

WEBSTER MIDDLE/HIGH SCHOOL
STUDENT HANDBOOK
2017-2018



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~~(Revised 8/17/16)~~ (Revised 8/16/17)
~~(Revised 7/18/17)~~

WELCOME TO WEBSTER MIDDLE/HIGH SCHOOL

This handbook has been prepared to help you become more completely acquainted with all aspects of this school system. Study this handbook, so that it might serve the purpose for which it was written, namely, to serve as a guide, to help you and your parents know and understand our Webster Middle/High School and its practices, to understand the need of rules and regulations for our school.

The ultimate purpose of education is to help each student become an effective citizen in society. If you develop and accept the responsibilities and obligations of good citizenship it will help you to participate successfully in the world of tomorrow. We hope you will participate in our varied activities and find those things within our school, which will prepare you to live a better life and finally take your place in this complex society. Remember that your success in this school will be directly proportional to your efforts.

CASES NOT COVERED BY SPECIFIC REGULATIONS

It is understood that these are not all inclusive. The Board of Education and the Administration shall take such action as is necessary to insure the discipline and orderly conduct of the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school regardless of the existence or non-existence of a rule covering the offense.

THIS HANDBOOK MAY BE SUBJECT TO CHANGE AT ANY TIME

BOARD POLICIES OF PUPIL ATTENDANCE

(New for 2017-18)

1. Attendance Required:

All children between the ages of 5 and 18 years of age, except as provided by law and the policies herein, shall attend school regularly during the full period and hours that school is in session until the end of the school year, term, or semester of the school year in which the child becomes 18 years of age. Truancy shall be defined as any absence of part or all of one or more days from school during which the District has not been notified of the legal cause of such absence by the parent/guardian of the absent pupil.

2. Exemption from Compulsory School Attendance:

Upon the child's request and with the written approval of the child's parent or guardian, any child who is 18 years of age or over shall be excused by the School Board from school attendance. A child who is excused from school attendance under this paragraph shall be informed by the School Board of his or her right to be readmitted to school upon request. The School Board may specify when the child will be excused or readmitted after being excused from school attendance. Students who are 18 years of age or older still require parent/guardian excuses in order to be considered for excused absence.

3. Legal Excuse Required:

The building Principal is empowered to approve legal excuse to any pupil for the following reasons:

- Dentist/Orthodontist/Doctor/Counseling Appointments/Court Dates
- Family Emergencies (funerals, hospitalization)
- Religious Observances
- Pre-approved Family Trips
- All other allowed absences as stated in the Wisconsin State Statute 118.15

To pre-approve a family trip, contact must be made with the building secretary via note, phone call or email **PRIOR** to the absence and complete the pre-approved absence form. This form can be obtained from the building secretary or from the District website.

PREAPPROVED ABSENCES ARE STILL INCLUDED IN THE TOTAL COUNT OF TEN (10) MAXIMUM EXCUSED ABSENCES ALLOWED PER YEAR.

- **Homework assignments must be compiled previous to any pre-approved absence.**

Partial Absences:

- Students missing more than five minutes of class, are considered absent for that period.
- A tardy is defined as missing five minutes or less of class.
- When a parent signs a student out before the closing bell, it is considered an early departure.
- Each group of 3 tardies or early departures counts as an unexcused absence.
- Any excused absence totalling 1-4 periods will be counted as a half (1/2) day excused absence. Any excused absence totalling 5-8 periods will be counted as a full day excused absence. An unexcused absence for any part of a day will be counted as one (1) full day, unexcused absence.

Excused absences via email, phone call or written permission , must be received by the attendance secretary within ONE (1) day of the student's return to school.

4. Truancy Procedure:

Wisconsin compulsory attendance law states that all students age 6-17 are considered truant if they are absent from school for all/part of a day without an acceptable excuse. Habitual truancy is defined as being absent without an acceptable excuse for all or part of five or more days in a semester.

- After three unexcused absences per semester or a total of five absences (excused and/or unexcused), a notification letter will be sent to the parent/guardian.
- After ten absences per year (excused and/or unexcused), a notification letter will be sent to the parent/guardian informing them that all future absences will be unexcused unless they meet the following legal requirements:
 1. The absence is documented by a written medical excuse provided by a licensed medical practitioner, dentist, or Orthodontist. A medical excuse on file with the school may cover chronic and recurring illness.
 2. The absence is documented by a written excuse provided by a licensed counselor.
 3. A written legal excuse provided by an attorney or other legal practitioner who requires the student's presence for legal purposes. The absence will only excuse the time required for travel and appearance.
 4. The absence is related to a hospitalization, death, or funeral in the immediate family or for a close relative.
 5. The absence is related to a religious observance.
- Upon the fifth unexcused absence per semester, a referral will be made to the Municipal/Tribal Court.
- All absences where the school does not receive communication from the parent/guardian regarding the absence will be considered unexcused.
- All absences after a total of 10 that do not meet the legal requirements above will be considered unexcused. This includes pre-arranged absences (vacations).
- Any absence that is excused by a Doctor in writing, will not count towards the total number of absences..
- Any absence for school related purposes etc, field trips, athletic events with participation, discipline, will not be counted towards the total number of absences.
- College visit (maximum two (2) visits allowed per year for juniors and seniors) approved by school counselor and school appropriate documentation received two (2) days prior to visit.

The principal, or person designated by the district, who serves as the truancy officer, may use discretion for extenuating circumstances.

5. Attendance Procedures:

In the event a child is absent, parents should call the school before 9 a.m. and report the reason for the absence. If the school is not notified before 9 a.m. of the absence, a notification will be sent home. For an absence to be considered excused, parents have until the end of the day the student returns to school to contact the school to report the reason for the absence. Reports can be made via e-mail, phone or note.

Attendance in all classes is expected and attendance will be taken. Students who leave the school grounds without permission from the office may be given extra discipline beyond truancy procedures.

Students will not be allowed to attend co-curricular events on days they are absent the entire day, absent unexcused for any part of the day, or suspended in school or out-of-school unless prearranged with the Principal.

6. Senior Attendance Policy:

Students of senior status must attend school at least 85% of the school year (141 of 167 days) in order to be eligible to participate in the graduation ceremony. Under this policy, eight (8) periods equal a full day, and eight (8) tardies equal a full day. The principal may use discretion if a senior student were to miss more than 25 days for extenuating circumstances.

STUDENT EXPECTATIONS

In support of the aims of public education, we believe that the behavior of students attending our school shall reflect standards of citizenship expected of members of a democratic society. Self-discipline is one of the ultimate goals of education. We expect all students to strive to gain knowledge of their individual abilities. It is also expected of all students that they allow their fellow students every opportunity to maximize their potential.

School to Student Communication (New for 2017-18)

The school utilizes morning announcements for communication to staff and students. Students are expected to be quiet and listen to the morning announcements. Students are also expected to check their Webster School e-mail on a daily basis for important information that may be communicated via e-mail.

Students on School Grounds Before and After School Hours (New for 2017-18)

Before School: Any student on school grounds who is not participating in an extracurricular activity or academic support under the supervision of an advisor or teacher must wait seated at the front door tables until 7:45 A.M. Students are never allowed to loiter outside of the school building.

After School: Students not participating in an extracurricular activity or academic support under the supervision of an advisor or teacher must leave school grounds no later than 20 minutes after the final bell. Students are not allowed to loiter outside of the building. Any students waiting for a ride after school must wait at the front of the building and be sitting at the tables.

Conduct/Attendance at School Sponsored Events (New for 2017-18)

Students attending school sponsored activities such as field trips, athletic events or concerts are subject to the same policies and procedures that are used through the normal school day.

Personal Digital Device Policy -High School

Wisconsin State Statute 118.258 "Electronic Communication Devices Prohibited" states that "Each school board may adopt rules prohibiting a pupil from using or possessing an electronic communication device while on premises owned or rented by or under the control of a public school."

The Webster School District policy on Personal Digital Devices states the following:

- Students can use their Personal Digital Devices:
 1. Before and after school
 2. During lunch period
 3. During nutrition break
 4. During passing periods

- Students **CANNOT** use personal digital devices during instruction time....PERIOD. They cannot use them in class, in the hallways, bathroom, or anywhere else in the building during instruction time.
- Staff will educate students on etiquette and safety information regarding personal digital device use including posting pictures, copyright, privacy and cyber bullying.
- Violations include talking, texting, phone ringing (even on vibrate), taking pictures, or any other use regarding a personal digital device **during instruction time**. Any student that uses their personal digital device to take/send pictures without the permission of the subject or send/receive inappropriate electronic communications that are not based on educational activities will be subject to the consequences of the personal digital device policy.
- Personal Digital Devices that double as mp3 players cannot be used as mp3 players during instruction time.
- **STUDENTS ARE NOT ALLOWED TO TAKE VIDEO DURING THE SCHOOL DAY UNLESS IT IS PART OF A CLASS PROJECT ASSIGNED BY THE TEACHER USING SCHOOL VIDEO EQUIPMENT.**

CONSEQUENCES:

Step 1: 1-hour detention and personal digital device held in office for one full school day.

Step 2: 2 hours of detention and personal digital device turned in to office daily for one week.

Step 3: 1 day of ISS and personal digital device turned in to office daily for one month.

Step 4: 3 days of ISS and personal digital device turned in daily to office for the rest of the year.

*If you lose personal digital device privileges for the day, weeks, etc, you lose privileges on any/all personal digital devices.

*If requested by staff, students must surrender their personal digital device to staff immediately and then meet with the building principal.

*Any student that argues advances one step.

*Any student that turns in a “dummy” personal digital device advances one step.

Personal Digital Device Policy - Middle School

Wisconsin State Statute 118.258 “Electronic Communication Devices Prohibited” states that “Each school board may adopt rules prohibiting a pupil from using or possessing an electronic communication device while on premises owned or rented by or under the control of a public school.”

The Webster School District policy on Personal Digital Devices states the following:

- Students can use their Personal Digital Devices:
 1. Before school
 2. During passing times at their lockers only
 3. Before nutrition break and before lunch at their lockers only
 4. After school
 5. With teacher permission, in the classroom for instructional purposes
- Students **CANNOT** use personal digital devices during the school day, except at their lockers during passing times, before nutrition break, and before lunch....PERIOD. They cannot use them in class, in the hallways, bathroom, or anywhere else in the building. during instruction time.
- Staff will educate students on etiquette and safety information regarding personal digital device use including posting pictures, copyright, privacy and cyber bullying.
- Violations including talking, texting, phone ringing (even on vibrate), taking pictures, or any other use regarding a personal digital device **during the school day, expect at above stated times.** Any student that uses their personal digital device to take/send pictures without the permission of the subject or send/receive inappropriate electronic communications that are not based on educational activities will be subject to the consequences of the personal digital device policy.
- Personal Digital Devices that double as mp3 players cannot be used as mp3 players during instruction time.
- **STUDENTS ARE NOT ALLOWED TO TAKE VIDEO DURING THE SCHOOL DAY UNLESS IT IS PART OF A CLASS PROJECT ASSIGNED BY THE TEACHER USING SCHOOL VIDEO EQUIPMENT.**

CONSEQUENCES:

Step 1: 1-hour lunch detention and personal digital device held in office for one full school day.

Step 2: 2 hours of lunch detention and personal digital device turned in to office daily for one week.

Step 3: 1 day of ISS and personal digital device turned in to office daily for one month.

Step 4: 3 days of ISS and personal digital device turned in daily to office for the rest of the year.

*If you lose personal digital device privileges for the day, weeks, etc, you lose privileges on any/all personal digital devices.

*If requested by staff, students must surrender their personal digital device to staff immediately and then meet with the building principal.

*Any student that argues advances one step.

*Any student that turns in a “dummy” personal digital device advances one step.

GENERAL SCHOOL BEHAVIOR

Students have the responsibility to abide by all reasonable district, building and classroom rules established by school officials. Students are expected to practice common rules of courtesy that are necessary in group settings to avoid disruption in the school and to protect school property and the health, safety and welfare of school staff and other students.

Our discipline system is dependent upon the development of a positive partnership between the home and the school. Our mission, to educate students, is based upon fundamental and basic principles:

-That students allow teachers to teach.

-That students allow other students to learn.

-Positive self-esteem requires cooperation, hard work, dedication, and respect for fellow students.

If students choose to break established school rules, there will be appropriate and sequential consequences.

DEFINITIONS

Due Process: All suspected violations of the behavior policies of Webster 5-12 School will be directed to the appropriate school administrator or designee. The administrator or designee will meet with the student. The facts will be presented, and the person in charge will weigh the evidence, based upon his/her best judgment, before making a decision on the disposition of the student's case, considering the best interests of the student and the school. The student's parent(s)/guardian(s) will be informed of the action.

Detention: Detentions can be given either as a lunch or an after school detention. School staff may issue a detention. The length of the detention is determined by the rule that was violated.

Suspension: The act of prohibiting a pupil from attending class and all other school functions for a period of no more than five days. The pupil serves the suspension time in or out of school.

Expulsion: An action taken by the school board to prohibit an enrolled student from further attendance. The school board determines the expulsions. Students may be suspended for up to fifteen days prior to the expulsion hearing.

Police/Civil Authorities Referral: Acts which are illegal under the Criminal Code of Wisconsin or violations of Village of Webster ordinances are reported to the police. This referral does not replace the application of school disciplinary action for the same incident. Conversely, the police and the district attorney share information regarding student behavior.

STUDENT-TO-STUDENT RELATIONSHIPS

Each student has the right to attend school and school activities without the fear of threats against feelings, property, or physical well-being. Each student is responsible to respect the feeling, property and the physical well-being of other students, and will refrain from physical and verbal abuse directed at other students, as well as any damage or theft of property of a fellow student.

WEBSTER SCHOOL DISTRICT BULLYING POLICY

Bullying consists of those behaviors, which hurt a student physically, emotionally, or psychologically through repeated negative, purposeful actions. Bullying may occur in person, through other students, or in the use of social media in an attempt to harm others. Examples of bullying include:

- Physical Confrontation
- Racism or Sexism
- Insulting Others
- Spreading Rumors
- Taking or Breaking Belongings
- Telling Lies
- Purposely Embarrassing Others
- Name Calling (or swearing at them, using offensive words)
- Verbal Threats of Physical Violence

There are a couple of important points to take into consideration. First, school staff can't address the behaviors if they don't know about them. Second, bullies use that fear to be able to continue being mean without being stopped. If a person retaliates because someone tells an adult, it is important to continue to report this to make the bullying stop.

There is a difference between conflict and bullying. Bullying is repeated behavior that is not isolated to a specific occurrence or thing.

CONSEQUENCES:

First Offense: Upon receiving a bullying report, the principal or counselor will investigate and meet with the students involved. A determination will be made regarding the report and the incident will be documented. Parents will be contacted, and school staff will be notified of the parties involved to ensure awareness. There may or may not be consequences.

Second Offense: If there is another incident that is deemed as bullying by the counselor or principal, there will be a mandatory parent meeting. School staff will be notified of the parties involved to ensure awareness and school discipline may be administered.

Third Offense: Parents will be notified, and law enforcement may be contacted. School staff will be notified of the parties involved ensuring awareness and school discipline may involve in-school or out-of-school suspensions.

Fourth Offense: The student will be considered for an expulsion hearing.

***If an action is deemed severe, offense levels may be skipped to a higher consequence.

Disclosure and Public Reporting: The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. The school district will also provide a copy of the policy to any person who requests it. Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

Pupil Harassment: Behavior towards pupils based in whole or in part, on sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability which substantially interferes with a pupil's school performance or creates an intimidating, hostile or offensive school environment.

An annual summary report shall be prepared and presented to the school board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

STUDENT-STAFF RELATIONSHIPS

Students and staff have the right to work, study and teach in an atmosphere of mutual respect. Students also have the right to free and reasonable inquiry and expression while having the responsibility to respect authority, feelings, physical well-being and property of a school staff member.

The following are considered to be infractions of student-to-staff relationships:

Cheating: (extends beyond the bounds of the classroom) stealing a test, tampering with grade books, altering test scores, unauthorized use of teacher materials, etc. Disciplinary action could include detention and possible suspension.

Disrespect: To call derogatory names, use obscenity towards, dishonor or in another manner abuse verbally or in writing any member of the school staff. Disciplinary actions will range from detention to suspension. Profanity directed at a staff member will result in immediate suspension.

Disruptions: Disrupting school events, games, classes, meetings, and assemblies. Disciplinary actions could include detention or suspension and possible exclusion from similar events for the remainder of the school year.

Insubordination: The willful failure to respond or carry out a reasonable request by authorized school personnel. Disciplinary action will range from detention to suspension.

Misrepresentation/forgery: Written or spoken misrepresentation of the truth in the form of forged passes, parent notes and signatures, false phone calls, lies, etc. Disciplinary actions could include detentions and possible suspension.

Physical Acts of Aggression: The act of physically assaulting any member of the school staff on school property or at any activity under school sponsorship. Disciplinary action will result in immediate automatic suspension, recommendation for expulsion to the school board and police referral as a felony offense.

Threatening or Intimidating Acts: Verbally or by gesture threatening the well-being, health or safety of any member of the school staff. Disciplinary action will result in suspension and possible police referral.

PUBLIC DISPLAYS OF AFFECTION

The expression of feelings of affection towards others is a personal concern between two individuals and not for others surrounding them. Therefore let good taste and respect for others be the guideline for public display of feelings for boyfriend/girlfriend. Being overly affectionate in school is not in good taste. This type of continuous behavior could lead to disciplinary action and parents will be notified. Hand - holding is considered acceptable. Kissing will result in detention.

STUDENT DRESS/PERSONAL APPEARANCE CODE

Student appearance has an important effect on attitudes toward themselves, toward other students, and toward school. While it is recognized that the choice of attire and grooming are matters of expression and are subject to fashion and current trends, any form of dress that is determined to interfere with the educational process is prohibited.

Tops:

- all straps have to be at least two fingers wide
- no halter tops/strapless (no bare shoulders)
- must not be lower in the front than the tops of the armpits when holding your arms out horizontally unless a top following the dress code is worn underneath
- no midriffs showing
- upper back should be at least more than half covered
- mesh and tank tops must have a shirt underneath them that follows the dress code
- undergarments should not be visible at any time

Shirt Graphics/Designs

The following are not allowed:

- printed obscenities
- questionable language
- pornographic pictures/designs
- disparaging racial, ethnic, or sexist references
- language/images advocating pain, death, suicide
- language/images pertaining to use of drugs/alcohol/tobacco
- suggestive material with a "double meaning"

Shorts and Skirts

- length must be long enough so the tip of the longest finger does not touch the skin
- wearing leggings/tights does not change the length requirement
- undergarments should not be visible at any time

Footwear

- no bare feet
- no stocking feet

Altered Clothing/Accessories

- no clothing which is excessively ripped, torn, punctured, or revealing
- no clothing accessory which may be readily perceived as a weapon
- no chains

Not Allowed to be Worn During the School Day

- purses
- hats/caps/bandannas (head coverings), hoods from hooded sweatshirts, must be taken off when entering the building
- coats/jackets
- sunglasses
- backpacks

All the above listed items may be worn/used to and from school

LUNCHROOM CONDUCT

1. Any student participating in the school lunch program is expected to use his/her best manners.
2. There will be no cutting or pushing in the lunch line.
3. There will be no throwing of objects in the lunchroom (food, utensils, etc.) and all the trays, garbage, etc. must be cleared from the tables. Consequences may range from detention to ISS.
4. Students failing to comply with these rules will be reported to the office.

HIGH SCHOOL OPEN CAMPUS POLICY

The Student Leadership Group proposed a revision to the current open campus policy, and the school board approved it. Juniors will also be allowed an open campus opportunity on Thursdays.

SENIORS: Open campus on Wednesdays
 JUNIORS: Open campus on Thursdays
 NHS members: Open campus on Wednesday and Thursdays

Criteria:

- Only students with a 2.0 GPA from the previous term are eligible
- No unexcused absences from the previous or current term
- No ISS or OSS from previous or current term

The current open campus agreement will still have to be signed by the student and a parent and all the same restrictions will still apply. Students must sign in and out in the office during open campus days.

STUDENT DRIVING REGULATIONS

1. Students who drive to school must register any and all vehicles. Upon registering a vehicle, the student will receive an ID, which must be secured to the rear view mirror. **Students who fail to register their vehicles or properly attach the ID, may lose the privilege of bringing their vehicle on school grounds.** Motorcycles will not be required to display a tag, but must register the vehicle with the office.
2. The student parking lot is located at the south side of the school. Parking areas are delineated by white painted lines and students are required to park within the designated areas.
3. Students must park their vehicles upon arrival to school and immediately leave the student parking area. No one will be allowed to loiter in the student parking areas. Students should lock their vehicles at all times.
4. It is recognized that the easy access to a student's vehicle on campus may be a contributing factor to habitual truancy as defined by state law. Therefore, when a student has been defined as a habitual truant and the unexcused absences have been verified, the student's parking permit may be suspended.
5. The speed limit for all school roadways whether posted or not, is not to exceed **15 MPH**. Reckless driving on school property will subject the students to the usual penalties for flagrant offenses against school rules and/or police action. Students leaving school property without permission or speeding will lose their permits.
6. No item, which is illegal to possess, is in violation of school regulations, or endangers the health, safety or welfare of any persons, shall be stored in or on vehicles parked on school property (this includes, but is not limited to tobacco products, weapons, alcohol/drugs and drug paraphernalia). School officials reserve the right to search any vehicle on campus.
7. If the administration believes that a vehicle while on school property is being used in a manner or for a purpose that may be injurious or illegal, it shall refer the matter to the appropriate police department.
8. Illegally parked or operated vehicles may be towed.
9. At the end of the school day, **a staff parking lot monitor will direct traffic. Buses have the right of way.**

HIGH SCHOOL AFTER SCHOOL DETENTIONS

- I. Students assigned to detention will serve the detention from **3:30 p.m. to 4:30 p.m.** Detentions will be held in the supervising teacher's room. Detentions will not be held on Mondays, Fridays, Parent Teacher Conferences, Staff Development days or the day before a holiday.

Rules and Regulations

- Students must be in the designated room by 3:30 p.m. to receive full credit.
- Students will be given a one-day notice before they begin serving the detention. **Work, athletics, and personal business will not be considered as an excuse to miss detention.**
- No talking, sleeping or eating will be allowed during detention. Students also must bring something to work on or read.
- Students will **NOT** be allowed to ride the OWL bus without prior approval by the Principal.

- II. Students not serving detention by their due date will serve ISS.

VISITOR PASSES

For the safety of the students, all visitors are expected to check in at the main office upon arrival. A visitor's badge will be worn by all visitors. We encourage parents to visit staff and their students upon advance notice. **No student visitors are allowed.**

LEAVING SCHOOL GROUNDS

No student may leave the school grounds during the school day without parent/guardian permission and signing out in the office. The only exception is a school-related trip under the supervision of a teacher/coach. If student is ill and requesting to leave, students should use the office phone, not their cell phone or classroom phone.

No student will be given an off campus pass unless the building secretary or Principal receives a written excuse from the parent or a teacher, or has a telephone call to verify the excuse through contact with the parent. The Principal may issue passes at his/her discretion.

USE OF TOBACCO PRODUCTS (New for 2017-18)

Tobacco products, e-cigarettes, and any look alike products are not allowed on any school grounds.

Use or possession of tobacco products or e-cigarettes on the school property or on areas under school jurisdiction by students is prohibited. This applies to any type of school function. Students who violate these rules are subject to the following penalty:

1. First offense during academic year - one day in school suspension, and parental conference required before re-admittance and referral to civil authorities.
2. Second offense during academic year – three days out of school suspension and student and parent meet with committee made up of the principal, administrator and referral to civil authorities.
3. Third offense during academic year – referral to school board for expulsion and referral to civil authorities.

CONTROLLED SUBSTANCES

Use, transfer, or possession of controlled substances by any student on school premises or school sponsored activities will result in immediate suspension and referral to the School Board for possible expulsion. The student in question will also be referred to the appropriate civil authorities.

ALCOHOL

Consumption, possession, selling, delivering, or manufacturing of alcoholic beverages by students on school property, or areas under school jurisdiction, or at any school function, whether it is on or off school campus will result in immediate suspension and a referral to the School Board with a recommendation for expulsion. The person in question will be referred to the appropriate civil authorities.

WEAPONS (New for 2017-18)

No one shall possess, use, or store a weapon, including lighters, or look-alike weapon in school buildings, on school grounds, in school vehicles, or at school-sponsored activities, except as otherwise specifically provided. A weapon is defined by state statute as any object which is capable of inflicting bodily harm, property damage, or which endangers the health and safety of students and staff. Students who are found to possess a weapon on campus may face immediate suspension, possible expulsion and referral to appropriate civil authorities.

ADDITIONAL EXPULSION GROUNDS

A school board may expel a student from school if the school board finds that the pupil repeatedly engaged in conduct in school or under the supervision of school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct does not constitute grounds for expulsion under existing law, and the school board is satisfied that the interest of the school demands the pupil's expulsion.

REQUIREMENTS FOR GRADUATION

26 credits are required for graduation. The following 16 credits are required credits and the remaining 10 credits may be earned as elective credits. A student may not earn more than two credits as a teacher's aide.

- 4 Credits of English
- 3 Credits of Math
- 3 Credits of Social Studies (1Civics, 1 American History and 1 Elective)

3 Credits of Science (1 Physical Science, 1 General Biology and 1 Elective)
1.5 Credits of Physical Education
.5 Credits of Health
1 Business (.5 Personal Finance and .5 Computer Applications or .5 any combination of Document, Presentation, and Spreadsheet).

Students may not participate in the graduation exercise unless all graduation requirements have been satisfied, or at the discretion of the Principal.

YOUTH OPTIONS POLICIES

Students who sign up for the Youth Options courses that are paid for by the District will receive grades, which earn High School Credit and will be included in their grade point average.

The Webster School District will pay for a total of 18 Youth Options credits per student during their junior and/or senior years. If a student fails a course or fails to complete a course that has been paid for by the District, the student will be required to reimburse the District for the cost of those courses.

To be consistent with other enrichment programs such as University of Wisconsin Extension (Independent Learning), the School District of Webster may pay for the course with prior approval by the Administration.

Webster Schools, in their cooperation with its Youth Options courses, will All college courses are credited on a semester basis. For example, a 3 credit college class would be .50 credits per semester.

Guidelines for giving high school credit for college courses:

5 credit college class = 1.0 high school credit
4 credit college class = .75 high school credit
3 credit college class = .50 high school credit
2 credit college class = .333 high school credit
1 credit college class = .167 high school credit

Pass/Fail

Students may choose to take an elective course on a Pass/Fail basis under the following conditions:

- The student's cumulative GPA is above a 4.0
- Students make their request to take a course Pass/Fail to the high school principal and school counselor before the semester begins.
- Students may take a maximum of 1 credit per year of elective coursework.
- Grading will be done on the regular scale and only a final grade of an A will change to a Pass (P), anything lower than an A will remain a letter grade.

A grade of a Pass (P) will show earned credit(s) but **not** factor into the student's GPA.

ASSIGNMENT MAKE-UP

Make-up work missed because of an excused absence should be completed within two school days for each day absent.

Students missing assignments because of negligence may not have the privilege of gathering assignments at the end of the term and submitting them for credit.

Students will be allowed an opportunity to complete assignments/tests that were issued due to OSS or ISS. For unexcused absences, students may not be allowed an opportunity to complete assignments/tests that were missed due to the absence.

PLAGIARISM POLICY

Plagiarism: “The act of using another person’s ideas or expressions in your writing without acknowledging the source. To plagiarize is to give the impression that you wrote or thought something that you in fact borrowed from someone, and to do so is a violation of professional ethics...Forms of plagiarism include the failure to give appropriate acknowledgement when repeating another’s wording or particularly apt phrase, paraphrasing another’s argument, and presenting another’s line of thinking.” (Gibaldi, Joseph, M.L.A. Style Manual.)

The Webster School District recognizes the difference between intentional plagiarism and technical plagiarism.

Intentional Plagiarism is defined as, but not limited to:

- Obvious, substantial, verbatim reproduction of information; i.e. “copy and paste.”
- Fabrication of sources, falsification of page numbers, or otherwise deliberate mis-documentation.
- Submission of others’ work as the students’ own. This applies to uncited paraphrasing of another’s ideas as well as verbatim use of others’ words. (Others’ may refer to either scholarly sources, online “cribbed” essays, or the work of other students.)

Technical Plagiarism is defined as, but not limited to:

- Poor paraphrasing, amounting to “pearling” or “translating” another’s work.
- Improper citation or documentation that misrepresents a source.
- Insufficient citation of factual information not held to be common knowledge (common knowledge is defined as facts readily available from a variety of sources.)
- Poor integration of direct quotations with the student’s own writing.
- Technical plagiarism is considered a conventional error and points will be deducted just like any other writing error.

Rules and Procedures: The following procedures and consequences have been established for handling issues related to intentional plagiarism at the middle and high school level.

1. If a teacher suspects a student of plagiarism, they will meet with another teacher to discuss the specifics of the suspected plagiarism.
2. If they concur that the student has committed intentional plagiarism or that the concern warrants further investigation as an incident of plagiarism, the teacher will meet with the principal to discuss the specifics of the incident.
3. If the principal concerns that the student has committed intentional plagiarism, the principal will require a mandatory meeting with the teacher, parent and student.
4. At the high school level, the student will receive a zero on the assignment.
5. At the middle school level, the student has the option of completing a similar assignment for 50% credit.

Consequences for Intentional Plagiarism:

- ❖ First Incident: High School – Redo the assignment for passing credit only and 1 day of ISS
Middle School – Redo the assignment.
- Second Incident: High School- Redo the assignment for passing credit only and 2 days of ISS.
Middle School- Redo the assignment for partial credit and 1 day of ISS
- ❖ Third Incident: High School- Student will receive a zero for the assignment and 3 days of ISS. If it is the third incident in the same course the student will fail the course.
the same course the student will fail the course.
Middle School- Student will receive a zero for the assignment and 2 days of ISS.

Incidents are cumulative for four years of middle school and four years of high school separately. For example, if a student commits intentional plagiarism in the middle school, they would get a clean slate in grade 9.

CHANGE OF COURSE SELECTION POLICY

Once a student completes the final registration every effort should be made to finish those courses. A course change may be considered with the permission of the guidance department and teaching staff. These should not be made any later than one week after the commencement of the semester. If a student chooses to drop a course, a failing grade may be placed on the transcript.

GRADE POINT AVERAGE (GPA)

Grade point values are as follows:

A = 4.00	B- = 2.67	D+ = 1.33
A- = 3.67	C+ = 2.33	D = 1.00
B+ = 3.33	C = 2.00	D- = .67
B = 3.00	C- = 1.67	F = 0.00

Weighted grade point values are as follows:

A = 5.00	B- = 3.67	D+ = 2.33
A- = 4.67	C+ = 3.33	D = 2.00
B+ = 4.33	C = 3.00	D- = 1.67
B = 4.00	C- = 2.67	F = 0.00

Marks in all courses that are given for credit will be used in determining the grade point average. GPA's will be calculated on traditional marks only e.g., A, B, C and D.

GRADE 7-12 UNIFORM GRADING SCALE

<u>Grade</u>	<u>High Value</u>	<u>Low Value</u>	<u>Grade</u>	<u>High Value</u>	<u>Low Value</u>
A	100%	92.5%	C	77.49%	72.5%
A-	92.49%	90%	C-	72.49%	70%
B+	89.99%	87.5%	D+	69.99%	67.5%
B	87.49%	82.5%	D	67.49%	62.5%
B-	82.49%	80%	D-	62.49%	60%
C+	79.99%	77.5%	F	59.99%	0%

HONOR ROLLS are determined by average of grade point values (3.0 or above). A minimum of three classes must be taken to be considered for the HONOR ROLL.

GUIDELINES FOR TOP TEN AND SCHOLASTIC RANK

1. Webster Schools exercise the right to assign grade values comparable to our standards, to grades transferred in by new students. Such evidence as course description, credit assignment, and grading standards policies may be requested for evaluation.
2. Students who enroll at the beginning of their senior year will be included in the class standings but not in the top ten honors.
3. Students must attend Webster High School their final three semesters to be eligible for Valedictorian, Salutatorian, and Top Ten honors.
4. Class rank for graduates will be based on a seven-semester cumulative grade point average. The District has the option to change this decision regarding students in the Top Ten if their eighth semester progress declines appreciably.
5. Seniors entering after the beginning of the year will receive the correct grade point average and correct ranking on the transcript. They will not be included in Webster's Top Ten or Top Two, or in State Academic Excellence Scholarship honors.
6. Class rank is determined by grade point averages. Grades from regular or advanced courses will be used in computing class rank. Grades from alternative programs including modified individualized or pass/fail courses, which are evaluated

individually rather than competitively, will not be used. Also, students must be enrolled in regular or weighted courses for more than 50% of their course work to be included in class rank.

7. Foreign exchange students come to Webster as ambassadors. These students will not be included in the top GPA listings, but will be included in the special student category. Senior and junior foreign exchange students may be included on the honor roll.
8. In case of a tie for top honors in the Senior Class, extra-curricular involvement will be used as honor points for determining the designee..

GRADES 5-12 ASSESSMENT POLICY

Term and semester grades should be an accurate reflection of a student's mastery of the course content. Summative assessment (quizzes/tests) is the most accurate measurement of this mastery. Homework and participation is an integral part of the learning process, but less emphasis is placed on these areas in terms of grading. In order to reflect this philosophy, the following grade practices are implemented:

- 65% of a course's term grade will be based on summative assessment in grades 5-8.
- 75% of a course's term grade will be based on summativ
- assessments in grades 9-12.

MIDDLE SCHOOL RETENTION

I. Middle School 5-8

The curriculum in the Middle School is constructed as nearly as possible to permit students to proceed from year to year in classes designed to meet their needs and abilities. A student will be retained when:

- A. A student is receiving failing grades in three or more academic subjects.
- B. A student is failing two academic subjects and after parental contact by the teacher and conferences with the principal and counselor it is determined that it would be in the best interest of the student.

Whenever such retention is being considered, and after the first semester but not later than the commencing of the fourth quarter, the following sequence of action will take place:

1. The teacher will confer with the parent, principal, and other staff members involved with the student for consensus.
2. If the consensus is that retention appears to be the best possible means of helping the student, the parent will be told.
3. A referral may be made to the school psychologist for a current evaluation.

After the previously mentioned steps, the home and school should stress to the student the need for continued effort so that a retention decision can be avoided.

CORRIDOR/PHYSICAL EDUCATION LOCKERS

Each student is assigned a locker for books, academic materials and personal effects. Athletes and Phy. Ed. students are assigned Phy. Ed. lockers. It is in your own best interest that you keep the combination lock number to yourself. The school is not responsible and cannot replace or pay for anything stolen out of your locker. **Keep your lockers locked and your combinations confidential.**

Lockers are school property. Students cannot expect their lockers to be free from inspection if the administration considers a search necessary to maintain the integrity of the school environment and to protect other students.

HIGH SCHOOL ATHLETICS TWO SPORTS GUIDELINES (New for 2017-18)

If you are in grades 9-12 and are interested in participating in two sports during the same season, an application can be picked up from the Athletic Director, Mr. Hoefs. This application must be completed and returned to Mr. Hoefs seven days prior to the WIAA allowed first practice date of whichever sport starts first. This application will include the designation of a primary and secondary sport.

POLICY FOR MEDICATIONS AT SCHOOL

Any medication that needs to be taken by a student while he/she is at school needs to come in the original bottle with a signed parental consent form. The form must be turned into the office or the nurse's office and be administered from there. If the medication is a prescription medication, it must also come in the original bottle, with a signed parental form, but the prescribing doctor must also sign a consent form giving permission to have the medication administered at school. **No medications whatsoever (prescription or non-prescription) may be kept in student's lockers with the exception of inhalers.** Inhalers may be carried by students or kept in their lockers, but a consent form signed by both the parent and the doctor must be on file at the school.

HEALTH ROOM

If a student becomes ill during the school day, these procedures should be followed:

1. Inform the teacher.
2. Check in at the main office.
3. Check into the health room.
4. If seriously ill, report directly to the office so the home can be notified.

PASS SYSTEM

No one is permitted in the hallways during class time unless they have a pass, or are under the direct supervision of a teacher.

A student will need a pass to go to the IMC, a teacher's room, the office, etc. during a class period. The pass is to be filled in completely before being honored by a teacher. Any staff member has the right to check passes.

IMC

The IMC is open to all students and faculty from 8:00 a.m. to 3:20 p.m. on all school days. The librarian and aide are available to help everyone use the IMC for academic work and recreational reading. Below are some things to keep in mind when using the IMC:

1. The IMC is a quiet area where students must check out materials before removing them from the area.
2. During school hours, students must have a pass to be in the IMC unless accompanied by a teacher or aide.
3. Books may be checked out for two weeks and then renewed for another two weeks.
4. Magazines, newspapers, and encyclopedias should be used in the IMC.
5. Materials that are marked, torn, or cut up by a student must be paid for.
6. AV materials, AV equipment, computer, etc. are available for use in school with permission of the librarian and/or teacher.

You are welcome to use all the materials available in the IMC. Please do not abuse the privilege.

SCHOOL CLOSING

There is no magic temperature mark that influences the decision to close school. Many factors such as velocity of wind, condition of roads, ice, drifting snow, etc. are considered before the decision is made.

Decisions to close school because of inclement weather are generally made between 5:30 a.m. and 6:30 a.m. Families will be notified through the district notification system, which uses our most current contact information. Local television and radio stations will also be contacted, refer to the list below.

TELEVISION

WCCO-TV (4)

KSTP-TV (5)

KBJR-TV (6) SUPERIOR-DULUTH

RADIO

WCCO-RADIO (830 AM)

"Cool Country" (100.9 FM –WCMP AM 1350 and Sam 105.7 FM)

WJMC-RADIO (1240 AM-96.1 FM)

FOX 9-TV (9)
KDLH (3)
KARE 11-TV (11)

WGMO-RADIO (95.3 FM)
106.7 FM "Moose Country"/I Heart Media

STUDENT ACCIDENTS

Students are covered under an accident benefit plan purchased by the school. The school's insurance plan provides secondary or tertiary coverage. All claims must first be submitted to the parents'/guardians' insurance company (if any) for payment. This plan provides benefits to students if they are injured while on school grounds, in the classroom, or at activities under the supervision of the school. This plan does not cover injuries as a result of misconduct or self-inflicted wounds. Any unpaid portions of those bills including deductibles, may then be submitted to the school's insurance provider for review.

All students must report any accident to their teachers or to the principal as soon as possible. In case of injury, an accident form must be filed within 60 days of the injury.

If a student is injured in class, they must inform the teacher immediately – do not wait for several days or the request might be denied. We will not issue insurance forms unless we have an accident report from the teacher who was in charge of the student at the time of the accident.

If a student is injured between classes, during lunchtime, before or after school when there is no teacher present, they must report to the office immediately. If it happens on a bus, report it to the bus driver immediately.

BOOK FEES

Lost books are charged to the student and must be paid for. A fine may also be levied if a student misuses a book or a piece of equipment. Students should have all books covered so they will not be damaged through use. Students are responsible for books issued to them.

FREE OR REDUCED LUNCHES

School children from families whose income is within the federal family size income scale are eligible for free or reduced lunches. Parents will receive a free or reduced lunch application at the beginning of each school year explaining the program. If parents are eligible, they should complete the form and return it promptly to the school for approval. Parents will be notified of the outcome of each application.

LUNCH MONIES

Monies for lunch may be paid directly to the administration office or to the appropriate school office.

STUDENT REGISTRATION FEE

Each child, grades 5-12, shall pay a \$5.00 incidental fee annually.

FIRE DRILLS

Wisconsin state law requires that all schools hold periodic fire drills to prepare them for fire or other disaster. Specific directions are posted in each room. Students are asked to respond to drill signals promptly and efficiently.

Students turning in false alarms may be charged under Wisconsin laws and/or expelled from school.

FIELD TRIP STANDARDS

The School District of Webster recognizes that out-of-school resources may offer a wealth of concrete learning experiences for students, but it is to be emphasized that a field trip must have an educational objective. A field trip is defined as an out-of-school educational experience in which the students are absent from one or more classes.

A minimum set of standards will be established to assure only responsible students are involved in the field trips. Grading, discipline, behavior, and attendance records will be considered.

1. Students must be passing all courses for the current term. If there seems to be unusual circumstances, these cases should come before the Principal with sponsor input. Teachers will advise chaperons of students not qualified for the trip.
2. Students should not have been absent for more than 10% of the total days prior to the field trip. Unusual cases will be considered by the Principal. Delinquent detentions will eliminate a student from the field trip.
3. Advisors and chaperones must be alert for suspicious items taken aboard the bus which may include alcohol, drugs etc.
4. Appropriate public behavior will be expected during the duration of the trip.
5. Any student using or possessing alcohol, tobacco, or drugs, while on a field trip will be eliminated from future field trips and class trips. Other inappropriate behavior may result in denial of future field trips/class trips.
6. All school rules will apply during duration of the trip.
7. It is understood that these standards are not all inclusive. The Administration may take action that is necessary to insure an orderly field trip regardless of the existence or non-existence of a standard in this policy.

Responsible Use Policy

We are pleased to be able to offer our students and staff access to computer technology, including access to the Internet, certain online services, and our local information technology network. We are dedicated to the access and support of appropriate technology which unlocks our potential and connects us locally and globally. We envision a learning environment where technology is a part of us, not apart from us.

We believe that the tremendous value of technology and the information technology network as an educational resource far outweighs the potential risks. We will leverage existing and emerging technology as a means to learn and thrive in the 21st Century and prepare our students for success toward their goals in the competitive global, electronic age. We feel that access to the tools and resources of a world-wide network and understanding when and how these tools are appropriately and effectively used are imperative in each student's education.

The school's information technology resources, including email, Internet access, and emerging Web2.0 tools such as blogs, wikis, and podcasts, are provided for educational purposes. If you have any doubt about whether a contemplated activity is acceptable, consult with your teacher or principal to help decide if its use is appropriate.

We will provide age-appropriate instruction to all students on cyber safety including but not limited to appropriate online behavior, such as interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. Adherence to the following policy is necessary for continued access to the school's technological resources:

Users must respect and protect the privacy of others by:

1. Using only assigned accounts.
2. Only viewing, using, or copying passwords, data, or networks to which they are authorized.
3. Refraining from distributing private information about others or themselves.

Users must respect and protect the integrity, availability, and security of all electronic resources by:

1. Observing all district Internet filters and network security practices.
2. Reporting security risks or violations to a teacher or network administrator.
3. Not destroying or damaging data, networks, or other resources that do not belong to them, without clear permission of the owner.
4. Conserving, protecting, and sharing these resources with other users.
5. Notifying a staff member or administrator of computer or network malfunctions.

Users must respect and protect the intellectual property of others by:

1. Following copyright laws (not making illegal copies of music, games, or movies).
2. Citing sources when using others' work (not plagiarizing).

Users must respect and practice the principles of community by:

1. Communicating only in ways that are kind and respectful.
2. Reporting threatening or discomfoting materials to a teacher or administrator.
3. Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass).
4. Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
5. Not using the resources to further other acts that are criminal or violate the school's code of conduct.
6. Avoiding spam, chain letters, or other mass unsolicited mailings.
7. Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

Users may, if in accord with the policy above:

1. Design and post web pages and other material from school resources.
2. Communicate electronically via tools such as email, chat, text, or videoconferencing (students require a teacher's permission).
3. Install or download software, if also in conformity with laws and licenses.
4. Use the resources for any educational purpose.

Bring Your Own Device users may access our wireless network (Tiger-Wireless, Webster-Guest) on his/her personal technology device by:

1. Not accessing the user's outside network. Access to the user's personal cellular network is a violation of this policy.
2. Engaging in educational activities. Technology access must be of an educational nature and is at the discretion of the supervising staff member.
3. Refraining from questionable activities. Technology devices brought to school may be subject to search and seizure by school officials under certain circumstances.
4. Monitoring the device diligently. The district is not responsible for damaged, lost, or stolen devices used in the classroom nor is staff members accountable for the maintenance of said devices. The district is also not responsible for additional charges incurred by the student due to the use of such devices.
5. Adhering to the district's responsible use policy.

Users who utilize Webster School District equipment off district grounds will

1. Adhere to this agreement at all times.
2. Not tamper with security messages installed by the district for content filtering of the Internet.
3. Engage in educational activities. The district may investigate reports of unacceptable use of district owned equipment off the district premises.

Consequences for Violation

Inappropriate use of computer networks results in the loss of access, disciplinary action, and/or referral to legal authorities. Users may lose access privileges to the Internet and/or internal network as follows:

- First Offense – conference with parents, teacher, and building principal
- Second Offense – one day ISS
- Third and Subsequent Offenses – three days of ISS

All penalties are subject to review by the building principals. Persons wishing to appeal decisions related to computer network use privileges may do as follows:

Step 1: After a ruling by the building principal that results in a disciplinary action, the user (or parent/guardian) may appeal the decision in writing to the District Administrator, provided the appeal is received within five working/school days from the first day of action.

Step 2: The District Administrator, within five working days of receipt of such written appeal, will set a date for a hearing with the School Board. All decisions made by the School Board are final.

Supervision and Monitoring.

The use of District owned information technology resources is not private. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

PUBLIC NOTIFICATION OF NONDISCRIMINATION POLICY

It is the policy of the School District of Webster that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational or other program or activity because of the person's sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 118.13 Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, and national origin), and Section 504 of the Rehabilitation Act of 1973 (disability), and the Americans with Disabilities Act of 1990.

The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the School District of Webster.

Any questions concerning this policy should be directed to:

James Erickson
Webster School District
26428 Lakeland Avenue S
Webster, Wisconsin 54893
jerickson@webster.k12.wi.us
(715) 866-4391

ACKNOWLEDGEMENT SHEET

We acknowledge that we have read this handbook thoroughly, including, but not limited to:

Attendance Policies
Cell Phone Policy
Bullying Policy
Dress Code
Open Campus Policy
Graduation Requirements
Plagiarism Policy
Responsible Use Policy (Technology)

We agree to abide by its provisions and regulations.

(Student Name – PLEASE PRINT)

Grade

Student Signature

Date

Parent/Guardian Signature

Date