will not tolerate student bullying and/or in any form while on District grounds or at any District sponsored events.

The Board has established the following processes and procedures to investigate all allegations of bullying and/or hazing. In the

event that bullying and/or hazing is substantiated through these processes and procedures, immediate steps designed to end the bullying and/or hazing must be taken to prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in bullying and/or hazing will be subject to appropriate disciplinary action.

#### Definitions

The following terms used in this Policy shall have the meanings as defined herein. Any word or term not defined herein will be construed in accordance with their plain and ordinary meaning.

**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. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status. Conduct found to be conflict shall not be considered bullying.

**Complainant** is the student who is alleged to be the victim of conduct that could constitute bullying and/or hazing.

**Conflict** means interactions that generally occur in the heat of the moment. Conflict often arises from a difference of opinion and most of the time the parties involved are equally engaged and upset. Conflict is typically neither planned nor ongoing as it tends to occur intermittently, and those involved have a shared interest and ability to find resolution. Conflict may include, but is not limited to, arguments, unkind or cruel expressions, insensitive jokes, exclusions from activities, social exclusion, etc.

**Day(s)** means business days, unless explicitly stated otherwise when used.

**Hazing** means performing any act(s) or coercing another/others, including the victim(s), to perform any act(s) of initiation or membership into any class(es), group(s), or organization(s) that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this Policy.

**Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute bullying and/or hazing.

**Supportive measures** mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, additional supervision or planned accompaniment, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security, supervision, monitoring of certain areas of school grounds, and other similar measures.

#### Reporting Possible Bullying and/or Hazing

Reporting procedures are as follows:

Any student who believes they have been subjected or are currently being subjected to bullying and/or hazing prohibited under this Policy are encouraged to report the alleged bullying and/or hazing to their building principal or associate principal, or any other District employee.

Any parent or guardian of a student who believes their student has been subjected or is currently being subjected to bullying and/or hazing prohibited under this Policy are encouraged to report the alleged bullying and/or hazing to their student's building principal or associate principal, or any other District employee.

Any District employee who has knowledge or has received notice of alleged bullying and/or hazing prohibited under this Policy, shall report the alleged bullying and/or hazing to the building principal or associate principal of the student who is the alleged victim of bullying, within two (2) days.

Any person with knowledge or belief that a student has been subjected or is currently being subjected to bullying and/or hazing prohibited under this Policy are encouraged to report the alleged bullying and/or hazing to the building principal or associate principal of the student who is the alleged victim of bullying and/or hazing.

Any individual who reports allegations of bullying and/or hazing are encouraged to use the Report of Discrimination, Harassment, Sexual Harassment, Bullying, and/or Hazing Form (Policy [XXX] – Exhibit), when making their report of alleged bullying and/or hazing to a building principal, associate principal, or District employee. However, oral reports to a building principal, associate principal, or a District employee are considered reports of bullying and/or hazing as well.

#### Investigation and Written Determination

Step 1: Upon receipt of a complaint, the building principal or associate principal shall provide written acknowledgement of the complaint within ten (10) days. If the Complainant elects to resolve the complaint informally, the building principal or associate principal will respond to the complaint and describe the informal resolution in writing within thirty (30) days of such an election unless additional time is needed.

Step 2: If the complaint is not informally resolved, the building principal will promptly investigate by interviewing the Complainant, Respondent, any potentially relevant witnesses, as determined by the building principal or associate principal, and gather any documentation or other evidence that may be relevant, as determined by the building principal or associate principal.

Step 3: Once the investigation has concluded, the building principal or associate principal shall prepare a written determination summarizing the factual findings and final determination of whether or not bullying and/or hazing occurred. This written determination shall be made within thirty (30) days of the commencement of the investigation unless additional time is needed. If additional time is needed, the building principal shall provide written notification to all parties.

Step 4: If the Complainant or Respondent wishes to appeal the decision of the building principal or associate principal, they may submit a signed statement of appeal to the District Administrator within five (5) days. The District Administrator shall meet with all parties involved, formulate a conclusion, and respond in writing to the appeal within thirty (30) days unless additional time is needed. The decision of the District Administrator shall be final. In all cases, a final determination concerning the complaint shall be issued within one-hundred (100) days of receipt of the complaint unless additional time is agreed to by the Complainant.

If, at this point, the complaint has not been satisfactorily settled, further appeal may be made within thirty (30) days to the Department of Public Instruction, Equal Educational Opportunity Office, P.O. Box 7841, Madison, WI 53707. An appeal to the DPI should be in writing and signed. The following information should be included: the reason for the appeal, the facts that make the Complainant believe discrimination occurred; and the relief or outcome the Complainant is requesting. If the person appealing is a minor, a parent or guardian must sign the appeal. In addition, the Complainant may appeal directly to the DPI if the District has not provided written acknowledgement within forty-five (45) days of receipt of the complaint or has not made a determination within one-hundred (100) days of receipt of the written complaint. In some circumstances, a complaint or appeal may also be made to the U.S. Department of Education's Office for Civil Rights (OCR), 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604, as authorized by various federal laws, or a complaint or suit may be filed with another external governmental agency or court. Such agencies and courts independently determine the extent to which any given complaint falls within their realm of authority. Such actions may be taken in lieu of or in addition to filing a complaint under the District's local procedures.

Nothing herein shall prevent the District Administrator from consulting with legal counsel at any point during this process or before finalizing the written response to the appeal.

Nothing herein shall prevent a building principal or associate principal from consulting with legal counsel at any point during the investigation process or before finalizing the written determination.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

If, at any time during the investigation of alleged bullying and/or hazing, the investigator believes that the reported misconduct involves allegations of sexual harassment per Board Policy 411.3 – Nondiscrimination on the Basis of Sex in Education Program or Activities, the building principal or associate principal shall refer the matter to a District's Compliance Officer, who shall investigate and follow all processes and procedures under Board Policy 411.3.

If, at any time during the investigation of alleged bullying and/or hazing, the investigator believes that the reported misconduct

involves allegations of harassment per Board Policy 411.1 – Student Anti-Harassment, the building principal or associate principal shall refer the matter to a District's Compliance Officer, who shall investigate and follow all processes and procedures under Board Policy 411.1.

### **Sanctions and Disciplinary Action**

The Board vigorously enforces its prohibitions against bullying and/or hazing by taking appropriate action reasonably calculated to stop the bullying and/or hazing and prevent further misconduct. Therefore, if the District issues a determination under these procedures that a student has engaged in conduct that constitutes bullying or hazing in violation of Board policy, the building principal and/or District Administrator shall specify in writing for the student and his/her parent or guardian (1) any school-related consequences that the District is imposing on the student; and/or (2) any other interventions that the District intends to implement to promote positive changes in the student's interpersonal skills, communication skills, socio-emotional development and/or general behavior moving forward. All disciplinary action will be taken in accordance with applicable law and the totality of the circumstances shall be considered, taking into account the age and maturity of all students involved.

### **District Interventions Following Reports and Substantiated Incidents of Bullying and/or Hazing Involving Students**

Following any substantiated incident of bullying and/or hazing involving a student victim, the building principal shall work with the student and their family to design and implement supportive measures.

There are many instances and examples of behavior that constitutes conflict between and amongst students which may not rise to the level of bullying and/or hazing. In situations where bullying and/or hazing is not substantiated, and conduct is determined to be conflict, the District may consider whether the conduct nevertheless warrants discipline in accordance with other Board and/or District policies. If the alleged conduct is determined to be conflict and not bullying and/or hazing, a CO and/or administration will attempt to work with all parties to eliminate the conflict.

### **Other Violations of this Policy**

Additional violations of this Policy occur when: (1) an individual retaliates against a person who has made a report or filed a complaint alleging bullying and/or hazing; (2) an individual retaliates against a person who participates as a witness in a bullying and/or hazing investigation; (3) an individual files a malicious or knowingly false report or complaint of bullying and/or hazing; (4) a District employee fails to report suspected bullying and/or hazing when the District employee has knowledge of or has been provided notice of the suspected bullying and/or hazing; or (5) a CO or CO's designee disregards or fails to investigate allegations of bullying and/or hazing.



Complaints alleging retaliation may be filed according to the complaint processes and procedures contained in this Policy. Conduct found in violation of this Policy may result in disciplinary action as described in this Policy.



## STUDENT ANTI-HARASSMENT (BOARD POLICY 411.1)

The Board prohibits harassment based on sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, disability, physical attributes, gender identity or expression, or social, economic or family status ("Protected Classes").

The School Board seeks to provide a safe and positive learning environment for all students. Harassment disrupts both a student's ability to learn and the school's ability to educate its students in a safe environment. Therefore, the Board will not tolerate student harassment in any form while on District grounds or at any District sponsored events.

The Board has established the following processes and procedures to investigate all allegations of harassment. In the event that harassment is substantiated through these processes and procedures, immediate steps designed to end the harassment must be taken to prevent its recurrence and remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

### Definitions

The following terms used in this Policy shall have the meanings as defined herein. Any word or term not defined herein will be construed in accordance with their plain and ordinary meaning.

**Complainant** is the student who is alleged to be the victim of conduct that could constitute harassment.

**Conflict** means interactions that generally occur in the heat of the moment. Conflict often arises from a difference of opinion and most of the time the parties involved are equally engaged and upset. Conflict is typically neither planned nor ongoing as it tends to occur intermittently, and those involved have a shared interest and ability to find resolution. Conflict may include, but is not limited to, arguments, unkind or cruel expressions, insensitive jokes, exclusions from activities, social exclusion, etc.

**Day(s)** means business days, unless explicitly stated otherwise when used.

**Harassment** means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student based on one or more of the student's Protected Class(es), that:

- A. places a student in reasonable fear of harm to their person or damage to their property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

**Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute harassment.

**Supportive measures** mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, additional supervision or planned accompaniment, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security, supervision, monitoring of certain areas of school grounds, and other similar measures.

### Compliance Officers

The Board has designated the following individuals to serve as the District's Compliance Officers ("COs"):

Tim Lemke	Hannah Chin
Director of Special Education & Pupil Services	Human Resources Manager & Associate Legal Counsel
1200 E. Fairmount Ave	1200 E. Fairmount Ave.
Whitefish Bay, WI 53217	Whitefish Bay, WI 53217
414-963-3871	414-963-3881
tim.lemke@wfbschools.com	hannah.chin@wfbschools.com

### Reporting Possible Harassment

Reporting procedures are as follows:

- A. Any student who believes they have been subjected or are currently being subjected to harassment prohibited under this Policy are encouraged to report the alleged harassment to a CO, or any other District employee.
- B. Any parent or guardian of a student who believes their student has been subjected or is currently being subjected to harassment prohibited under this Policy are encouraged to report the alleged harassment to a CO, or any other District employee.

- C. Any District employee who has knowledge or has received notice of alleged harassment prohibited under this Policy, shall report the alleged harassment to a CO within two (2) days.
- D. Any person with knowledge or belief that a student has been subjected or is currently being subjected to harassment prohibited under this Policy are encouraged to report the alleged harassment to a CO, or any other District employee.

Any individual who reports allegations of harassment are encouraged to use the Report of Bullying, Harassment, and/or Hazing Form (Policy 411.5 Exhibit), when making their report of alleged harassment to a CO or District employee. However, oral reports to a CO or a District employee are considered reports of harassment as well.

Upon receipt of a written or oral report of harassment, a CO will contact the Complainant and begin the formal or informal process described herein, or the CO will designate a specific administrator to conduct the process necessary for an informal or formal investigation.

Upon receiving a complaint, the CO will consider whether any action should be taken during the pendency of a complaint to protect the Complainant from further harassment or retaliation.

- **In the event that the conduct alleged, if proven, may be considered sexual harassment per Board Policy 411.3 – Nondiscrimination on the Basis of Sex in Education Program or Activities, the CO shall process the complaint under Board Policy 411.3**
- **In the event that the conduct alleged, if proven, may be considered bullying per Board Policy 411.2 – Bullying and/or Hazing, the CO may elect to refer the matter to the building principal or associate principal to process the complaint under Board Policy 411.2.**

#### **Notice and Optional Informal Resolution of Harassment Complaint**

As soon as practicable, but generally, within two (2) days of receiving the complaint, the CO, or CO's designee, will initiate an investigation by confirming receipt of the complaint with the Complainant and inform the Complainant of the harassment investigation process described herein.

As soon as it is appropriate, the CO or CO's designee, will inform the Respondent that a complaint has been received. The Respondent will be provided with this Policy, will be informed about the nature of the allegations, and must have the opportunity to respond to the complaint.

The District encourages the informal resolution of student harassment complaints or concerns. Once a CO, or CO's designee, receives a complaint of harassment, the CO, or CO's designee, shall discuss with the Complainant the ability to resolve the complaint of harassment informally. If this informal resolution process or outcome is not acceptable to the Complainant, they may continue with the formal procedures according to the steps listed below. If the CO, or CO's designee and the Complainant agree the matter may be resolved informally, the CO or the CO's designee shall

respond to the complaint and describe the agreement to resolve the complaint informally, in writing, within fifteen (15) days, unless additional time is needed.

#### **Investigative Process and Procedures**

##### **Step 1: Investigation and Written Determination**

If the complaint is not resolved informally, the CO or the CO's designee shall investigate the complaint, which will typically include: (1) interviewing the Complainant; (2) interviewing the Respondent; (3) interviewing any other witness(es) who reasonably may be expected to have relevant information, as determined by the CO or CO's designee; and (4) gathering and considering any documentation or other evidence from the Complainant, Respondent, or any other witness(es) which may be considered relevant, as determined by the CO or the CO's designee.

Once the investigation has concluded, the CO shall prepare a written determination summarizing the factual findings and final determination of whether or not harassment occurred. This written determination shall be made within thirty (30) days of the commencement of the investigation unless additional time is needed.

In the event that the CO designates an administrator to conduct the investigation, the CO's designee shall prepare written factual findings and recommendations and provide them to the CO within thirty (30) days of the commencement of the investigation. The CO will review the written factual findings and recommendations and shall prepare a written determination within ten (10) days of receiving the written factual findings and recommendations from the CO's designee.

Nothing herein shall prevent a CO, or CO's designee from consulting with legal counsel at any point during the investigation process or before finalizing the written determination or factual findings and recommendations.

- **If, at any time during the investigation of alleged harassment, the investigator believes that the reported misconduct involves allegations of sexual harassment per Board Policy 411.3 – Nondiscrimination on the Basis of Sex in Education Program or Activities, the CO shall investigate and follow all processes and procedures under Board Policy 411.3.**
- **If, at any time during the investigation of alleged harassment, the investigator believes that the reported misconduct involves allegations of bullying and/or hazing per Board Policy 411.2 – Bullying and/or Hazing, the CO may refer the matter to the building principal or associate principal to investigate and follow all processes and procedures under Board Policy 411.2.**

##### **Step 2: Appeal to District Administrator**

If the Complainant or Respondent wishes to appeal the decision of the CO, they may submit a signed statement of appeal to the District Administrator within five (5) days. The District Administrator shall meet with all parties involved, formulate a conclusion, and respond in writing to the appeal within thirty (30) days unless additional time is needed. The decision of the District



Administrator shall be final. In all cases, a final determination concerning the complaint shall be issued within ninety (90) days of receipt of the complaint unless additional time is agreed to by the Complainant.

Nothing herein shall prevent the District Administrator from consulting with legal counsel at any point during this process or before finalizing the written response to the appeal.

### Step 3: Appeal to State Superintendent of Public Instruction

If, at this point, the complaint has not been satisfactorily settled, further appeal may be made within thirty (30) days to the Department of Public Instruction, Equal Educational Opportunity Office, P.O. Box 7841, Madison, WI 53707. An appeal to the DPI should be in writing and signed. The following information should be included: the reason for the appeal, the facts that make the Complainant believe harassment occurred; and the relief or outcome the Complainant is requesting. If the person appealing is a minor, a parent or guardian must sign the appeal. In addition, the Complainant may appeal directly to the DPI if the District has not provided written acknowledgement within forty-five (45) days of receipt of the complaint or has not made a determination within ninety (90) days of receipt of the written complaint.

In some circumstances, a complaint or appeal may also be made to the U.S. Department of Education's Office for Civil Rights (OCR), 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604, as authorized by various federal laws, or a complaint or suit may be filed with another external governmental agency or court. Such agencies and courts independently determine the extent to which any given complaint falls within their realm of authority. Such actions may be taken in lieu of or in addition to filing a complaint under the District's local procedures.

### Other Violations of the Anti-Harassment Policy

Additional violations of this Policy occur when: (1) an individual retaliates against a person who has made a report or filed a complaint alleging harassment; (2) an individual retaliates against a person who participates as a witness in a harassment investigation; (3) an individual files a malicious or knowingly false report or complaint of harassment; (4) a District employee fails to report suspected harassment when the District employee has knowledge of or has been provided notice of the suspected harassment; or (5) a CO or CO's designee disregards or fails to investigate allegations of harassment.

Complaints alleging retaliation may be filed according to the complaint processes and procedures contained in this Policy. Conduct found to be a violation of this Policy may result in disciplinary action as described in this Policy.

### District Interventions Following Reports and Substantiated Incidents of Harassment Involving Students

Following any substantiated incident of harassment involving a student victim, the building principal, CO, and/or the District Administrator shall work with the student and their family to design and implement supportive measures.

There are many instances and examples of behavior that constitutes conflict between and amongst students which may not rise to the level of harassment. In situations where harassment is not

substantiated, and conduct is determined to be conflict, the District may consider whether the conduct nevertheless warrants discipline in accordance with other Board and/or District policies. If the alleged conduct is determined to be conflict and not harassment, a CO and/or administration will attempt to work with all parties to eliminate the conflict.

### Sanctions and Disciplinary Action

The Board vigorously enforces its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further misconduct. Therefore, if the District issues a determination under these procedures that a student has engaged in conduct that constitutes harassment in violation of Board policy, the building principal and/or District Administrator shall specify in writing for the student and his/her parent or guardian (1) any school-related consequences that the District is imposing on the student; and/or (2) any other interventions that the District intends to implement to promote positive changes in the student's interpersonal skills, communication skills, socio-emotional development and/or general behavior moving forward. All disciplinary action will be taken in accordance with applicable law and the totality of the circumstances shall be considered, taking into account the age and maturity of all students involved.

### **STUDENT USE AND POSSESSION OF WEAPONS (BOARD POLICY 443.6)**

It is the goal of the School District of Whitefish Bay to provide a safe and healthy environment for all persons on its premises or attending any of its activities or functions.

#### **Weapons Prohibited**

No student shall possess, use, store, transfer or make accessible to another person any weapon while the student is (a) at school or under the supervision of a school district authority, regardless of the student's location; (b) in any building or facility or on grounds or premises owned, occupied or controlled by the District, at any time; (c) in any District-owned vehicle or on any form of District-provided transportation, at any time; and/or (d) participating in or attending any District-sponsored program or activity.

No student, while not at school or while not under the supervision of a school authority, shall possess, use, store, transfer or make accessible to another person any weapon in a manner which (a) endangers the property, health or safety of others who are at school or under the supervision of a school authority; or (b) endangers the property, health or safety of any employee or School Board member of the District.



No student shall keep or store, or allow any other person to keep or store, a weapon in a vehicle at any time when the vehicle is located on school premises or on other property owned, occupied or controlled by the District.

No student shall falsely represent as a weapon anything that, although not actually a weapon, has (or has been given) the appearance of a weapon (e.g., to intimidate or threaten another person).

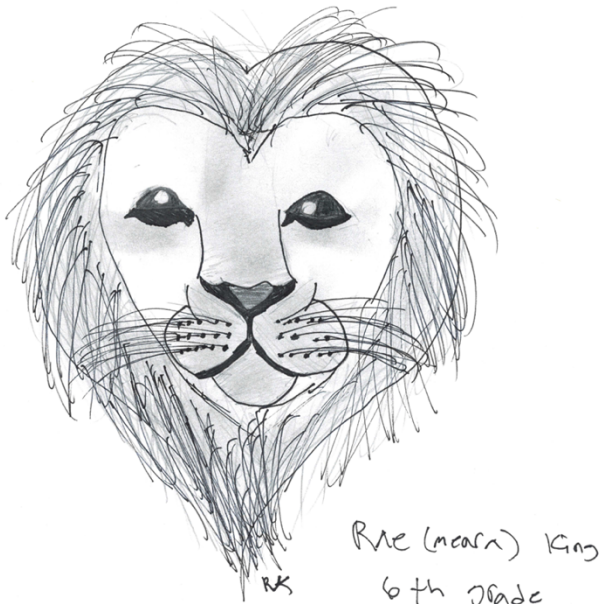
### **Exceptions to the Prohibitions Against Student Possession of Weapons**

The prohibitions on weapons identified above do not apply in the following circumstances:

Where state or federal law prohibits a school district from restricting any student's right to possess or use any weapon in a location or at a time otherwise covered by this policy.

Pursuant to any other exception that is consistent with applicable law and that is approved in advance by a motion of the Board.

In addition, it shall not be considered a violation of this policy for a student to possess or use a potentially dangerous object or substance, other than a firearm, destructive device or electric weapon, which might otherwise fit this policy's definition of a weapon or which might improperly be used as a weapon (e.g., certain knives, cutting instruments, equipment, or tools), provided that (1) the object or substance has been authorized or issued by the District; and (2) the object or substance is possessed and used exclusively for its limited and authorized purpose(s).



### **Definition**

As used in this policy, the term "weapon" includes, but is not necessarily limited to, the following:

- any firearm, including a starter gun, whether loaded or unloaded, assembled or unassembled, partial or complete;
- any bomb, explosive, or similar destructive device;
- any device which is designed, used or intended to be used to immobilize or incapacitate persons by the use of electric current;
- any beebee or pellet-firing gun that expels a projectile through the force of air pressure;
- any poisons or dangerous chemicals, including pepper spray;
- any ammunition;

knives and other cutting instruments; any device designed as a weapon and capable of producing death or great bodily harm; any other object which, in the manner it is used or intended to be used, is calculated or likely to produce significant injury or bodily harm;

or any other device or object defined as a weapon by state or federal law.

### **Additional Student Responsibilities**

Students are responsible for taking reasonable steps, in advance, to ensure that any item in their possession or control is not prohibited by this policy. Students who have questions about whether an item is covered by this policy, or whether a particular exception identified in this policy may apply in a specific context should contact their building principal or the District Administrator.

A student who finds him/herself inadvertently in possession of a weapon in violation of this policy shall immediately surrender the weapon to a school staff member. An investigation will occur into the circumstances surrounding the possession and surrender of the weapon, and a decision will be made whether to discipline the student, or not, after a consultation between the principal and the District Administrator. If the weapon is surrendered before the student is discovered to be in possession of the weapon and before any incident or disturbance occurs involving the weapon, such factors shall weigh in favor of the student.

If any student has reason to believe that any student, District employee, volunteer, visitor or other person possesses, or has used or stored a weapon in violation of this policy or any other District policy, the student should immediately report that belief to a teacher, building principal or other responsible adult. Any act of retaliation against a student who, in good faith, reports a possible violation of this policy or participates in the investigation of such a report is prohibited.

### **Sanctions for Violations**

Any time school officials determine that a student has possessed or used any firearm, bomb, explosive or similar destructive device, or any other weapon while at school or while under the supervision of a school authority, an administrator shall refer the student and the incident to law enforcement or to another representative of the criminal or juvenile justice system. In situations involving a student's possession of a firearm, bomb, explosive or similar destructive device, an administrator shall also suspend the student and commence expulsion proceedings, and the Board shall expel the student from school for at least one year. The Board may modify this expulsion requirement on a case-by-case basis, provided that any such modification is documented in writing. In situations involving other weapons violations under this policy, the student shall be referred for potential disciplinary action, up to and including possible expulsion from school. Where applicable, the District may also impose sanctions under the school activity/athletic code. The requirements of this paragraph shall be construed and implemented in a manner that is consistent with the requirements of the Individuals with Disabilities Education Act.

### **STUDENT ALCOHOL, TOBACCO AND OTHER DRUG ABUSE (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. In all cases, the student shall be referred to the District's student assistance program (SAP). The SAP is designed to educate, assist and support students who have alcohol and other controlled substances-related concerns.

A copy of this policy and related disciplinary procedures shall be made available to students and their parents/guardians annually through the student handbook and/or through other means deemed appropriate by the building principal.

### **RESPONSIBLE, ACCEPTABLE, AND SAFE USE OF EDUCATIONAL TECHNOLOGY RESOURCES (BOARD POLICY 363.2)**

The District is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of operations. However, the use of the District's network and technology resources by students is a privilege not a right. This policy, its related rules, the student handbook(s), and Policy 522.7 -Staff Use of Information Technology and Communication Resources govern student and staff use of Educational Technology or Ed-Tech (including, but not limited to, their personal files, emails, and records of their online activity while on the District network and Internet as well as the content of any District provided email, document systems, or other educational technology accounts used both on campus as well as off campus). The District owns, controls, and oversees all of the schools' technology resources, including the District's technology-related equipment, software, applications, networks, network connections, and Internet access. Any person who uses the District's technology resources does so solely at their own risk regarding possible damage to or any other potential loss of data, content, software, or equipment. The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error-free, or that its operation will not be interrupted. The District will not be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or use time) sustained or incurred in connection with the use, operation, or inability to use District technology resources. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services. The District will not be responsible for financial obligations arising through the unauthorized use of the Ed-Tech. Students or parents/guardians of students will indemnify and hold the District harmless from any losses sustained as the result of misuse of the Ed-Tech by the student.

In the event that the District or an individual school(s) must change learning modalities due to circumstances where in person learning cannot occur, teaching and learning may shift to remote/virtual learning.

Remote/virtual learning is defined as students completing their instructional coursework at home in lieu of attending school in person. Remote/virtual learning to have the following expectations:

1. All students have a device that can access all digital learning content.

- a. A student in grades 5-12 will be assigned to a 1 to 1 device. 4K-4th grade students without a device will be able to check out a device from the district.
  - b. The District will provide internet access to students who do not have the internet.
2. All information and instruction for remote/virtual learning will be posted in the Learning Management Systems used by the student grade level.
  3. Teaching and learning will occur synchronously via a video conferencing tool following established guidelines as well as asynchronously via the Learning Management Systems.

### **Technology in Education**

Internet access is an essential component of the District's technology program and technology infrastructure for the advancement and promotion of high-quality operations, instruction, and student learning. Internet access provides students and staff with statewide, national, and global communications opportunities; rich sources of data, information, and research; as well as a wealth of adaptable instructional tools that build and enhance skills. The ability to appropriately locate, navigate and utilize Internet-based resources is itself an essential skill for all students and instructional staff. Further, from an instructional point of view, students need to be capable of critically reviewing and analyzing Internet-based resources to determine their accuracy, credibility, and weight as a sound authority on the subject matter that is being addressed.

Access to such a vast quantity of information and resources brings with it, however, certain unique challenges as Internet access is neither inherently nor exclusively a beneficial educational resource. Consistent with applicable federal laws, the School Board believes that the best approach to student Internet safety involves a combination of technology protection measures, monitoring, and instruction. The District's comprehensive approach to student internet safety shall take into account the differing ages and instructional levels of the students in the District.

Pursuant to federal law, Students shall receive education about the following:

- Safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications.
- The dangers inherent with the online disclosure of personally identifiable information.
- The consequences of unauthorized access (e.g., "hacking"), cyberbullying, and other unlawful or inappropriate activities by students online.
- Unauthorized disclosure, use, and dissemination of personal information regarding minors.

Staff members will participate in professional learning in accordance with the provisions of this policy and shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

District Administration is responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying rules. All Internet users (and their parents/guardians if they are minors) are required to

sign a written agreement to abide by the terms and conditions of this policy and its accompanying rules.

### **Technology Protection Measures**

The District provides staff and students with access to the Internet for limited educational purposes only, and utilizes online educational services to enhance the instruction delivered to its students. The District's Internet system does not serve as a public access service or a public forum, and the District imposes reasonable restrictions on its use consistent with its limited educational purpose. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the education technology. Users have no right or expectation to privacy when using the Ed-Tech. Ed-Tech is provided as a tool for education. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the internet devices, computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District and no user shall have any expectation of privacy regarding such materials.

Pursuant to federal law, the District has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). At the discretion of the Board or the administration, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the education technology if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures may be subject to discipline.

The District Administrator or the designee may temporarily or permanently unblock access to websites or online education containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measure.

Parents/Guardians are advised that a determined user may be able to gain access to services on the Internet that the District has not authorized for educational purposes. It is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

### **Student Responsible and Acceptable Use**

Students are responsible for appropriate behavior on the District's technology just as they are in classrooms, school hallways, and other school premises and school sponsored events.

Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the technology that is not authorized by, or conducted strictly in compliance with, this policy and its accompanying rule.



Users who disregard this policy and its accompanying rule(s) may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the District's education technology are personally responsible and liable, both civilly and criminally, for uses of the education technology not authorized by this Board policy and its accompanying rule(s).

The Board designates the District Administrator or designee as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the District's education technology.

### **STUDENT USE OF PERSONAL ELECTRONIC DEVICES (BOARD POLICY 443.5)**

The District may grant limited permission to possess and use personal electronic devices (PED) at school for the primary goal of encouraging responsible use of technology for educational purposes. For purposes of this policy, "personal electronic device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g. Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones [e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.], and/or other web-enabled devices of any type (e.g., wearables). This permission may be for before, during and/or after the normal school day and in/or in other school supervised settings. Such limited permission shall be consistent with the following general parameters:

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.

The Board delegates to the administration the authority to develop, implement, enforce, and revise as necessary guidelines that govern students' acceptable use of technology in a manner that incorporates specific expectations related to students' possession and use of communication devices and other personal electronic devices.

Students who receive limited permission to possess and/or use any personal electronic device receive those permissions as a privilege, not a right. Students who violate any law or any applicable school policy, guideline, or directive in connection with their possession or use of personal electronic devices shall be subject to disciplinary action in accordance with established procedures.

Nothing within this policy or in any rules or guidelines established in connection with this policy shall be construed to limit a student's ability to use an electronic device in a manner that functions as assistive technology necessary for a student's education and that is required under an individualized education program (IEP) or a Section 504 plan.

Students use of a personal electronic device (PED) is a privilege with limited permission and follows the following guidelines outlined below:

#### **Personal Electronic Devices (Board Policy 443.5 Rule)**

A student may bring a personal electronic device to school and use the device only to the extent consistent with this document, related Board policies, and any other rules or directives issued by the District or school staff to govern the time, place, and manner in which students may possess and use personal electronic devices.

The District assumes no responsibility for the troubleshooting or repairing of any personal electronic device that a student chooses to bring to school.

Where the District has reason to suspect that any personal electronic device is present or has been used in violation of any Board policy or school rule, school personnel may temporarily confiscate the device. Staff shall make an effort to store a confiscated device in a reasonably secure location. To the extent consistent with applicable law, a confiscated device may be subject to a search by a school administrator or law enforcement officials.

Students are required to relinquish electronic devices to school personnel when directed. Refusal to comply or interfering with such a directive (e.g., by removing the battery or memory card without permission) will be considered insubordination and the student will be subject to disciplinary action.

Taking pictures or making or transmitting any video or audio recording of other students or school staff is prohibited at school unless the student has obtained permission from a teacher or administrator per District guidelines.

Students are strictly prohibited from using or allowing another person to use any electronic device with recording (audio, photos, video, etc.) or communications capabilities in locker rooms, restrooms, or any other area that could constitute an invasion of any person's reasonable expectation of privacy. Except in an emergency situation, all such devices should be turned off and put away in all such areas of the buildings.

Students who bring a personal electronic device to school are responsible for keeping their device(s) silent during instructional time, or completely turned off and put away to the extent otherwise required or directed.

A student may connect an Internet-ready device with wireless connectivity to the building's "WFBS/BYOD" or "WFBS Community" wireless network in order to use the device for an authorized purpose. A personal electronic device shall not be physically connected to any District network other than the "WFBS/BYOD" or "WFBS Community" wireless network.

Unless otherwise directed by a District staff member, a student of any age may engage in instructional and limited personal use of a personal electronic device that is connected to the District's "WFBS/BYOD" wireless network if the use (1) occurs outside of the hours of the school's instructional day; (2) does not interfere with any student's education or any school-related activity; (3) does not unduly burden the District's network resources or materially interfere with others' use of the network; and (4) imposes no tangible incremental costs to the District.

If a student possesses and uses a personal electronic device that can access a data connection (e.g., 3G/4G) other than a District network, any use of such a device that occurs at school or in connection with a school activity still must be consistent with District rules of conduct for students, including rules regarding the time, place, and manner of such use. The student shall not use the device to access or transfer harmful or inappropriate material, including but not limited to material that is obscene, sexually-explicit, unlawful, threatening, or harassing. These expectations apply even though a device using a non-school data connection is not subject to the District's Internet filtering and related security measures.

As an important exception to all rules and directives that might otherwise limit a student's permission to possess and use a personal electronic device, all students may use a device (at any time of day) to contact a responsible adult in any emergency

situation that involves an immediate threat to the health or safety of any person.

At all times other than emergencies as identified in the paragraph above, permission to possess and/or use personal electronic devices at school or in any school-supervised setting is subject to further modification or limitation by a teacher, activity supervisor, or any school administrator. When a staff member issues a specific directive or limitation related to the possession or use of any electronic device, students are expected to follow that directive/limitation.

Students and parents/guardians are advised that the best way to contact each other during the school day for all non-emergency reasons is through the school office.

### **STUDENT DRESS (BOARD POLICY 443.1)**

The School Board believes that a student dress code is an important part of creating a school environment that is safe, conducive to learning, and free from disruption. With that in mind, the following student dress code standards shall be enforced in the District during the school day and at all school-supervised activities and functions:

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. When making enforcement decisions, or issuing rules or directives under this provision, Administration shall consider any applicable student legal rights and evaluate the specific manner in which any actual or potential disruption or interference is linked to the student's attire.
2. 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 (including the unlawful possession or use of any weapon), criminal gang affiliation/activity, profanity, pornography, or violence that would constitute a violation of law or school rules.
3. Students shall 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.
4. Clothing and/or accessories that can reasonably be expected to cause excessive maintenance problems, injury, or property damage may not be worn.
5. Students participating in activities or events representing the District shall be expected to dress appropriately, including adhering to any applicable directives, so as not to detract from the group or the occasion.

Additional District-wide, school-based, or activity-specific rules or directives concerning student dress may be established by the appropriate administrator(s) or other supervising staff provided that they do not conflict with this policy, are nondiscriminatory, and are reasonably related to legitimate educational or safety concerns.

Any additional District-wide rules regarding student dress shall be approved by the District Administrator. Any additional Student Dress school-wide rules may be approved by either the District Administrator or by the school's principal, provided that the

principal notifies the District Administrator of the rule(s) and the District Administrator does not reject the rule(s).

The standards and rules for students that are established in this policy and any additional District-wide or school-wide rules related to student dress shall be published annually in the applicable student handbook[s] or using an equivalent manner of publication as approved by the District Administrator.

School staff shall be responsible for enforcing student dress code standards on a fair and consistent basis.

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:

- Conducting labs
- Working with certain equipment/machinery
- Testing/assessment
- 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.

School staff shall be responsible for enforcing student dress code standards on a fair, consistent, and nondiscriminatory basis.

### **USE OF SECURITY CAMERAS AND ELECTRONIC MONITORING EQUIPMENT (BOARD POLICY 731.3)**

In pursuit of the School Board's goal to provide a safe environment on its premises and in connection with its operations and programs, the Board authorizes the District's lawful use of video surveillance or similar electronic monitoring equipment on District property and in connection with District programs and operations.

The electronic monitoring equipment that the District uses on an ongoing and regular basis:

- May be placed and used in locations where individuals do not have a legally-enforceable expectation of privacy to be free from such surveillance and monitoring, including but not limited to common areas of District buildings, such as hallways, entryways, stairwells, libraries, gymnasiums, and cafeterias; District parking lots; and other outdoor facilities. Specific locations for the equipment shall be approved by the District Administrator.
- Shall not be used in any restrooms, locker rooms, or designated changing areas.
- Will not be regularly and comprehensively monitored by employees or agents of the District on a real-time basis.
- Will not be set to record audio or to detect audio for the purpose of audio transmission. If there is a request or proposal to record or transmit audio in connection with any special and limited safety-related, security-related, or misconduct-related operation in the District, such use must be expressly approved in advance by the District Administrator, who shall first take steps to verify that the proposed activity is consistent with applicable legal restrictions.



As authorized or directed by the District Administrator, acting in consultation with applicable site-based administrators, the District may post notices or take other steps to inform people that their conduct may be monitored and/or recorded.

Subject to state and federal laws and to other District policies and regulations, information that the District obtains through the use of the District's video surveillance/electronic monitoring equipment may be used:

- To support the safe and orderly operation of the District's schools and facilities, including use for law enforcement purposes when appropriate; and
- As evidence in disciplinary proceedings, administrative proceedings, or other legal proceedings.

### **Retention and Access**

The District Administrator or his/her administrative-level designee shall establish protocols for the proper retention of media captured by or from District-controlled video surveillance/electronic monitoring equipment. The protocols shall be consistent with the District's records retention obligations and schedules. The protocols shall also differentiate between (1) recordings that are not accessed or reviewed for a specific purpose, ***which shall be retained for at least 30 days prior to being deleted or purged***, and (2) recordings that are accessed or reviewed for a specific purpose or that otherwise become subject to a litigation hold, specific records request, subpoena, or similar situation. Until such recorded media is deleted or purged at an appropriate time, the District shall maintain at least one copy of the media that remains unaltered and unedited.

The **District Administrator, Director of Business Services, Coordinator of Informational Technology, Director of Buildings and Grounds, and buildings administrators** shall be the primary individuals who have authority to access and view images or other media captured by the District's video surveillance/electronic monitoring equipment. These primary authorized individuals may approve other staff members or persons who are performing an institutional function on behalf of the District to access/view such media, with any restrictions/limitations that are appropriate to the specific circumstance. No person may access or view such media unless they have obtained express approval and have a legitimate purpose for doing so.

All third-party requests to view, access, or obtain copies of images or other media captured by video surveillance/electronic monitoring equipment, including requests from law enforcement personnel, shall be handled via established procedures for responding to requests for access to District records, including (but not limited to) procedures for requests related to personally-identifiable student records, personnel records, and general public records.

### **Prohibited Conduct**

Any student who takes action to disable, disrupt, block, move, or alter any electronic monitoring equipment (including altering its viewing angle or changing its field of view) is subject to possible disciplinary action, up to and including possible expulsion.

A District employee shall be subject to possible disciplinary action, up to and including termination, if he/she (1) without express administrative authorization, takes action to disable, disrupt, block, move, or alter any electronic monitoring equipment, or (2) uses electronic monitoring equipment, recordings, or transmissions without authorization or in a manner that is inconsistent with applicable law, this policy, or any other Board policy or regulation.

### **Policy Applicability**

With the exception of this paragraph, this policy is not intended to directly address the use of video surveillance or electronic monitoring equipment on any contracted vehicles that are used to provide student transportation. The terms and conditions of the operation of such equipment on contracted vehicles by the contractor, if any, shall be addressed in the relevant contract.

This policy does not address or cover instances where District employees or agents record a specific event (e.g., a play, music performance, athletic contest, graduation, or Board meeting), or an isolated instance where, with appropriate authorization, a classroom or school activity is video recorded for educational, instructional, or research purposes.

### **Police Official Access to Video Surveillance**

The Whitefish Bay Police Department is authorized to access to video surveillance within the district under the following conditions:

- The Chief of Police will be given a username and password to the system for his/her use only, unless otherwise delegated to those in command.
- Access to live video is permissible only under response to school crisis as determined by school administration.
- Access to recorded video as part of an investigation must be requested from the school administration.

## **VANDALISM**

A student who commits an act of vandalism at Whitefish Bay Middle School or elsewhere while under school supervision will pay restitution for the repair costs incurred.

Depending on the severity of the damage done, additional consequences may include suspension, police referral, and a recommendation for expulsion.

## **THEFT**

Although theft at the middle school is rare, students who have referrals for this violation of school rules will be disciplined. A minimum of an in-school suspension will be issued, and a referral to the WFB Police Department may be made for repeated offenses or for other serious circumstances that surround the event.

## **FOOD AND DRINK**

Food and beverages must be consumed in the cafeteria, media center or in a classroom.

Food is allowed in the classrooms, library, or commons areas only if allowed

by a teacher. Here are the guidelines for snacks in our building:

- Drinking water is encouraged during the day (not just with snacks).
- Water only please, other beverages can stain carpeting if spilled.
- Snacks are allowed at teacher discretion.
- For the health and safety of our school population, snacks should be nut-free.
- Snacks should be brought to class at the beginning of the period.
- Healthy snack choices are encouraged.
- Sharing snack is discouraged.
- Snack etiquette should be followed including manners, not being disruptive, (for example eating chips which would be



loud), choosing snacks that still allow you to learn (not messy fingers, fork food, etc).

- Cleaning up your mess is expected.

Food must not be taken outside on the playground or into the gymnasium. Consequences will be issued for those who violate this policy in accordance with our Lion PRIDE.

## CLASSROOM MANAGED VS. OFFICE MANAGED OFFENSES

### Classroom Managed Offenses (4th of the same = Office Managed Offense)

**Disrespectful:** speaking to another in language that is rude, mean-spirited, or vulgar or raising one's voice over the accepted tone as outlined in the matrix.

**Disruptive/ inattentive in class:** acting in a way that interferes with your learning or a classmate's.

**Eating/ opening food in inappropriate settings:** eating in a place or at a time you don't have permission to do so.

**Electronic device used without permission:** device was used when it was supposed to be put away.

**Horseplay:** Student engages in non-serious, but inappropriate physical contact. May include public displays of affection and horseplay in the halls.

**Inappropriate Dress:** wearing clothes defined as inappropriate in the dress code and/or that disrupt the learning environment.

**Language:** Improper use of language that includes profanity, insults, inappropriate jokes, or any disruptive speech.

**Loitering:** Being in the building or on the school grounds outside of designated hours when not there for an approved purpose. Students may not be in the school building before 7:55 AM and after 3:20 PM on school days unless working with a teacher or coach.

**Lying:** being dishonest when you communicate.

**Noncompliance:** not following adult instructions.

**Social Aggression:** Eavesdropping, gossiping, spreading rumors, excluding from group, silent treatment, interrupting adult conversations.



**Unprepared for class:** arriving without needed materials.

**Unsafe Hallway Movement:** running, pushing, shoving, etc.

**Voice level:** louder than supposed to be for the environment.

**Wandering the halls:** being outside of class without a pass.

### Office Managed Offenses

**Drugs/Alcohol:** possession and/or use of a prohibited substance.

**Weapons possession or use:** the possession, use, or threat of a weapon or look-alike weapon on school premises or at a school-related event. Policy 443.6

**Assault:** Physically attacking another person.

**Bullying, Harassment and/or Hazing** ([See board policy 411.1](#))

**Vandalism:** destruction of property.

**Verbal aggression:** a verbal confrontation that includes profanity, racial or ethnic slurs, threatening language and causes significant disruption to those around them

**Theft:** taking another person's property without permission

## ACADEMIC EXPECTATIONS

Expectations for learning are high at Whitefish Bay Middle School. There is also an extensive support system in place to help you succeed. Should you begin to struggle at any time during the school year, there are several ways you can help yourself.

The first step is taking the responsibility to ask for help. Once a staff member is made aware of your need they will work with you on creating a workable plan. Everybody struggles at some time. Those who are successful seek out opportunities to overcome obstacles.

Your teachers will go the distance to help you become the best you can be. They may require more of you than what you think is possible. Trust that they have your best interest in mind and know that they take their responsibility of helping you learn very seriously. Teachers work with students during their lunch hours, prep hours, and before and after school. Students have the opportunity to receive additional help through a variety of small support groups in math, reading and study skills.

Make the most of what you have within you and take advantage of the resources available at WFBMS.

Remember you have the choice to be who you want to be. Think carefully about the habits you are creating and how they are shaping your life now and for the future.

## ACADEMIC HONESTY

Whitefish Bay Middle School seeks to create and maintain a learning environment that fosters creativity, critical thinking and personal growth. Cheating and plagiarism undermine such a learning environment. As such, instances of academic dishonesty cannot be tolerated and will result in serious disciplinary action to include lowered assignment grade/redo assignment, detention and suspension.

## HALL PASSES

Student safety is our staff's number one priority. To that end, staff must be accountable for the whereabouts of the students in their care at all times. Additionally, students must be in classrooms in order to learn, so teachers need to have students physically present for as much time as possible. Because of these two factors, a pass system is needed to ensure the safety and education of all learners.

Staff recognizes that there will be times when it is necessary for students to leave their classroom, but staff also have the discretion on when or if it is an appropriate time for students to leave. Students will use Smartpass to initiate a pass. They must ask for permission from the teacher, fill out the Smartpass and turn their Chromebook so that the teacher may see the screen. When students return to the classroom, it is their responsibility to end the Smartpass. Students are reminded that they should move with purpose to their destination and return to the classroom as soon as possible. Excessive use of passes may result in a restrictions place on the number of passes that may be used during the day.

## BACKPACKS

A backpack is defined as a bag with shoulder straps that allow it to be carried on one's back. Other bags that students carry, such as shoulder/hip bags or purses with shoulder straps are also considered backpacks. Backpacks may be stored in student lockers or students are allowed to carry backpacks to and from classes during the school day. However, students need to store their backpacks in their lockers or in a classroom during their lunch and recess time, unless they are eating in the library or are working with a teacher.

## RESTRICTIONS FOR BEING ON CAMPUS

Students are allowed in the building from 7:55am – 3:30pm on regular school days and 7:55am -11:40am on early release days. The expectation is that all students will leave campus at the conclusion of the school day. If students are involved in a before or after school activity or sport, or are working with a teacher, they may enter/stay in the building if the teacher/coach is present for supervision. Students found to be on campus in unauthorized locations will be subject to a disciplinary referral.

## PERSONAL ELECTRONIC COMMUNICATION DEVICE (ECD)

The use of ECDs is **only** permitted when predetermined by the administration or teachers to be for educational purposes. Students are generally prohibited from using or displaying in plain sight electronic communication devices (ECDs) including, but not limited to, cell phones, pagers and recording devices during the school day, in school buildings and vehicles, and at all school sponsored activities. **Such devices should be turned off and stored in a student's backpack or locker.** However, the School District of Whitefish Bay recognizes the value these devices may have in the educational setting. Educational use is subject to individual **teacher discretion** and may include use in classrooms, study halls, student commons and the media center. Students are not allowed to use ECDs in the cafeteria or hallways during school hours. Such possession or use of an ECD may not, in any way:



- Disrupt the educational process in the School District
- Endanger the health or safety of the student or anyone else
- Invade the rights of others at school
- Involve illegal or prohibited conduct of any kind
- Be used to photocopy or transmit any assessment or testing materials
- Be a tool to cyber bully others

Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Teachers will deal with **minor infractions** (phone accidentally left on and it rings for example) at their discretion. Repeated infractions or outright violations of this policy may result in disciplinary action against the student, up to and including expulsion depending on the severity or frequency of the violation. Generally, the tiered disciplinary response for **major infractions**, defined as misuse of an electronic device, will include:

- 1<sup>st</sup> violation - staff will confiscate the device and turn it into the office, detention issued, parents contacted, device returned at the end of the school day

- 2<sup>nd</sup> violation - staff will confiscate the device and turn it into the office, detention issued, parents contacted, behavior contract reviewed and signed by student and parents with return of device at upon completion
- 3<sup>rd</sup> violation – staff will confiscate the device and turn it into the office, in-school suspension issued

Please keep in mind that depending on the nature of the violation, the disciplinary response may result in more serious consequences (behavior contract or in-school suspension). Additionally, per our Lion PRIDE guidelines, **four classroom managed offenses related to electronic devices will become an office managed offense**, and the above disciplinary response will follow.

Wearable electronics (Apple Watch, Fitbit, etc) **must be turned off and stored in a student's backpack or locker during the school day.**

Use of cell phones or other communication devices with photographic capabilities is strictly prohibited where there is an expectation of privacy (Whitefish Bay School Board Policy 443.5). This prohibition applies to activities on school premises and during school sponsored activities whether on or off school premises in all locations, including school locker rooms and restrooms. Use of such devices also is prohibited where photographic activities would be disruptive or where specific objections are present. Any student possessing an ECD shall be responsible for its care. At no time shall the District be responsible for preventing or investigating theft, loss or damage to any ECD.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the ECD by law enforcement officials.

## MESSAGES AND TELEPHONE USE

The proper use of this AGENDA will prevent some unnecessary trips to school by your parents to drop off things you forgot! You should write in your AGENDA what you need for school each day and review that prior to leaving for school. If there are situations that require a message from the outside a note will be placed on your locker. If you should need to call home, a phone is available for you to use in the office. **Students may not use their cell phone to call or text parents/guardians unless they are given permission by a staff member to do so.**

## BICYCLES AND SKATEBOARDS

The expectations for bikes and skateboards (including long boards, rip sticks, etc.) are:

- Bicycles are only to be parked in the racks provided and will be locked.
- Bicycles will not be ridden on the playground. All riders must dismount and walk their bicycles when entering the playground. This rule applies before, during and after school.
- Skateboards may be brought to school but may not be used on school property. They need to be stored in your locker.
- Hover boards are not allowed on campus.





- WFBMS assumes no responsibility for theft or damage to bicycles or skateboards.

## MEDICATION

All medications (including over-the-counter medication) must be stored in the clinic along with the necessary signed authorization form. Under no circumstances are you to have medication in your lockers, on your persons nor is any medication to be shared with other students. The medication must have your FULL name on the original container along with the name of the drug, dosage, time to be given and name of physician. ALL medication will be taken under the supervision of our health aides. Any questions related to medication or request for forms should be directed to the health aides.



## ABSENCE PROCEDURE

**If you are going to be absent from school for an unplanned reason,** a parent/guardian must call the school clinic at (414)963-6818 as soon as possible. The clinic has voice mail, so you can leave a message any time during the day or at night.

**If you have an appointment or a need to leave during the school day,** you will need to bring a note to the main office at the beginning of the day to get a permit to leave campus. Upon returning to school, check in at the clinic for your pass to return to class.

**If you become ill or injured during the day** you need to go to the clinic **with permission from your class-room teacher.** The health aide on duty will assess your situation and make the determination for the need and level of services you might require. Your parents will be notified of any injury, or emergency, or if you are too ill to remain in school.

**If you have been out and missed work** it is your responsibility to contact your teacher(s) and to make arrangements to make up any work you may have missed. Students are granted the number of days absent, plus one, to turn in make-up work. Grade level homework is also posted daily after 3:20pm on the school website at [www.wfbschools.com](http://www.wfbschools.com)

## SCHOOL CLOSING

Occasionally it is necessary to close schools due to a snowstorm or other emergency. The policy of the Whitefish Bay School District is to close schools when the weather conditions present a serious threat to the health and safety of children and staff. When a storm occurs during the night and the Whitefish Bay Schools are to be closed, an automated message through **Family Access** will be sent, and a repeated announcement will be made over the following local radio and television stations beginning at approximately 6:00AM.



## ATTENDANCE (SCHOOL BOARD POLICY 431)

The School Board believes attendance is a key factor in student achievement and that students must be in regular school attendance in order to successfully achieve the goal of high school graduation. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained, even by additional help.

The School Board also believes that communication between families and school is extremely important in meeting the needs of the student. This communication becomes increasingly important when extenuating circumstances exist. In these instances, it is expected that parents reach out to school administration to work collaboratively around these particular circumstances.

Any parent, guardian and/or person having a child under their control who is between the ages of 6 and 18 years of age, including through the end of the semester in which the child becomes 18 years of age, or a child enrolled in 5-year-old kindergarten in the District, shall cause the child to attend school regularly in accordance with state law.

When parents/guardians wish their children to be absent from school, they must assume full responsibility for their children's activities.

Parents and guardians are required to notify the school of an absence prior to the absence. Excused absences, other than a suspension from school, require a written approval or phone call by the student's parent or guardian.

All students with excused absences will be given the opportunity to make up class assignments missed during the absence, including tests and examinations. It is the student's responsibility to contact the teacher(s) to make arrangements for making up the work missed during an absence from school.

## EXCUSED ABSENCES:

The child is expected to attend school each day school is in session, unless he/she is excused from school attendance for any of the following reasons or has graduated from high school:

### Parent-Excused Absences:

A student excused by phone call or in writing (note or email) by his/her parent or guardian prior to an absence is excused from school attendance. A student may be excused by the parent or guardian under this provision for not more than 10 school days in total in the school year. Examples of reasons for being absent that should be counted under this provision include:

- Short illnesses lasting 1-2 days (if there is a documented excuse from a third party medical professional, these days do not count towards the 10-day total),
- Professional, medical, and other necessary appointments that cannot be scheduled outside of the school day
- Funerals
- College visitations or job fairs
- Vacations
- Family emergency
- Illness as documented by a third party medical professional
  - In addition to the 10 days as described above, an illness that lasts 3-5 days or longer not to exceed 30 days can be excused with documentation from a third party medical professional where the child is temporarily not in proper physical or mental condition to attend a school program but who can be expected to return to a school program upon termination or abatement of the illness or condition. An excuse under this paragraph shall be in writing and shall state the time period for which it is valid, not to exceed 30 days. In this circumstance, with the required documentation from a third party medical professional, the child can be excused by the District under the authority of the School Board.
- Religious holidays or instruction to the extent authorized by law

- Severe weather conditions that, in the parent's or guardian's reasonable judgment, are a danger to the health and welfare or safety of the student
- Suspension from school - absence from school during a period of suspension will be considered an excused absence for purposes of this policy. Students serving a suspension will be permitted to make up all class work, assessments, quizzes, tests and examinations missed during their suspension from school under the same conditions as other excused absences
- Mandatory court appearances
- Serving as an Election Official – Students may be excused to serve as an election official provided they have permission of their parent(s) or guardian and the building principal;
- Participation in school sponsored extracurricular activities;
- Academic and Career Planning programs or events as approved by the attendance officer.

## TRUANCY:

Students who are absent from school without an acceptable excuse, as listed above in the Excused Absence section (that is, where the absences exceed the 10-day maximum, or the absence is not excused in writing by a third party medical professional, or the absence does not fall within one of the exceptions listed in the Excused Absence section) will be considered truant and shall be dealt with in accordance with state law and established District procedures.

Specifically, Wisconsin Statutes defines truancy as “any absence of part or all of one or more days from school during which the school attendance officer, principal, or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory school attendance law (118.15).” Students with unexcused absences (truant students) will be permitted to make up tests and examinations that were missed during the unexcused absence period provided that test/examination can be completed independently and by a reasonable deadline that is established by the teacher.

Teachers shall be expected to apply the same standard for making up missed classroom assignments to all truant students on a fair and consistent basis. With the approval of the building principal, a school may establish periods of supervised study, either during or outside the regular school day, during which students who need to complete make-up work will be expected to complete the make-up work. The District shall not deny student credit in a course or subject solely because of a student's unexcused absences.

## HABITUAL TRUANCY:

Wisconsin Statutes defines habitual truant as “a pupil who is absent from school without an acceptable excuse under sub. (4) and s. 118.15 for part or all of five (5) or more days on which school is held during a school semester, 118.16. For the purpose of Habitual Truant, part of a day is defined as a half-day absence.” For students who are absent from school without an acceptable excuse for extended periods (that is, they are without an acceptable excuse as listed above in the Excused Absence section), the District will consider placement of the student upon their return in order to best meet the student learning needs. (Policy 345.4 - Promotion and Retention and Policy 365 - Student Placement).

You need to be here to learn! In fact, there is a state law requiring children between the ages of 6-18 to attend school on a fulltime basis unless you have a legal excuse such as illness, religious observance, family emergency, medical appointments or family business. Bottom line is that for you to be successful at school you must be in school and ON TIME!

According to Wis. Stat. sec. 118.16(1)(a) and (c), A student qualifies to be habitually truant when he/she is absent without an acceptable excuse all or part of five or more days in a school semester. With that in mind, we have developed a systematic approach with tiered interventions and increasing consequences for students that are habitually tardy.

Teachers will record student attendance in accordance for each period. Students will receive a major for each tardy beyond three in a semester and a lunch and/or recess detention will be issued. If a student reaches his 8<sup>th</sup> tardy, a mandatory parent meeting will be required and an after-school detention issued. Further tardy periods will result in an in-school suspension.



## 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 pass from another staff member, however, is excused and should be marked present.

### Middle School Tardy Procedures

Each semester, a student is allowed five cumulative period 0 tardy periods, and five cumulative for tardies for periods 1-9.

After the 5th tardy in either/each of these groups, the following consequences will occur:

1. The office will issue a lunch detention.  
Detentions will continue to be issued for additional tardies up to eight.
2. If the student accumulates 8 tardies, the student will be issued a disciplinary referral for excessive tardiness and an after-school detention will be issued.
3. If the student accumulates 10 tardies, an in-school suspension will be assigned. A meeting with the student, school counselor, associate principal and parents will also be required.
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.

Parents may excuse students up to 10 times per semester, but a doctor's note is required in order for us to allow a tardy to be excused after the threshold of 10 has been met.

## LOCKERS

You will be assigned a locker and required to purchase a lock from school. You are required to keep your locker locked at all times and are not to share your combination with anyone! While our theft rate is very low, each year we have several students experience a theft from their locker. We recommend that you do not bring anything of significant value to school. During school hours your lockers will be home to your backpack, purse, jacket, personal electronic devices, and variety of school supplies. Please keep your locker neat and clean! The locker you are assigned remains school property and can be searched by administration at any time. (See Board Policy 446.1)



## NON-ATHLETIC ACTIVITIES

To encourage participation, Whitefish Bay Middle School's clubs provide an opportunity for students to engage in a variety of non-athletic activities

### DRAMA/MUSICAL (GRADES 6, 7 & 8)

The Middle School's annual musical provides students with an interest in theater an outlet for their creative expression. Student participation ranges from acting to supporting stage crew. Auditions and practices begin early in the school year. The culminating event is four performances in the spring.

### JAZZ BAND (GRADES 6, 7 & 8)

Jazz Band is open to 6,7,8 students who are enrolled in band class. Jazz Band meets on Thursdays at 7:20 AM.



### MEN AND WOMEN'S CHOIR (GRADES 6, 7 & 8)

The Men and Women's Choir is open to anyone who loves to sing! Women's choir meets on Tuesday mornings at 7:20am; Men's Choir meets on Wednesday mornings at 7:20am. There are three concerts throughout the school year with a variety of musical styles and genres.

### MATHCOUNTS (GRADES 6, 7 & 8)



The MATHCOUNTS Competition Series is the only competition program of its kind, with live, in-person events in all 50 states, as well as U.S. territories and schools worldwide through the U.S.

Department of Defense and State

Department. With competitions taking place in over 500 local chapters, there's a competition happening near you!

The Competition Series is ideal for students who have a talent and passion for math who need to be challenged. Students will engage in exciting, "bee-style" contests in which they will compete against and alongside other bright, motivated students. At the local, state and national level, students win hundreds of thousands of dollars in scholarships and prizes every year. The season runs from October through March.

### STUDENT COUNCIL (GRADES 6, 7 & 8)

Throughout the school year, the Student Council works to plan and run programs for students, the staff and the community. Organization meetings begin in early September. Members are not elected so all students are encouraged to participate.

### AVIAITON CLUB (GRADES 6, 7 & 8)

The Aviation Club designs and builds paper airplanes, gliders, RC aircraft and model rockets. We also compete in the Rockets for Schools competition each spring. Each year we build upon the previous one to expand our activities and experiences. This club starts in the fall and runs all year.

### ATHLETIC ACTIVITIES PHILOSOPHY

Whitefish Bay Middle School offers a wide variety of interscholastic sports. We provide an opportunity for students to participate in athletics, whose background, talents and potential may differ. The fundamental goal of our program is to teach students the basic skills and strategies of a sport.

The philosophy of the Middle School stresses participation and skill development above winning. We lead students toward a

better understanding of themselves and others through experiences on and off the playing field.

We believe academics is the first priority with athletics being a reinforcing privilege. All eligible players should participate in each game. Students who are issued or serving a suspension on the day of a contest will not be eligible for that contest.

### STUDENT PARTICIPATION ELIGIBILITY

All 7<sup>th</sup> and 8<sup>th</sup> grade students are eligible to participate in interscholastic sports. Due to resource limits, 6th grade students are only allowed to participate in Co-Ed Cross-Country and Wrestling. On rare occasions, it becomes necessary to limit the size of a team based on practice space. If it becomes necessary to "cut," this will be communicated prior to the start of the season.

**Students are required to have a current physical form and concussion form on file in the school office before they are allowed to participate. Prior to the first game, all students must have paid the participation fee of \$70.00 per sport.**

### ATHLETIC SEASONS

Co-Ed Cross-Country	September - October
Girls Basketball	September - December
Boys Basketball	December - February
Wrestling	January - March
Girls Volleyball	March - April
Co-Ed Track	April - May
Co-Ed Tennis	April - May
Girls Softball	April - May



### Questions about athletics?

Contact Mr. Danaher at 414-963-6800.

### PRACTICE AND GAME TIMES

Practices are held every day after school starting at 3:20pm and conclude no later than 5:00pm. Competitions are both home and away and generally start around 4:00pm. Specific start and end times are available at the beginning of each season and vary by sport. Students are provided transportation to and from all away events.

### UNIFORMS

All sports have athletic competition apparel available. Students are responsible for the care of the assigned apparel during the season. Students will be charged for missing or damaged items.

### TRANSPORTATION

Transportation is provided to all away events for team members only.

Students must ride the team bus (if available) unless the coach has a written form on file to release a student to ride with his or her parent or another parent. For liability reasons, no exceptions will be considered. Students are required to leave the building or arrange for transportation immediately after practices and home games.



### INTRAMURAL PROGRAM

Students will have the chance to compete in flag football, basketball and volleyball seasons during the 2024-25 school year, thanks to the school's new intramural program. The program is open to students in grade 6-8 and will offer one/two-day tournaments in other sports throughout the year.

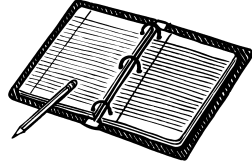


The intramural program is designed to provide students with a fun and competitive outlet for their athletic abilities, as well as to promote teamwork, sportsmanship and a positive connection to our school. Students who participate in the intramural program will have the chance to compete against their peers in a friendly, yet competitive, environment. The program will be held after school allowing students to balance their academic and extracurricular commitments.

### **Why Do We Issue an Agenda?**

Your agenda is designed to help you manage your time and plan your day so you can take an active role in your success throughout the school year.

Not only will this Agenda serve as your academic organizer and planner, it will also be your hall pass. **You are required to have this agenda with you in all of your classes at all times. The replacement cost is \$6.**



Successful use of the agenda will require you to record assignments and other course-related information on a daily basis. Your classroom teacher and parents may periodically review your agenda and help you to maximize your planning and organization skills. Your agenda may be used to relay messages between home and school and also serves as our student handbook. Our school expectations are simple: come to school on time ready to learn, treat all with respect and make the most of the gifts and talents you have.