

Port Washington High School



2024-2025

Student / Parent Handbook

Better Today. Better Together. Believe.

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Welcome to the 2024-2025 school year!

This handbook is designed to serve as a resource for Port Washington High School (PWHS) students and their families. We hope the information contained within will be useful to you throughout the school year.

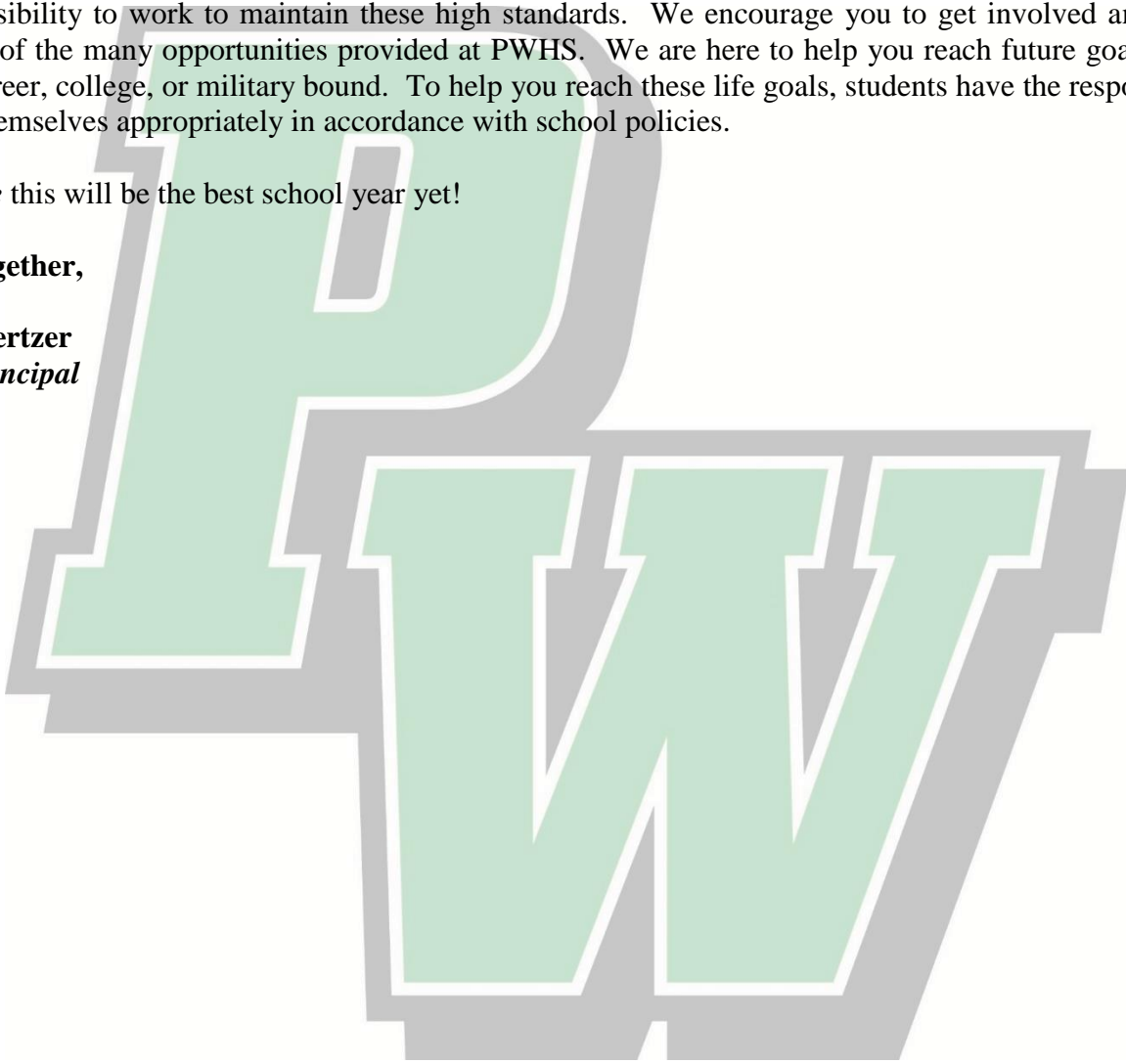
Everyone affiliated with PWHS shares with you the highest expectations for the coming school year, as we work together to continue the excellent traditions established at PWHS.

PWHS enjoys an outstanding reputation in both academics and co-curricular programs because everyone shares the responsibility to work to maintain these high standards. We encourage you to get involved and take full advantage of the many opportunities provided at PWHS. We are here to help you reach future goals, whether you are career, college, or military bound. To help you reach these life goals, students have the responsibility to conduct themselves appropriately in accordance with school policies.

We *believe* this will be the best school year yet!

Better Together,

Rachel Biertzer
PWHS Principal



Staff Directory

Adamak, Joe	Social Studies	262.268.5655
Bichler, Mark	Business	262.268.5565
Borley, Brian	Social Studies	262.268.5662
Carlson, Eric	Math	262.268.5617
Clouthier, Chris	Music	262.268.5629
Cofta, Allison	Math	262.268.5621
Cook, Kristen	Math	262.268.5615
Dekker, Cara	Communications	262.268.5659
Esselmann, Matt	Pirate Academy	262.268.5610
Ferrante, Michaela	Special Education	262.268.5684
Feyereisen, Katie	Art	262.268.5683
Fredrickson, Rebecca	Science	262.268.5645
Gengler, Katie	Communications	262.268.5571
Fote, Paulina	World Languages	262.268.5603
Gephart, Dennis	Music	262.268.5627
Graf, Abby	Special Education	262.268.5567
Grudzinski, Julie	Communications	262.268.5574
Hamm, Nicholas	Social Studies	262.268.5661
Havlik, Nick	Tech Ed	262.268.5682
Hellman, Stephen	Science	262.268.5650
Hildebrandt, Connie	Communications	262.268.5667
Jacoby, Megan	Communications	262.268.5572
Jagow, Andrew	Science	262.268.5648
Jerome, Sabrina	Special Education	262.268.5591
Kaminski, Jared	Science	262.268.5652
Kasza, Jeanne	World Languages	262.268.5606
Kornely, Alisha	Special Education	262.268.5668
Kunschke, Karen	Wellness	
LaRosa, Angelo	Wellness	262.268.5640
Last, Taylor	Tech Ed	262.268.5687
Makos, Cyndi	Social Studies	262.268.5576
Masterson, Blain	Communications	262.268.5573
Mueller, Karissa	Social Studies	262.268.5658
Nonn, Kris	Wellness	262.268.5637
O'Brien Emily	Math	262.268.5622
O'Brien, Kerry	Science	262.268.5653
O'Brien, Sean	Science	262.268.5644
Olson, Tina	Math	262.268.5618
Pasten, Mark	Math	262.268.5616
Perez, Ralph	Science	262.268.5646
Perkins, Zach	Wellness	262.268.5639
Pfeiffer, Ingrid	World Languages	262.268.5602
Piotrowski, Sophia	Special Education	262.268.5592
Reinders, Rick	Social Studies	262.268.5677
Riley, Jennifer	World Languages	262.268.5605
Ross, Cheryl	Special Education	262.268.5672
Sauer, Curt	Math	262.268.5614
Scharnweber, Paul	Special Education	262.268.5596
Soref, Mark	Communications	262.268.5587
Styles, Mike	Art	262.268.5553
Thompson, Nora	Math	262.268.5619
Uttke, Shelly	Communications	262.268.5568
Volke, Ryan	Tech Ed	262.268.5688
Wellenstein, Leeann	Business	262.268.5564
Will, Bailey	Art	262.268.5544
Zielinski, Melonie	Social Studies	262.268.5676
Zimdars, Taylor	Special Education	262.268.5593

Port Washington High School Website: www.pwssd.org/schools/pwhs/

Port Washington High School Athletics Website: www.gopiratespwhs.org

PWHS Administration & Student Services

Port Washington High School - 262.268.5500			
Rachel Biertzer, Principal	262.268.5510	Melissa Daniels, Admin Asst.	262.268.5505
John Bunyan, AP/AD	262.268.5512	Kimberli Koeppen, Admin Asst.	262.268.5506
Nate Hinze, AP	262.268.5511	Robin Van Dinter, Admin Asst.	262.268.5501
PWHS Attendance Phone Line: 262.268.5501			
PWHS Attendance Email Address: pwhsattendance@pwssd.k12.wi.us			
School Fax: 262.268.5520			

Student Service Department - 262.268.5525			
Jeff Cole, Counselor	262.268.5528	Officer Jason Bergin (SRO)	262.268.5508
Jacob Mason, Counselor	262.268.5523	Jennifer Eason, School Psychologist	262.268.5625
Diana Pasten, Counselor	262.268.5527	Kris Hess, Admin Asst./Registrar	262.268.5525

Emailing Staff

All staff can be reached by using their first name, a period, then their last name, then @pwssd.k12.wi.us

Example: rachel.biertzer@pwssd.k12.wi.us

SCHOOL CLOSINGS

In case of inclement weather, school closings and cancellations will be announced via text message, email, and social media. Whenever school is closed for the day due to inclement weather, **all activities shall be cancelled for that day.**

SECTION I

ATTENDANCE

The Port Washington-Saukville School District operates under the compulsory school attendance law as stated in State Statute 118.15. This state statute provides for the legal means to require school attendance. It is the district's responsibility to implement procedures to enforce its provisions.

ABSENCES – Board Policy 5200

The Board of Education as an agency of the State is required to enforce the regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction.

Attendance shall be required of all District students, except those exempted under Policy 5223 (religious instruction) or by other provisions of State law, during the days and hours that the school is in session or during the attendance sessions to which the student has been assigned.

A school administrator shall require, from the parent of each student or from an adult student who has been absent for any reason, a written statement or confirmation of the cause for such absence. The school administrator reserves the right to verify such statements and to investigate the cause of each absence or repeated unexplained absence and tardiness.

Any student whose absence does not meet the criteria for an excused absence under state law or Board Policy and established procedures shall be considered truant and subject to court referral.

A student who is absent due to a suspension or expulsion is neither absent without an acceptable excuse nor absent without legal cause under the compulsory attendance law.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at the assigned location.

The Superintendent shall develop administrative guidelines for the attendance of students, which:

- A. ensure that students absent for any excusable reason have an opportunity to make up work they missed;
- B. govern the keeping of attendance records in accordance with State law;
- C. identify the habitual truant, investigate the cause(s), and consider modification of the educational program;
- D. ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 and Chapter 115, Wis. Stats;
- E. ensure that all parents and students are informed in the Parent/Student Handbooks of the District's policy and related guidelines.

Excusable Reasons of Absence – Administrative Guideline 5200

Excusable Reasons of Absence

The District accepts only the following as excusable reasons for absence from school. Each absence shall be explained in writing and signed by the student's parent/guardian. The excuse shall be submitted to the school office and filed as part of the student's school record. Records of attendance are to be recorded daily. All attendance registers, with proper summaries and end of the year attendance reports are to be filed with the building principal at the end of each school year.

At the elementary level, building principals will serve as attendance officers. At the middle and high school levels, assistant principals will serve as the attendance officers. At the K-8 level, if parents of absent students have not contacted the school, the school offices will contact the parents. At the 9-12 level, the attendance will be monitored and followed up on by the assistant principals.

A written parental excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

- A. Personal Illness – The principal may require a doctor's confirmation if the principal deems it advisable.
- B. Illness in the family.
- C. Quarantine of the Home – This is limited to the length of the quarantine as fixed by the proper health officials.
- D. Attendance at the funeral of a friend or relative.

- E. Observation of Religious Holidays – Any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief.
- F. Absence During the School Day for Professional Appointments – Parents are to be encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Since this is not always possible, when a student is to be absent for part of the day the student shall have a statement to that effect from his/her parents.

Absences that do not accumulate against this guideline include field trips and college visits. College visits are not to exceed two (2) days in number per year.

Reporting an absence

The parent of a student is responsible for report an absence and its cause. In addition, the parent is responsible for providing additional information, if requested, upon the student's return. (ref. Wisconsin Statute 118.15) Parents are asked to report the absence by one of the following methods by 9am:

- (1) Calling the attendance line at 262.268.5501
- (2) Calling the main office at 262.268.5500
- (3) Emailing pwhsattendance@pwssd.k12.wi.us
- (4) Using the attendance feature on the Infinite Campus app.

Please state your name, phone number, your student's name, and the reason for the absence.

If a student knows of a pre-determined absence, we ask that they pick up a **Notification of Absence** form from the Main Office at least one day before and contact their teachers in advance of the absence to get anticipated make-up work. This form must be completed and returned to the Main Office prior to the anticipated absence in order for the absence to be excused. If your student will be taking a vacation during the school year, please try to synchronize the vacation with the predetermined dates and times that our school is closed.

****Filling out the Notification of Absence Form does not mean that the absences will be excused towards their attendance.****

If a student needs to miss school for a professional appointment (doctor, dentist, counselor, etc.), please communicate the time and reason to be released from school. If your student should need to leave for a professional appointment during the school day, then the Main Office will provide a Professional Appointment Verification form to your student. The Professional Appointment Verification form must be signed by an official at your destination and returned to the Main Office upon your student's return to PWHS. A signed Professional Verification form for part of a day or a signed letter from a professional care provider for a full day(s) explaining the necessity to not be in school for medical reasons will be noted as medical absences and will not count against the student's total absences.

TRUANCY – Administrative Guideline 5200

School attendance requires that a student be in the location corresponding to their schedule of classes unless authorized by staff to be elsewhere for the duration of each class period. Habitual truancy is when a student is missing from class or school for an excessive number of days. A student identified by PWHS as being a habitual truant means they have been absent (either excused or unexcused) from school, without a medical excuse, **for all OR part of 5 or more days** on which school is held during a 90-day period. Before a student is considered habitually truant, every effort is made to contact parents notifying them of the absences and measures needed to remedy the situation. **Students who are habitually truant during the school year risk police citation and may lose PWHS privileges including activities, athletics, and school dances.** Parents are required by state law to cause their students to attend school until they graduate from high school, or until the end of the semester during which they turn 18.

Consequences for Unexcused Absences could potentially be:

- Parent/Guardian communication from the school
- Detention
- Police Citation/Fine
- Loss of privileges (Dance attendance, athletic event attendance, open campus lunch)

TARDINESS

Tardy is a student who arrives to class under 5 minutes late without an excuse/pass. (Students who arrive to class after 5 minutes without an excuse/pass will be marked "unexcused" for that class period.) Procedures for handling tardiness will be established and communicated by the classroom teacher. Additional office detention time/consequences will be issued if tardiness continues.

Students who are tardy to first hour will automatically receive a detention.

ATTENDANCE PROCEDURES

Excuse from Medical Professional: If a student exceeds 10 days of absence per school year, a written doctor's excuse will be required for future illness related absences. Any days beyond the 10 without proper documentation will be considered unexcused.

Appointment with Medical Professional: These appointments should be made for times other than school hours in cases where this is impossible, they should be schedule during study hall or lunch periods. Students should obtain a signed note from the doctor/dentist/medical professional on letterhead stating that the student was seen in the office. An Appointment Verification form is also available in the Port Washington High School office.

Students leaving during the school day: Students must have parent authorization to leave the premises during the school day. This may be in the form of a written note or a phone call. The student is required to check out/in through the main office.

Field Trips/Extra-Curricular Activities: Absence for authorized school activities (field trips, extra-curricular events as a participant for example) are considered school related activities and therefore will NOT count as part of the ten days allowed to be excused by a parent. These absences are considered “exempt” and the reporting of this type of absences is the responsibility of the teacher/coach scheduling the activity. If the student misses other classes for school activities, it is the responsibility of the student to see that assignments and the make up work is completed.

College Visits: Students who schedule college visits during the school day will be excused by following absence reporting procedures and are to check in with classroom teachers regarding work that will be missed.

Student Illness During the School Day: Students who become ill during the school day must report to the health room in the main office. The office will contact a parent/guardian from the approved Infinite Campus information list. It will then be determined whether the student will return to class or excused for the remainder of the day due to illness.

Prearranged Absences: The following absences will require completion of a prearranged absence form to alert teachers and administration to this planned absence. The form must be completed three days prior to absence.

Extended Absence or Parental Vacations: Arrangements must be made by the parent of the student prior to the contemplated vacation. The student should make arrangements with his/her teachers, at least three days prior to departure, to make up work missed. A prearranged absence form must be completed by all teachers and approved by an administrator. If the absence has an adverse effect upon the academic success of the student, the student and parents must accept full responsibility for the grade.

PORT WASHINGTON HIGH SCHOOL COMMUNICATION REGARDING ATTENDANCE

It is our goal to collaborate with students and families to support student attendance. Communicating with families and students regarding attendance is a crucial component. Port Washington High School will communicate with families and students with the following means of communication.

6+ Days Unexcused – A letter will be sent home to parents notifying them of their student standing.

8 Days of Absences – Student will meet with grade level administrator and a letter will be sent home to parents notifying them of their student standing.

10 Days of Absences- Student will meet with grade level administrator, administrator will call home, a letter will be sent home.

15 Days of Absences – Student will meet with grade level administrator, administrator will organize a meeting with parents, and a letter will be sent home.

PWHS also reserves the right to pursue a truancy ticket when a student has missed all or some of 15 school days.

SECTION II

General Information

Calendar

The School Board approves an annual school year calendar each spring in anticipation of the subsequent academic year. The school provides calendar information relative to school events, concerts, plays, athletic contests and other activities.

Class Officers

Nominations for class officers, for the position of President, Vice President, and Secretary/Treasurer, will be gathered through an annual process. Elections for these positions will be completed in the first week of school (if not already determined prior to the end of the previous school year).

Nominations for freshmen class officers will be taken during the first week of school. Elections will be schedule following the completion of the nomination process.

Student Technology Use and Safety – Board Policy 5900

The following will govern computer use at Port Washington High School:

- Students will use the computer systems only for educational and career development activities.
- Students will not violate copyright owners by inappropriately reproducing work that is protected by copyright.
- Students will not install or download software programs or applications that **put** the District network **at** risk.
- Students will not attempt to gain unauthorized access to any computer system or go beyond authorized access.
- Student use of the computer systems (the Internet), whether applying to public or private messages or material will reflect respectful language, avoiding any activity that could endanger, disrupt or be viewed as harassment.
- Students will not use the computer to engage in any illegal acts such as arranging for a drug sale, the purchase of alcohol, engaging in criminal gang activity or threatening the safety of a person.
- Students will not access material that is profane or obscene (pornography) or that advocates illegal acts of violence or discrimination toward other people.
- Students will not deliberately attempt to disrupt the computer hardware, software, or network by spreading computer viruses or by any other means.
- Students will not manipulate other computers on the network from any other device.

Any student who violates their computer use privileges by doing any of the above is in violation of the proper use of the computer systems and risks losing computer use which in turn may affect some of the student's current classes. Students violating computer use privileges will receive a disciplinary referral and an administrator will contact parents.

Each student has the privilege to use building technology to enhance their education. In addition, the following are guidelines that govern the general use of computers at PWHS:

- Each student will have a password that cannot be changed and should not be given out.
- Messaging, chat rooms, game playing and social networking are not to be used/accessed by students.
- Report any equipment or program malfunctions immediately to supervisor/teacher.
- A student's computer records may be searched if there is reasonable suspicion of a violation.
- No personal computers will be allowed.

Students not complying with these provisions will be subject to disciplinary actions based on the nature of the incident and case history.

Chromebook Guidelines at School

- Your Chromebook must always be fully charged in the morning.
- Chromebook's must be in the protective case when not in use.
- If you forget your Chromebook at home, a Chromebook can be checked from the library (*emergencies only*).
- Calls can be made home to have your Chromebook brought to the office to be picked up.
- Repeated failure to bring your Chromebook to school will result in disciplinary action.

Depending on nature and severity of actions will determine the consequence.

Elevator

There are multiple elevators in the school which can be used by students in need. Students must acquire an elevator key in the main office.

Fire Alarm

When the first fire signal sounds, all students will immediately evacuate the building. Students will follow the directions posted in the rooms or the direction given by a faculty member concerning the exit route to be used. Students with mobility concerns located at the 2nd floor during an evacuation should report to the Library or North Stairwell of the Washington Heights Building (Social Studies & Communications) . The teacher should be the last person to leave the room after checking that everyone has left. Students should be off all access routes leading to the building and off the

driveway. Students should be 200 feet from the building. Students must stay with their teacher/adult supervisor while outside. Attendance will be taken by adults per direction of the fire department.

Food Service Program

Prior to the start of the school year the district notifies parents, via email and at registration, about the food service program, eligibility requirements and applications for free and reduced meals.

To assist in serving the education, nutritional, social, and cultural needs of all children, a food service program will be par of the regularly schedule program in each school.

The purpose of the food service program is to provide students and staff well-balanced meals that are nourishing and moderately priced. The school district participates in the National School Lunch Program and adheres to its standards for meal planning, use of commodity foods, and free/reduced price meal eligibility.

Fundraising/Advertising

The school reserves the right to regulate the sale or advertising of any commodity or the advertising of any event on school property. Any requests for school fundraising must be approved by administration.

Government Elections

Eighteen-year-old students are encouraged to vote in state and national elections. The voting should take place during non-school time.

Hall Passes

Any student who wishes to enter or leave a room during the class period or is performing a duty that takes him/her through the halls must have permission from a faculty member (some reasons include going to the office/health room, the bathroom, to get a drink). All passes will be distributed using our digital pass system through Infinite Campus. Hall passes can potentially be limited throughout the day if students miss an excessive amount of class time. This will be communicated to parents and students by their grade level administrator.

For instructional purposes, no students may request a pass during the first five minutes or last five minutes of class.

Homework

It is an expectation that high school students have homework in most, or all, of their courses. Homework is an extension of classroom instruction, being integrally tied to it. Homework is to be completed by teacher-assigned deadlines.

Lockers

School lockers are the property of the Port Washington-Saukville School District. At no time does the Port Washington Saukville School District relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent and without a search warrant. When the student occupies a locker anywhere in the building, it is understood that he/she assumes all responsibility for the contents therein. The school district will not be liable for any losses that may be incurred.

Decorations deemed inappropriate by staff/administration can be removed without notice. During the course of the school year administration may work with area police K-9 unit(s) in the school. As a result, lockers may be searched.

- **DO NOT SHARE YOUR COMBINATION WITH OTHERS.**
- **DO NOT SHARE THE LOCKER WITH ANOTHER PERSON**

Make-Up Work

A student will receive one day to make up work for each day missed. Students absent for a longer period should make arrangements with teachers involved.

Student Council

The Student Council is an organization whose members serve as their official representatives in matters of concern to the entire school. It provides a medium through which student opinion may be heard and a forum for the consideration of common school problems. The Student Council also plans and implements service projects and social activities.

Study Hall

All students shall report to their assigned area if enrolled in a study hall. The expectation with respect to study time is the same as for a class. Students failing to attend their study hall or alternate study hall assignment will be considered truant.

- Juniors and seniors will have access to an “Honors Study Hall” that will be held in the cafeteria and Upper Deck. Students in good academic standing will have the ability to stay in this study hall.
- Grade checks will occur every 4 weeks to determine in a student is in good standing. A student in good standing is defined as a student with zero F grades at the time of the grade check. Students who are not in good standing at the time of the grade check will be moved to a smaller study hall location located in a classroom.
- Students can earn the privilege to return to “Honors Study Hall” at the next grade check. Students must have all passing grades to return.

Terminating Enrollment

Students terminating their enrollment from Port Washington High School, before the end of a semester, will receive no credit for course work carried

during the incomplete semester. When students transfer to another school before the end of a semester, current earned grades for each course carried will be sent to the next school.

Severe Weather Areas

In March / April of each year, a Severe Weather Awareness Drill will inform students where to report in case of a weather related emergency. Students will follow the directions of classroom teachers when these alerts take place and move quickly and efficiently to designated areas.

Visitors

All visitors to Port Washington High School will need to follow established district procedures, including the presentation of a driver's license (for scanning in the Raptor System) prior to gaining entrance. The school reserves the right to deny visitors. Approved guests must wear an office issued visitor's pass.

Non-Port Washington students are not permitted on campus unless given permission from the main office.

Vehicle Registration

Student parking on school grounds is a privilege. All vehicles being driven to school by students must be registered in the main office. There is a fee to be paid for parking privileges. After completing the registration form, student drivers will receive a parking tag that must be placed on the rear-view mirror. Parking spaces are sold on a first come first serve basis during registration week in August. Any vehicle that is improperly parked, etc. may be ticketed by police or towed.

By parking and/or registering a vehicle on Port Washington-Saukville District property, the owner/operator consent to a search of the vehicle if an administration has reasonable suspicion that there is a substantial likelihood that contraband or evidence of activity that violates a school policy or local, state or federal law is inside the vehicle. Note: During the course of the school year administration may work with areas police K-9 unit(s) on school grounds including parking lots. These visits will not be announced ahead of time and may occur during the school day.

Reckless driving will not be tolerated on district property at any time. Incidents of reckless driving will be investigated and may result in loss of parking privileges and/or police involvement.

If the permit is suspended or revoked and student still parks on campus he/she is eligible for a municipal parking citation.

The school will not be responsible for vehicles that are lost, stole, or damaged.

Work Permits

We no longer sell work permits. Please visit the following website to purchase a work permit.

<https://dwd.wisconsin.gov/er/laborstandards/workpermit/>

SECTION III

Student Expectations

Code of Student Conduct – Board Policy 5500

Student behavior that is dangerous or disruptive and that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement in an alternative setting as outlined in this code. In addition, the student may be subject to disciplinary action in accordance with established Board policies, school rules, state and federal laws and municipal ordinances.

STUDENT REMOVAL FROM CLASS

1. A teacher may remove a student from class for the following reasons.
 - a. Dangerous, disruptive or unruly behavior or behavior that interferes with the ability of the teacher to teach effectively. This type of behavior includes the following:
 - i. Possession or use of a weapon or other item that might cause bodily harm to persons in the classroom.
 - ii. Being under the influence of alcohol or other controlled substances or controlled substance analogs or otherwise in violation of District student alcohol and other drug policies.
 - iii. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, or offensive classroom environment.
 - iv. Fighting.
 - v. Taunting. Baiting, inciting, and/or encouraging a fight or disruption.
 - vi. Disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations.
 - vii. Pushing or striking a student or staff member.
 - viii. Obstruction of classroom activities or other intentional action to attempt to prevent the teacher from exercising his/her assigned duties.
 - ix. Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear or disruptive means.
 - x. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work or creates classroom disorder.
 - xi. Restricting another person's freedom to properly utilize classroom facilities or equipment.
 - xii. Repeated classroom interruptions, confronting staff argumentatively, making loud noises or refusing to follow directions.
 - xiii. Throwing dangerous objects in the classroom.
 - xiv. Repeated disruption or violation of classroom rules.
 - xv. Excessive disruptive talking.
 - xvi. Behavior that causes the teacher or other students fear of physical or psychological harm.
 - xvii. Physical confrontations or verbal/physical threats.
 - b. Other behavior as outlined below. Examples of such behavior may include, but not necessarily be limited to, the following:
 - i. Willful damage of school property.
 - ii. Defiance of authority (willful refusal to follow directions or orders given by the teacher).
 - iii. Repeatedly reporting to class without bringing the necessary materials to participate in class activities.
 - iv. Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others.
 - v. Repeated use of profanity.
 - vi. Any other infractions as identified in the individual buildings' discipline plan.
 - c. A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.
2. When a student is removed from class, the teacher shall send the student to the building principal or designee and inform him/her of the reason for the student's removal. A written explanation of the reasons shall be given to the principal or designee within 24 hours of the student's removal from class.
3. The principal shall inform the student of the reasons for the removal from class and shall allow the student the opportunity to present his/her version of the situation. The principal shall then determine the appropriate educational placement for the student who has been removed from a class by a teacher.
4. The parent/guardian of a minor student shall be notified of the student's removal from class as outlined below.

PLACEMENT PROCEDURES

1. The building principal or designee shall place a student who has been removed from a class in one of the following alternative educational settings:
 - a. An alternative education program approved by the School Board.
 - b. Another class in the school or another appropriate place in the school.
 - c. Another instructional setting.
 - d. The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class, and the teacher, the principal or designee determines that re-admission to the class is the best or only alternative.
2. When making placement decisions, the building principal or designee shall consider the following factors:
 - a. The reason that the student was removed from class.
 - b. The severity of the offense.
 - c. The type of placement options available for students in that particular school and any limitations, such as costs, space availability, and location, on such placements. The estimated length of time of placement. The student's individual needs and interests.

- d. Whether the student has been removed from a teacher's class before.
 - e. The relationship of the placement to any disciplinary action.
3. The principal or designee may consult with other appropriate school personnel as the principal or designee deems necessary when making or evaluating placement decisions. A student's parent/guardian may also be consulted regarding student placement decisions when determined by the principal or designee to be in the best interests of the persons involved or required by law.
 4. All placement decisions shall be made consistent with established Board policies and in accordance with state and federal laws and regulations.
 5. The parent/guardian of a student shall be notified of a student's placement in an alternative educational setting as outlined below.

PARENT/GUARDIAN NOTIFICATION OF STUDENT'S REMOVAL FROM CLASS AND ALTERNATIVE PLACEMENT

When a minor student has been removed from class, the building principal or designee shall notify the parent/guardian of a student in writing. This notification shall include the reasons for the student's removal from class and the placement determination.

1. If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with state and federal laws and regulations.
2. If the student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e., suspension or expulsion), the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

Appearance – School Board Policy 5511 – Student Dress and Appearance

Port Washington High School students have the right to wear what appeals to them as long as the clothing is appropriate, clean and safe. However, there are some instances involving student dress that are considered a distraction or disruption to our learning environment. Those instances are listed below. If a distraction or disruption were to occur, students would be asked to change clothes or cover up the area of concern. This applies to all activities before, during and after school. If a student refuses to abide by the dress code, further consequences may be assigned. Exceptions may be made for religious reasons.

- Clothing, jewelry, backpacks, books, folders, etc. with inappropriate language, pictures or slogans (for example: promoting alcohol, drugs or tobacco; interpreted as sexual innuendos, gang affiliations or racist overtones) shall not be worn on school grounds.
- Shirts that are revealing (for example: see thru, clear straps, single strap, strapless, low cut, half cut, mid-driftless, sport bra, side less, tie backs or backless) must be either covered or shall not be worn on school grounds. Navels and undergarments are not to be exposed.
- Pants, shorts, and skirts that do not fit properly (for example: pants and shorts must be worn on the waist above the hips, using a belt when necessary, as well as shorts and skirts must cover at least the mid-thigh at all times) shall not be worn on school grounds. Navels and undergarments are not to be exposed.
- Shoes or sandals with soles must be worn. Shoes without soles such as slippers or moccasins are not permitted. Shoe features must be both safe and non-destructive to school property.
- Hats will be allowed to be worn in the building before or after school, during lunch or passing time. They are not allowed in the classroom unless a teacher has given permission to be worn.

Bus Ridership

The most important aspect of pupil transportation is the safety of bussed students. Students riding the school buses will be subjected to the same expectations as they are in school. Johnson Bus Company, through the bus driver, will have disciplinary authority and responsibility on the bus. All School rules should be observed when riding the bus.

Misbehavior on the bus will not be tolerated. The bus driver will inform the student that riding privileges may be suspended if misbehavior continues. A written referral by the bus company may result in a suspension of riding privileges and/or additional consequences as determined by administration.

Cafeteria

Port Washington High School offers various lunch options, which are purchased with debit using the student keypad #. Outside vendor deliver of food is prohibited without administrative permission. Prent delivery of food should be for his/her student only. Exceptions to this rule are not allowed without administrator approval.

Students are expected to follow proper cafeteria behavior at all times during lunch. Failure to comply will result in meeting with building administration and are subject to appropriate consequences.

Dances

Port Washington High School hosts multiple school dances per academic year. For such events, students and families will receive information from administration, including but not limited to start time, end time, and earliest time of departure for each attendee. Any student wishing to bring a guest who is not currently enrolled at PWHS must complete a request through the main office at least 2 days prior to the event. PWHS administration reserves the right to deny guest applications.

Drug and Alcohol Use – School Board Policies 5530 and 5530.1

The use, possession, or sale of any non-prescription drugs, alcoholic beverages, or tobacco products is prohibited on schools grounds, as well as at before/after school sponsored activities. Violators will be suspended from school and/or receive a citation by the police per state law, city ordinance, School Board policy and school rules. Expulsion may be recommended for certain alcohol and drug related infractions.

For purposes of this policy, “drugs” shall mean:

- A. All Dangerous controlled substance as so designated and prohibited by Wisconsin Statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. “look-alikes”;
- F. anabolic steroids;
- G. any other illegal substance so designated and prohibited by law

Students in violation of this policy WILL BE SUSPENDED from school pending an investigation that may lead to a recommendation for expulsion.

Fighting/Physical Injury/Harm

Students causing or attempting to cause physical injury or harm, threatening or intimidating any student, teacher or other school employee on school grounds or during any school function will be subject to disciplinary action up to and including expulsion and referral to law enforcement.

Student Anti-Harassment & Anti-Bullying

Defining Bullying:

1. “Bullying” is unwanted, aggressive behavior among school-age children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- a. An Imbalance of Power: Kids who bully use their power - such as physical strength, access to embarrassing information, or popularity - to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people; and
 - b. Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.
2. “Cyber-bullying” is defined as bullying that involves the use of digital technologies, including but not limited to, e-mail, cell phones, text messages, instant messages, chat rooms, and social media. Cyber-bullying is prohibited and treated the same as all other types of bullying.

Students might better understand the meaning of “bullying” when the term is defined to include conduct that one person uses on purpose and usually more than just one time to hurt, put down, embarrass, or scare another person, where the person who is being bullied would have difficulty protecting or defending him/herself.

Defining Harassment:

As used in this policy, the term “harassment” means behavior directed towards another person:

1. Which either: (a) is based, in whole or in part, on any legally-protected characteristic or classification, including (with respect to a student victim/target) a student’s race, color, national origin, ancestry, sex, sexual orientation, religion, creed, pregnancy, marital or parental status, or any physical, mental, emotional or learning disability; (b) is based on some other actual or perceived, but irrelevant, distinguishing characteristic, such as (with respect to a student victim/target) a student’s physical appearance, economic status, or social status; or (c) does not serve a legitimate purpose;

AND

2. Which either: (a) substantially interferes with a student's school performance, an employee’s ability to do his/her work, or any person’s ability to perform or participate in a District-related function; (b) substantially interferes with a student’s ability to participate in or benefit from any school activity or program; (c) creates an intimidating, hostile or offensive environment within any District school, activity, or program; (d) substantially interferes with or endangers the education, health, safety, or property of the victim/target; (e) causes a substantial disruption to any school-related activity or program; or (f) compromises the District’s ability to operate efficiently and effectively.

Reporting Bullying/Harassment Procedures for Students, Parents, and other Non-Employees:

Any student who (1) is the target of any bullying or harassment; (2) who observes/witnesses any incident involving bullying or harassment; or (3) obtains knowledge of possible bullying or harassment that the student finds credible or upsetting, is strongly encouraged to report the incident(s) to District staff using any of the procedures identified in this administrative guideline. Parents and guardians and others with relevant knowledge/information/concerns related to incidents involving students are similarly encouraged to report such concerns/incidents to the District.

There are different ways that students, parents and guardians, and others can report concerns related to bullying and/or harassment:

1. **At the Building/School Level:**

Making an informal verbal or written report (e.g., a parent email, face-to-face conversation, phone call, etc.) with a teacher, activity supervisor, coach, bus driver, student services staff member, building administrator or designee who will document the following information:

- Name of person reporting incident(s)
- Date and time of the report.
- Name of students involved in the incident(s)
- Student Bystanders
- When the incident(s) happened
- Where the incident(s) happened
- Description of the incident(s)

2. At the District Level:

Pursuing a District-level complaint using the District’s student discrimination complaint procedures. When using these procedures, the complaint may be initially filed with the District’s designated Equal Educational Opportunities Compliance Officer.

A student or parent or guardian can choose the specific reporting method with which they are most comfortable. That is, any report/concern/incident(s) can be brought forward at the building level and/or at the District level. The specificity and clarity of the information (e.g., expressly identifying in connection with a verbal report that the issue concerns “bullying” and/or “harassment”) is likely to be more important than the particular method that is used to make the initial point of contact. To help avoid misunderstandings, the District strongly encourages students and parents and guardians to submit a concern in writing.

Regardless of the reporting method that is used, the District’s primary concern in any situation that involves the bullying or harassment of a student is for the safety and well-being of the victim/target, and it is the District’s goal to provide an adequate and appropriate response. Employees are directed to use their professional judgment to appropriately scale the nature of the District’s response to the nature of the specific incident(s)/concern(s).

Incendiary Devices

Personal items such as lighters, matches, fireworks, fuels and other incendiary device are prohibited on school property. Students found in possession of these items will be subject to disciplinary action up to and including expulsion.

Loitering

Students found in areas of the building/campus without authorization during a scheduled class or study hall will be considered to be loitering and truant. Students will be asked to return to their assigned area, assigned a behavior referral, and may be referred to the school resource officer.

After School: Students not participating in a school sponsored activity must exit/depart from PWHS by 3:45pm. Students not taking the bus should make transportation arrangements prior to this time.

Prescription Medication – School Board Policy 5330

Any student needing prescription medication should contact the main office, where the medication will be kept. Prescription medication should only be dropped off/picked up by a parent/guardian. No prescription medication should be dropped off/picked up by students or stored in a student’s locker or on their person.

A no time will a student transfer medication to another student. Students are not to possess or use prescription medication without a valid prescription. The sale and or/delivery of prescription medication are strictly prohibited. Failure to follow this policy will result in disciplinary action.

Personal Communication Devices

“Personal communication devices” (“PCDs”) include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, and/or other web-enabled devices of any type. Students at Port Washington High School are allowed to possess and use these devices in accordance with established procedures.

Cell Phones

Cell phones are allowed in the building and may be used at the following times: before school, after school, during passing time in the hallways, and in the cafeteria during lunch (and during honors study hall for 11th and 12th grade students). Upon entrance into each classroom, cell phones should be kept in the classroom cell phone holders. If a student needs to leave the classroom the device is to stay inside the classroom. Students are able to use cell phones for educational purposes within the classroom only when granted explicit teacher permission.

If a student(s) violates this rule the staff member observing the violation will confiscate the device and give it to an administrator in the office.

1st Violation: The student can pick up the item at the end of the school day after meeting with an administrator. Administrator issues documented warning.

2nd Violation: Parents will be contacted, and student can pick up the item at the end of the school day after meeting with an administrator. Administrator will issue consequence.

Subsequent Violations: Further violations will be subject to progressive consequences, including a check in/check out procedure at both the beginning and end of the school day (length of time determined by administration), confiscation of cell phone for an extended period of time, and detention/suspension from school.

Student Laptops, Chromebooks, etc.

The Port Washington Saukville School District implements a 1:1 program for students utilizing chrome books. The use of these devices will comply with the appropriate student acceptable use policy.

Students are not permitted to use their own devices.

Other PCD Information

Students may not use PCDs on school property or at a school sponsored activity to access and/or view internet websites that are otherwise blocked to students at school

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including when off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e. audio) and/or images (i.e., pictures/video) of any students, staff member or their other person. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day or apparent picks it up, and may be directed to deleted the audio and/or picture/video file while the parent is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to classrooms, gymnasiums, locker rooms, shower facilities, res/bathrooms, and any other areas where students or others may change clothes or be in any state or degree of disrobing or changing clothes.

Students shall have no expectation of confidentiality with the respect of their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517 - Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to : (1) transmit material that is threatening, obscene, disruptive, or sexually explicit that can be construed as harassment or disparagement of others based upcoming their race, color, national origin, sex (Including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in “sexting” – i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services are required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any students who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student’s parent after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student’s name and heled in a secure location in the building’s main office until it is retrieved by the parent or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report he violation to building administration.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought on its property.

Students may use school phones to contact parents during the school day.

Public Demonstration of Affection

Students are expected to exercise self-control and respect for the reputation of others. Specifically, kissing and physical contact deemed inappropriate by staff are not allowed on campus grounds at any time. Students failing to respect this expectation will be subject to a behavior referral.

Skateboarding/Rollerblades/Wheeled Devices

Skateboards, rollerblades, and other wheeled devices are not to be used on high school property unless they are utilized for transportation to and from school. These items must be stored in the student’s school locker and are not to be used in the building for any reason. Failure to comply may result in school disciplinary consequences.

Sportsmanship

Good sportsmanship at all home and away events is expected of athletes, student-spectators and parents. Failure to display good sportsmanship while at an event can be grounds for consequences including immediate removal without refund, being withheld from future events, and possibly further school consequences.

Theft/Property Damage/Trespassing

Students involved with stealing, trespassing, causing damage to, or destruction of school or private property will be subject to disciplinary action. Restitution for damages resulting from defacement or destruction of school property, whether willful or accidental, will be the student's responsibility. Students may be suspended from school and/or referred to the school resource officer.

Weapons – Board Policy 5772

Students are prohibited from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the Superintendent.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 91(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives (subject to exceptions below), razors with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

The Superintendent is authorized to establish instruction programs on weapons and reporting and dealing with violations of this policy.

The Superintendent will refer any student who violates this policy to the student's parents and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A: weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers.
- B: items pre-approved by a principal, as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms and live ammunition will never be approved);
- C: theatrical props used in appropriate settings; and
- D: a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the student's class work.

Any student who has reason to believe that a person has or will violate this policy shall report to the Superintendent or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

SECTION IV

Discipline

The chart below describes common offenses that students may be referred for disciplinary action. Not all offenses are listed. It is also within the scope of administration to assign a consequence based upon the frequency and severity of the misconduct.

Misconduct	Definition	Minimum Action	Maximum Action
Disruption to Learning Environment	Behavior that disrupts the educational process of others by involvement in misconduct that recurs on a regular basis over a period of time.	Intervention	Recommend of expulsion
Leaving Campus	Leaving campus without permission	Intervention	Suspension Parent Conference Truancy Citation
Damage to school property/property of others	Deliberate damage or destruction of school property	Restitution Suspension	Recommend for expulsion
Possession/use of incendiary device	Possession of lighters, matches, fuels, other devices	Intervention	Expulsion
Drugs/Alcohol	Use/Possession/Selling	Suspension	Suspension Police Citation Recommend for expulsion
Physical Aggression	Pushing and Shoving Physical Harm	Intervention Suspension	Police Citation Expulsion
Trespassing	Entering building outside of school hours without permission	Suspension Police Citation	Recommend of expulsion Police Citation
Inappropriate Language/Aggressive Language or Verbal Attack	The use of inappropriate language, either written or spoken, or conduct or gestures which are obscene, lewd, profanes, vulgar, or sexually suggestive disturbing by name calling, pestering, tormenting or threatening	Intervention	Suspension/Police Citation Expulsion/Police Citation
Weapons	Any object by the way it is used or intended to be used is capable of inflicting bodily harm	Suspension/Referral to law enforcement	Recommended for expulsion/Referral to law enforcement
Tardiness (unexcused)	Not in class within 5 minutes of when the bell rings.	Detention	Truancy citation
Truancy	Missing all or part of a day without permission	Contact with a parent via email, letter, or phone	Truancy citation requested
Theft	Possession of another's property	Suspension/Restitution	Expulsion/Restitution
Firearms	Possession or use a gun	Recommended for expulsion.	
Inappropriate Physical Contact	Contact that is sexual in nature or contacting another student's private area.	Suspension	Recommended for expulsion.

Student Discipline

The board acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflect in the behavior or students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and consequences of their actions.

The board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. conform to reasonable standards of socially acceptable behavior;
- B. respect the person and property of others;
- C. preserve the degree of order necessary to the educational program in which they are engaged;

- D. respect the rights of others;
- E. obey constituted authority and respond to those who hold that authority.

Student Interventions and Consequences

If a student violates a rule set forth in the PWS Student Handbook, the following interventions and consequences will be assigned at the discretion of the high school administration. Interventions and consequences are determined by the severity and/or frequency of the offense.

Interventions

1. Teacher conference with student
2. Phone call home by teacher
3. Referral to Student Service Department
4. Student conference with administrator
5. Phone call home by administrator
6. Conference with student, parent, teacher, counselor, administrator

Consequences

1. Interventions (as listed above)
2. Removal of privileges
3. Temporary/Permanent removal from class
4. Teacher-assigned detention
5. Administrator-assigned detention
6. In school suspension
7. Out of school suspension
8. Police Referral
9. Referral to the School Board for an expulsion hearing.

Removal From Class –

See “Student Code of Conduct” in Section III”.

Out-of-School Suspension – Board Policy 5610

Student can be suspended from school for a maximum of five consecutive school days unless a notice of expulsion hearing has been sent. In this case, the student may be suspended for a maximum of fifteen consecutive school days. The length of the suspension will be determined by the severity and/or frequency of the offense (Wisconsin Statute 120.13).

Expulsion - Board Policy 5610

Expulsion from school requires the action of the Board of Education. Grounds for expulsion are as follows:

1. Repeated refusal or neglect to obey school district rules;
2. Knowingly, conveyed or cause to be conveyed, any threat or false information concerning any attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
3. Engaged in conduct while at school or while under the supervision of a school authority which endangers the property, health, or safety of others;
4. While not at school or while not under the supervision of a school authority engaged in conduct which endangers the property, health, or safety of others at school or under the supervision of a school authority or endangering the property, health or safety of an employee or school board member of the school district in which the pupil is enrolled.

Search and Seizure – Board Policy 5771

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, for educational purposes. The district retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, network, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. A student's refusal to permit such access may be grounds for disciplinary action.

No strip searches will be conducted by any employee of the District, but may be conducted by law enforcement officials, if deemed necessary.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

Parking Permits

Parking permits are sold on a first come first served basis during registration week. There are a limited number of parking permits sold. When a parking permit is purchased

Use of Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

- A. The presence of the dogs on school property is authorized in advance by the Principal, except in emergency situations, or is pursuant to a court order or warrant.
- B. The dog must be handled by a law enforcement officer or certified organization specially trained to safely and competently work with the dog.
- C. The dog is represented by the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.

The Principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition make of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search of school property or at a school activity pursuant to a request from the Superintendent, the search shall be conducted by the law enforcement officers at the direction of a District official. Law enforcement searches conducted independent of any District official request or direction shall be conducted based on standard applicable to law enforcement.

Anything found in the course of a search pursuant to this policy which constitute evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and properly cataloged for use as evidence if appropriate. Seized items shall be returned to the wonder if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement.

SECTION V

Academics

Academic Honesty

Port Washington High School promotes academic honesty. It is the objective of PWHS to create and maintain an ethical academic atmosphere in which all work submitted by students represents the true reflection of their effort and ability. The goal of these guidelines is to inform and educate students about cheating and plagiarism, as well as to assist them in developing honesty, integrity, and pride in their work.

Cheating includes, but is not limited to:

- Copying, or allowing someone else to copy, a student's test or assignment
- Using a textbook or other materials during a test without teacher permission
- Using prepared materials during a test (e.g. notes, formula lists, computer or calculator programs) without teacher permission
- Using teacher texts or other materials to complete an assignment without teacher permission
- Obtaining or providing all or part of a test or answer key
- Fabricating data or citations
- Giving away all or part of a test or assignment

Plagiarism is defined as using someone else's words, work, or ideas and claiming them as their own. This includes, but is not limited to:

- Turning in another student's work as your own
- Copying from a source without proper citation or documentation
- Copying or downloading academic materials (e.g. papers, articles, research, etc.) and submitting them as original work
- Paraphrasing without proper documentation
- Assisting another student to plagiarize
- Collaborating with other students without teacher permission

Teachers, in collaboration with administration, will determine consequences if the student has violated the Academic Honesty Guidelines. These penalties may range from having the student redo the assignment or exam for reduced credit to an F for the course. Academic dishonesty will be taken into consideration when determining eligibility for such activities and recognitions as National Honor Society, scholarship reviews, and extracurricular activities.

Changes IN COURSE SELECTION

Students are expected to choose their courses carefully while considering their academic and career plan. Below are the timelines if a schedule change is deemed necessary. Class changes must be made within the first 10 days of the semester to be dropped without penalty. Any classes dropped after that time will result in a W/F – (withdraw fail).

GRADING STANDARDS

All courses are graded on a 4.0 scale with the exception of Advanced Placement, CAPP, and PLTW courses which are graded on a 5.0 scale. All subjects are included in the cumulative grade point average. Pass/Fail situations impact the grade point as follows: A "P" has no impact on the grade point average, though credit is earned. An "F" is included in the calculation of the grade point average, and credit is not earned. Grades from accredited high schools, given official transcripts, are treated the same as grades earned at Port Washington High School. Credit based on alternative or home school experience may be granted given administrative approval, with corresponding grades registering as pass or fail.

Any course may be repeated, if approved by a high school counselor. All coursework will appear on the transcript.

GRADE REPORTING

Teachers shall communicate to both students and their parents how student grades are to be determined, along with the specific grading scale that will be used, at the beginning of each course that they teach. Students may request of their teachers that their current grade be provided at any point during the course of a semester. Teachers shall provide progress reports to students and parents during the quarter when deemed appropriate. Parents may request a report of progress for any or all of their child's classes at any point during the semester by calling the counseling office at 268-5525. Report cards are made available to parents at the conclusion of each semester. In the event that a course is dropped, either a grade of WF (withdrawn with F), WP (withdrawn passing), or no grade will be given as determined by the staff involved.

POSTED GRADES

Grades can be accessed at any time through Infinite Campus. Grades are pulled at each quarter/semester to determine athletic eligibility. Semester grades will appear on student's official transcript. Report cards are no longer mailed home.

SECTION VI

Graduation

Early Graduation

A student may graduate after 7 semesters by earning a minimum 24 total credits, earn all 15 required course credits, and receive the permission of the principal before the deadline of October 31.

Graduation Participation

Students who have completed all of the requirements for graduation (outlined in policy 5460) may participate in the graduation activities. A student may be denied participation in graduation activities for disciplinary reasons and/or for non-payment of fees.

Graduation Requirements – Board Policy 5460

All courses earn .5 credits per completed semester. Passing grades in all courses must total at least 24 credits and include the following:

- 4 credits in Communications
- 3 credits in Social Studies
- 3 credits in Math
- 3 credits in Science
- 1.5 credits in Physical Education
- 0.5 credit in Health
- Starting with the Class of 2021 and beyond (Board Policy 5460): 0.5 credit Personal Finance
- At least a 0.5 credit in 3 of the following 4 areas:
 - Computer Intensive Course
 - Fine Arts
 - Foreign Language
 - Vocational Education
- Demonstrated proficiency in writing
- Demonstrated proficiency in mathematics
- Completion of realistic life/career planning process through guidance office

Students are expected to enroll in a minimum of three credits per semester, unless officially enrolled full time at a post-secondary school or as identified in an Individualized Education Plan as defined by state and federal law. Exceptions may be made given upon parental and administrative approval.

Students are also expected to enroll in class, study hall, or some other School Board approved activity during each class period of the school day. Exceptions may be made given parental and administrative approval.

Honors and high honors are based on 7 semesters for the graduation ceremony.

Valedictorian and Salutatorian are based on 8 semesters.

Section VII

Other Notes

Notice of Non-Discrimination Policy

The Board of Education is committed to providing an equal education opportunity for all students in the District. The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex, or gender identity), of physical, mental, emotional, or learning disability (“Protected Classes”) in any of its student program and activities.

Any questions concerning this notice, the District’s nondiscrimination and equal educational opportunities policies, policy compliance, or the District’s complaint procedures may be directed to: Brian Sutton, Direction of Pupil Services Port Washington-Saukville School District 100 West Monroe St Port Washington WI 53074 262.268.6000 or brian.sutton@pwssd.k12.wi.us

Special Education

The school district must locate, identify, and evaluate all resident children with disabilities, including children with disabilities attending private schools, regardless of the severity of their disabilities. The school district has a special education screen program to locate and screen all children with suspected disabilities who are residents of the district and who have not graduate from high school. Upon request the school district will screen any resident child who has not graduated high school to determine whether a special education referral is appropriate. A written request may be made by contacting:

Brian Sutton
Director of Special Education and Student Services
Port Washington Saukville School District
100 West Monroe St
Port Washington, WI 53074

Use of Video Monitoring on School Premises

In conformance with its statutory duty and authority, the PWSSD will maintain safety, order, and discipline on school property at all times. The PWSSD Board of Education has approved the use of video monitoring on the school premises. This surveillance technology is being used to enhance the ability of school officials to protect the health, welfare, and safety of students, staff, parents, and visitors to our schools. Video surveillance may not take place at any location on school premises where staff, students, or members of the public should have a reasonable expectation of privacy. Some areas of the school in which a reasonable expectation of privacy does not exist include public entryways, hallways, and parking lots.