

PORT WASHINGTON
HIGH SCHOOL



STUDENT & PARENT
HANDBOOK AND CODE OF CONDUCT
2023-2024

BETTER TODAY
BETER TOGETHER
ANCHOR DOWN

WELCOME

Welcome to the 2023-2024 School Year!

This handbook was designed to serve as a resource for PWHS students and parents. 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 at PWHS.

We are here to help you reach future goals, whether you are college, career or military bound. To help you reach these life goals, students have the responsibility to conduct themselves appropriately in accordance with school policies. May this school year be the best year yet!

Better Today. Better Together. Anchor Down.

Rachel Biertzer
Principal

John Bunyan
Assistant Principal/Activities Director

Nate Hinze
Assistant Principal

Port Washington High School Mission, Vision and Values

Port Washington-Saukville School District Mission Statement:

We educate all children to reach their greatest potential.

PWHS Values that Drive the Mission:

At Port Washington High School, we believe that all students can learn. And, we believe in being great teammates with our students, community, and colleagues to help all students learn.

PWHS School Focus Areas for 2023-24:

By June 2024, **ALL** students (9th-11th grade) will show growth from their PreACT - fall test - to their PreACT Secure/ACT - spring test.

By June 2024, we will see **ALL** students will have an adult connection at PWHS.

2 The Port Washington-Saukville School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Special Services, Port Washington-Saukville School District, 100 W. Monroe Street, Port Washington, WI 53074 - Brian.Sutton@pwssd.k12.wi.us

GENERAL INFORMATION

MAIN OFFICE

Port Washington High School's Main Office is open from 7:00 a.m. to 3:00 p.m. when school is in session.

Port Washington High School
427 West Jackson Street
Port Washington, WI 53074

Phone: 262-268-5500
Fax: 262-268-5520

Visit us online:
Port Washington High School – www.pwssd.k12.wi.us
Port Washington High School Athletics – www.gopiratespwhs.com

Karry Russell, Principal Administrative Assistant
Phone (262-268-5505) or e-mail karry.russell@pwssd.k12.wi.us

Melissa Daniels, Assistant Principal Administrative Assistant
Phone (262-268-5501) or e-mail melissa.daniels@pwssd.k12.wi.us

Tina Hamburg, Attendance/Athletic Administrative Assistant
Phone (262-268-5506) or e-mail tina.hamburg@pwssd.k12.wi.us

PORT WASHINGTON HIGH SCHOOL IMPORTANT PHONE NUMBERS

PWHS Office	(262) 268-5500
PWHS Attendance	(262) 268-5501
Rachel Biertzer , Principal	(262) 268-5505
John Bunyan (Juniors & Seniors) Assistant Principal/Activities Director	(262) 268-5506
Nate Hinze (Freshmen & Sophomores) Assistant Principal	(262) 268-5501
PWHS Student Services/Counselors	(262) 268-5525
PWHS FAX	(262) 268-5520
Port Washington Saukville School District Office	(262) 268-6000
District Aquatic Center	(262) 268-6228
Johnson Bus	(262) 284-5330

MODIFIED BLOCK CLASS SCHEDULE

In 2023-2024 we will have alternating weekly bell schedules. In addition to our modified block schedule, we will also have Pirate Time at the end of the day on Wednesdays and Thursdays. Pirate Time will consist of resource time and homeroom.

	Monday	Tuesday	Wednesday	Thursday	Friday
			A Week - Green	A Week - Green	
1	7:25 - 8:10	7:25 - 8:10	HR 1 -- 7:25 - 8:45 (80 minutes)	HR 2 -- 7:25 - 8:45 (80 minutes)	7:25 - 8:10
2	8:15 - 9:00	8:15 - 9:00			8:15 - 9:00
3	9:05 - 9:58 Announcements	9:05 - 9:58 Announcements	HR 3 -- 8:50 - 10:15 (85 minutes) - Announce	HR 4 -- 8:50 - 10:15 (85 minutes) - Announce	9:05 - 9:58 Announcements
4	10:03 - 10:48	10:03 - 10:48			10:03 - 10:48
5 EC	10:53 - 11:38	10:53 - 11:38	HR 5 -- 10:20 - 11:40 (80 minutes)	HR 6 -- 10:20 - 11:40 (80 minutes)	10:53 - 11:38
5 LL	11:38 - 12:08	11:38 - 12:08	LL - 11:40 - 12:10 (30 minutes)	LL - 11:40 - 12:10 (25 minutes)	11:38 - 12:08
5 EL	10:48 - 11:18	10:48 - 11:18	EL - 10:15 - 10:45 (30 minutes)	EL - 10:45 - 10:45 (25 minutes)	10:48 - 11:18
5 LC	11:23 - 12:08	11:23 - 12:08	HR 5 -- 10:50 - 12:10 (80 minutes)	HR 6 -- 10:50 - 12:10 (80 minutes)	11:23 - 12:08
6	12:13 - 12:58	12:13 - 12:58	HR 7 -- 12:15 - 1:35 (80 minutes)	HR 8 -- 12:15 - 1:35 (80 minutes)	12:13 - 12:58
7	1:03 - 1:48	1:03 - 1:48			1:03 - 1:48
8	1:53 - 2:38	1:53 - 2:38	1:40 - 2:07 Pirate Time/Homeroom (27 minutes)	1:40 - 2:07 Pirate Time/Homeroom (27 minutes)	1:53 - 2:38
			2:12 - 2:38 Pirate Time/Resource (26 minutes)	2:12 - 2:38 Pirate Time/Resource (26 minutes)	
	Monday	Tuesday	Wednesday	Thursday	Friday
			B Week - Gray	B Week - Gray	
1	7:25 - 8:10	7:25 - 8:10	HR 1 -- 7:25 - 8:50 (85 minutes)	HR 2 -- 7:25 - 8:50 (85 minutes)	7:25 - 8:10
2	8:15 - 9:00	8:15 - 9:00			8:15 - 9:00
3	9:05 - 9:58 Announcements	9:05 - 9:58 Announcements	HR 3 -- 8:55 - 10:25 (90 minutes) - Announce	HR 4 -- 8:55 - 10:25 (90 minutes) - Announce	9:05 - 9:58 Announcements
4	10:03 - 10:48	10:03 - 10:48			10:03 - 10:48
5 EC	10:53 - 11:38	10:53 - 11:38	HR 5 -- 10:30 - 11:55 (85 minutes)	HR 6 -- 10:30 - 11:55 (85 minutes)	10:53 - 11:38
5 LL	11:38 - 12:08	11:38 - 12:08	LL - 11:55 - 12:25 (30 minutes)	LL - 11:55 - 12:25 (25 minutes)	11:38 - 12:08
5 EL	10:48 - 11:18	10:48 - 11:18	EL - 10:25 - 10:55 (30 minutes)	EL - 10:25 - 10:55 (25 minutes)	10:48 - 11:18
5 LC	11:23 - 12:08	11:23 - 12:08	HR 5 -- 11:00 - 12:25 (85 minutes)	HR 6 -- 11:00 - 12:25 (85 minutes)	11:23 - 12:08
6	12:13 - 12:58	12:13 - 12:58	HR 7 -- 12:30 - 1:55 (85 minutes)	HR 8 -- 12:30 - 1:55 (85 minutes)	12:13 - 12:58
7	1:03 - 1:48	1:03 - 1:48			1:03 - 1:48
8	1:53 - 2:38	1:53 - 2:38	2:00 - 2:38 Pirate Time/Resource (38 minutes)	2:00 - 2:38 Pirate Time/Resource (38 minutes)	1:53 - 2:38

4 The Port Washington-Saukville School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Special Services, Port Washington-Saukville School District, 100 W. Monroe Street, Port Washington, WI 53074 - Brian.Sutton@pwssd.k12.wi.us

LOCKERS (PWSSD Board Policy 5771– Search & Seizure)

Each student is assigned a locker for personal use at the beginning of the school year. If it is not functioning properly, then contact the Main Office and a custodian will be called upon to repair it. Students may be held responsible for any damage done to the lockers they have been assigned. Students should refrain from excessively decorating lockers, particularly when materials used are difficult to clean up. The school is not responsible for items left in assigned lockers beyond a student's last day of attendance.

The school is not responsible for items stolen from your locker. To minimize the risk of theft:

- Keep your locker combination confidential.
- Avoid sharing your locker with another student.
- Refrain from storing valuable items in your locker.
- Be sure that the locker is locked after accessing it.

Students missing items of significant value should notify the Main Office and complete a lost/stolen item report. Students finding items of significant value should turn them into the Main Office to be handled as lost and found. Students responsible for the theft of school or personal property will be subject to a disciplinary referral.

The Port Washington-Saukville School District retains ownership of student lockers. Students shall not have an expectation of privacy in lockers. School authorities, for any reason, may conduct periodic general inspections of lockers at any time without prior notice. Locker searches will be supervised by the school principal or an assistant principal and shall include a witness. Any item in conflict with district policy found in a locker shall be confiscated.

IDENTIFICATION CARDS

Student pictures are taken as part of the student registration process in August.

Picture retake day will be on **Friday September 8, 2023**. Pictures taken are used in the high school yearbook and in processing student identification cards. An ID is required for Chromebook check-out. Student IDs are necessary for a wide variety of reasons that include the lunch program, library material check out, event attendance, etc.

PARKING

Bicycles, motorcycles, and automobiles are permitted on campus in designated parking areas only. Bicycle parking is available. Students must apply and pay for reserved parking spot to park their vehicles on Port Washington High School property in the **Staff Lot** (corner of Holden Street & Jackson Street), the **Upper Student Lot** (corner of Holden Street & Van Buren Street) and the **Lower Student Lot** (corner of Webster Street and Van Buren Street) during school hours. Students are expected to park their vehicles in an orderly manner and to keep the parking areas free from litter. The school district is not responsible for damage to vehicles parked on campus. Students who park on the streets in the neighborhood of the school are subject to whatever the posted parking restrictions may be. Parking in the city owned swimming pool parking lot (on Webster Street) is free and available to students on a first come basis. All violators to the above mentioned policies are subject to ticketing by the Port Police Department.

EXTRACURRICULAR ACTIVITIES

Port High offers an abundant variety of extracurricular activities. Students are encouraged to participate in those activities that may be of interest to them. For specifics, refer to the Student Activities Catalog.

Questions regarding the extracurricular programs may be directed to Mr. John Bunyan (262) 268-5501, who serves both as Assistant Principal and Activities Director. The following extracurricular activities are available:

Clubs/Activities:

- Best Buddies, Book, Chess, DECA (Marketing), E-Sports, Fall Musical, Formula One, Forensics, German, Key Club, GSA, Mountain Biking, Spanish, Math Team, Men's Chorus, National Honor Society, Pit Band, Spring 3-Act Play, Student Council, United for Youth, Yearbook, Volleyball (Boys), Women's Show Choir.

WIAA-sanctioned Athletics:

- Boys - Baseball, Basketball, Cross Country, Football, Golf, Hockey, Soccer, Swim & Dive, Tennis, Track, Wrestling
- Girls - Basketball, Cross Country, Dance Team, Gymnastics, Hockey, Softball, Soccer, Swim & Dive, Tennis, Track, Volleyball (Girls), Hockey
- Students are allowed into ALL home events for free with their student ID. Note: This does not include the WIAA tournament series, as all spectators need to pay to enter these events.

VISITORS

Beyond school district employees and Port High students, all other persons who desire to be on campus must first report to the Main Office to secure appropriate clearance. Students with modified schedules may not be on campus outside of their scheduled time for classes without staff authorization. Students are not permitted to bring visitors during the school day. Visitors may be permitted at school-sponsored dances or other activities provided that they have administrator approval. A Visitor Dance Pass form will be available in the Main Office for school-sponsored dances.

SAFETY PROCEDURES

If a fire alarm sounds while you are in a classroom, follow the posted exit directions. If a fire alarm sounds during lunch or passing time, proceed to the nearest exit. Once outside of the building, move at least 20 feet away from the exit. Do not go back into the building until the alarm stops and staff members signal that it is okay to return. Students responsible for tampering with fire prevention equipment or setting off a false fire alarm will be suspended out of school and referred to the police, and may be recommended for expulsion.

In the event of a tornado in our area, a warning will be given either over the public address system or through repeated short rings of the bell tone. If a tornado warning occurs while you are in a classroom, follow the posted exit directions. If a tornado warning occurs during lunch or passing time, proceed to the lowest level of the building you are in. Remain seated on the floor against the wall until an indication is given that the tornado warning is over.

In the event of a security breach, follow your teacher's directions and our ALICE training.

LUNCH

- Students will either have a late or early lunch, which is determined by where their fifth period class (6th period class on Thursday) is held.
- All students must remain in the cafeteria during the lunch hours and stay out of all classroom hallways.

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- Freshmen and Sophomores will have a closed campus during lunch and will remain in the cafeteria for the entire lunch period.
 - Students who leave campus during lunch will be subject to a disciplinary referral.
- Juniors and Seniors may leave campus OR must eat lunch in the cafeteria (if staying in the building).

ILLNESS/INJURY (PWSSD Board Policy 5330 – Student Medication)

Students who become ill or injured during the school day should report to the Main Office. office staff will assess the situation and, if deemed necessary, contact the student's parents and/or the school nurse. In the case of injury, an injury report form must be completed and signed by the staff member supervising the activity during which the injury took place. If the injury takes place while the student is not under the direct supervision of a staff member, the student shall complete the entire form.

Students who need to take any type of medication during the school day must notify the Main Office and have their parents complete the corresponding authorization forms per PWSSD Board Policy 5330. **Prescription medication** authorized to be taken must be kept secure in the Main Office and dispensed under the supervision of an office staff member. Authorized non-prescription medication may be self-administered. **Under no circumstance are students permitted to share any medication with others.**

TECHNOLOGY (PWSSD Board Policy and Administrative Guideline 5900 Student Network and Internet Acceptable Use and Safety)

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, 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 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.

**ATTENDANCE EXPECTATIONS
PWSSD Board Policy 5200-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. Port Washington High School believes that it can help provide for maximum learning experiences for each student by actively promoting and providing for procedures that encourage regular school attendance.

ABSENCES

If a student is absent from PWHS, parents need to contact the Main Office at 262-268-5501 (you may leave a voice mail at any time) or e-mail pwhsattendance@pwssd.k12.wi.us, sign and date a written statement or visit us in person **by 9:00 a.m. on the day of the absence**. We ask that you use these systems of communication to help us keep track of absences and to let us know what is happening with your student. In addition, daily work missed while the student is considered to be absent can be made up and should be requested by 9:00 a.m. and picked up after 3:00 p.m. Daily work missed while the student is considered to have an unexcused absence will be handled on a case by case basis.

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 not count towards their attendance... they will still count as absences****

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.

Procedure for UNV Absences in class or resource: Students are to be in their assigned class or resource. If not present:

1. The School will contact students and parents via email or phone notification.
2. Any mistakes in attendance records may be corrected with verification from the teacher.
3. Student absences that remain unverified will turn into unexcused absences, counting against their attendance.
4. Administrative contact will be made with students and the parents/guardians of students who are habitually truant.

HABITUAL TRUANCY

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)

TARDIES

Students are expected to be in the classroom and preparing to learn when the bell rings to start class and must remain in the classroom until the bell rings again to end class. A student is considered tardy if they arrive to class after the bell has sounded and do not have a pass from a staff member. A tardy may also be assigned to a student if they are not prepared at the start of class by having all necessary classroom materials with them.

****Consequences for Tardies****

Consequences are based on being tardy to one single class hour and are not a combination of the different periods of the day. Tardy counts will be reset at the beginning of each semester. The consequences for being tardy multiple times to one single class hour are as follows:

- Tardy 1-4: Teacher/student conference. Teacher contacts home.
- 5th Tardy: Office referral. Detention issued. Administrative follow-up.
- 10th Tardy: Office referral. Detention issued. Truancy protocol initiated.

ACADEMIC EXPECTATIONS

Successful students are to put into practice the following academic expectations. Each teacher will make known additional or specific expectations in their individual courses.

Students are expected to:

- Attend all classes since valuable learning experiences occur each and every day in each and every class that cannot be made-up
- Have proper materials/equipment with them for each class
- Demonstrate active, constructive participation in class activities
- Turn in all assignments in a timely fashion

GRADUATION REQUIREMENTS

The following total and subject specific credits are required to graduate from Port Washington High School per PWSSD Board policy 5460:

24 Credits

- 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 upon parental and administrative approval.

GRADUATION CEREMONY

In order to participate in the Port Washington High School graduation ceremony, the following requirements must be met; all graduation requirements completed, fines and fees accumulated in the school district paid, and consequences related to any disciplinary action completed.

- Honors and high honors are based on 7 semesters for the graduation ceremony
- Valedictorian and Salutatorian are based on 8 semesters

CLASS STANDING

The following table illustrates typical credit attainment to keep on pace for graduating in four years:

Class Standing	Junior	Sophomore	Freshmen
Minimum # of Credits Earned at Completion of School Year	18	12	6

Students who have earned the minimum or more credits for their class standing are classified as "in good standing". Students who lack credits to be with the class they entered high school with are classified as "at risk". Class standing will be established at the outset of each semester, taking into account credits earned the past semester along with credits earned through alternative means such as summer school.

GRADING STANDARDS

All courses are graded on a 4.0 scale with the exception of Advanced Placement (AP), 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:

- Mid quarter and quarter time will have grades posted on line: No reports sent home for mid quarter/quarter time.
- Report Card will come 2x a year: one at each semester.

STUDENT INCENTIVES

EXAM EXEMPTIONS 2023-2024 POLICY

1. **Exam Exemption:** All students can earn an exam exemption (for any semester) by meeting the expectations in the **Port Pride Program**.

General Guidelines for Exam Exemptions:

- The exam exemption can be used for any class with teacher approval. A teacher can decide to not give a student an exam exemption.
- Students can lose their exam exemption for (1) office referral. This may include major referrals for classrooms behavior (including chronic homework issues).
- Students will also lose their exam exemption for **any** unexcused absences. UNX absences **MUST** be cleared **no more than a week** after the absence occurrence by the parent/guardian.
- Students that complete the **Port Pride Program** each semester will be given an exam exemption. That exam exemption can be used for any class with teacher approval.

The Port Pride Program criteria are:

1. Be alcohol and drug free.
2. Participate in one HS activity/club/athletic team.
3. No F's, or missing work from class.
4. No office referrals for discipline.
5. Minimum of 15 Volunteer hours (outside of family obligations)

A **student recognition program** is held during the spring semester to recognize students who have completed at least three semesters of high school, earned a GPA of at least 3.33 for the first semester of the current school year, and have a cumulative GPA as follows: Sophomores - 3.75 to 4.0, Juniors - 3.5 to 4.0, and Seniors - 3.33 to 4.0. During this recognition program, first time award winners receive a white letter, second time winners receive an academic pin, and third time winners receive an academic plaque. Students with perfect attendance will also be recognized as part of the recognition program. It should be noted that all absences, with the exception of teacher-supervised field trips, are marked against perfect attendance. For clarification excused absences such as college visits, medical appointments, and family vacations are counted as an absence from school, and thus will count against perfect attendance.

YOUTH OPTIONS PROGRAM

The Youth Options program, under PWSSD, allows public high school juniors and seniors who meet certain requirements to take post-secondary courses at a University of Wisconsin institution, a Wisconsin technical college, or one of the state's participating non-profit institutions of higher education. Under Youth Options a student will not have to pay for a college course if the school board determines the course qualifies for high school credit and is not comparable to a course already offered in the school district. If the course is approved by the school board, the student can receive both high school and college credit upon successful completion of the course. The application deadlines for participating in this program are October 1 for the following spring semester and March 1 for the following fall semester. Contact your school counselor for more details and an application form, if interested.

TEXTBOOK/EXPENDABLE MATERIALS

Textbooks and expendable materials (includes use of Chromebook) are available to students free of charge. Students may be asked to buy their own books for particular Advanced Placement classes to allow them to be kept and marked as would be customary in college. Students, whose textbooks and/or Chromebooks that are lost, stolen, damaged, or show wear beyond normal use shall be required to pay the amount not to exceed the cost of replacement. Students may be required to pay for workbooks and other expendable materials as indicated for particular classes.

ACADEMIC HONESTY GUIDELINES

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.

BEHAVIORAL EXPECTATIONS

We will strive to provide every Port High student with a successful educational experience, with sensitivity to each student's individual needs and capabilities. We are responsible for teaching students to behave appropriately, making them aware of consequences for failing to do so, and enforcing established school rules. High academic expectations must be accompanied by equally high behavioral expectations for students. Students shall not be permitted to detract from other students' efforts to learn and from teachers' efforts to teach.

ELECTRONIC COMMUNICATION DEVICES

The School recognizes the value of students maintaining communication with their Parents/Guardians and other appropriate persons for health, safety and educational purposes, especially before and after established school hours. Cell phones may be used before and after school, during lunch and at passing times. These devices may be used in the classroom with teacher permission.

Such use or possession of an electronic communication device may not in any way:

- Disrupt learning
- Endanger health/safety of the student or others
- Invade the rights of others at school
- Involve illegal or prohibited conduct of any kind

Parents/guardians are welcome to contact the office with any information that needs to be relayed to their children during school hours or in case of an emergency.

*****Lost/Damaged/Stolen phones will not be the responsibility of the school*****

Failure to follow these rules for the classroom will result in consequences for the student:

- **First Offense- Warning:** Staff member will confiscate the phone for the remainder of the class period.
- **Second Offense- Parent/Guardian Contact :** Staff member will confiscate the phone device and turn it into the office to be logged. Student will be able to retrieve their phone from the office at the end of the school day. Staff member will contact home.
- **Third Offense – Parent/Guardian Pick up:** Staff member will confiscate the phone device and bring it to the office for the remainder of the day. Parent/Guardian will be contacted and will need to come to the office to pick up the phone.
- **Fourth Offense** – Parent/Guardian and student meet with administration to create and develop plan for their phone.

DRESS CODE (PWSSD 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, sideless, 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.

PUBLIC DISPLAYS 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 anytime. Students failing to respect this expectation will be subject to a behavior referral.

UNACCEPTABLE CONDUCT

The following behaviors are prohibited at Port Washington High School:

- Harassment (PWSSD Board Policy 5517-Student Harassment and Bullying)
- Physical attacks or hazing (PWSSD Board Policy 5516)
- Theft or vandalism or arson or bomb threats or false fire alarms
- Vaping (or possession of vaping devices), tobacco, alcohol, drugs or related paraphernalia (possession, ownership, use, under the influence or intent to distribute these or look alike products) (PWSSD Board Policy 5530 – Student Substance Abuse)
- Possession, storage or use of item that may cause injury (including a gun, knife, look alike weapons, ammunition, explosives, throwing rocks, snowballs, etc.) (PWSSD Board Policy 5772 – Possession or Use of Weapons)
- Any disorderly conduct/unsafe behavior that compromises safety of others or any other such behaviors that are deemed a serious violation which disrupt the educational process or interfere with teachers and learning and/or repeated insubordination in the refusal to abide by school rules.
- Weapons and non-lethal weapons (such as pepper/mace spray, taser guns that can cause bodily harm) are not allowed and are a suspendable offense that will also be referred to the police.
 - Items such as laser pointers, matches, lighters, firecrackers, stink bombs, squirters, etc. are not allowed at anytime within the building.

CONSEQUENCES FOR THE ABOVE BEHAVIORS

1. Parent/Guardian contact
2. Possible Suspension
3. Possible Expulsion Hearing
4. Incidents may be referred to law enforcement if deemed serious in nature.

DISTRICT EXPECTATIONS

ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

Pursuant to Section 118.13, Stats. and PWSSD Board Policy 2260, no student shall be discriminated against on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, parental or marital status, sexual orientation, or physical, learning, mental, or emotional disability.

This policy shall apply to all areas of education including, but not limited to, admission, placement, student discipline, grading, instructional materials selection, curriculum, interscholastic and extra-curricular activities, and food services. The policy is intended to extend to all educational activities of the student.

The school district will also take all necessary actions to comply with Title VI of the Civil Rights Acts, Title IX of the Educational Amendment of 1972, and Section 504 of the Vocational Rehabilitation Act of 1973 and all other state and federal laws prohibiting discrimination in educational programs and activities. The Superintendent shall also ensure that proper notice of nondiscrimination for Title I, Title II, Title IV, Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Act is provided to students, their parents, staff members, and the general public.

The compliance officers (Title VI, Title IX, and Section 504 and Sec. 118.13) shall keep records of all formal and informal complaints for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals. The records should include:

- The name, title, or status of the grievant or complainant;
- The date the grievance was filed;
- The specific allegation made and any corrective action requested by the grievant;
- The name(s) of the respondents;
- The levels of processing followed, and the resolution, date, and decision-making authority at each level;
- A summary of facts and evidence presented by each party involved;
- A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.

Those designated as compliance officers to discuss concerns and/or receive complaints:

<u>Respective Administrator</u>	<u>Governing Statutes/Regulations/ Nondiscrimination and Harassment</u>
Brian Sutton Director of Pupil Services (268-6000)	S.118.13 Wisconsin Statutes (Prohibits discrimination as described in paragraph 1 above)
Brian Sutton for <i>Student Concerns</i> Director of Pupil Services (268-6000)	S.504 of the Rehabilitation Act of 1973 (Prohibits discrimination on basis of handicap)
Brenda Arnett for <i>Adult Concerns</i> Business Manager (268-6000)	S.504 of the Rehabilitation Act of 1973 (Prohibits discrimination on basis of handicap)
Brian Sutton Director of Pupil Services (268-6000)	Title IX of Federal Educational Amendments of 1972 (Prohibits discrimination on basis of sex)
Brian Sutton Director of Pupil Services (268-6000)	S.111.36 Wisconsin Statutes; 14th Amendment Title IX of Federal Educational Amendments of 1972 (Prohibits discrimination on basis of sex – adults or students)

SEXUAL HARASSMENT

The Port Washington-Saukville School District Board Policy 5518 does not permit sexual harassment of its students. Unwelcome sexual advances, requests for sexual favors or acts and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to or rejection of such conduct is used as the basis for academic decisions affecting that student, including, but not limited to, the individual’s academic or extra-curricular evaluation;
- Such conduct substantially interferes with a student’s school performance; or
- Such conduct creates an intimidating, hostile or offensive school environment.

Sexual harassment includes conduct directed by a person at another person of the same or opposite sex. Any person who believes that a student has been subjected to sexual harassment should report the incident to the Director of Instruction in accordance with the District’s established student discrimination/harassment complaint procedures. If the Director of Instruction is the subject of the complaint, the person may file the complaint with the Director of Special Services. It is the intent of the District to create an atmosphere where complaints will be treated fairly. All sexual harassment complaints shall be taken seriously and properly investigated, and appropriate corrective actions shall be taken as necessary. There shall be no retaliation against individuals who file complaints under this policy.

Individuals who have engaged in sexual harassment in violation of this policy, or who have retaliated against any complainant, shall be subject to appropriate disciplinary action. Building principals shall be responsible to notify students, parents/guardians and employees of this policy and the complaint procedures annually.

PUBLIC COMPLAINTS POLICY

Per PWSSD Board Policy 9130, any person or group, other than members of the staff covered by the terms of a negotiated agreement, having a legitimate interest in the operations of this District shall have the right to present a request, suggestion, or complaint concerning District personnel, programs, or operations. The intent of this policy is to provide the means for judging each public complaint in a fair and impartial manner and to seek remedy, where appropriate. It is the desire of the Board to rectify any misunderstandings between the public and the District by direct discussions of an informal type among the interested parties. When such informal meetings fail to resolve the differences, more formal procedures may be employed. Any requests, suggestions, or

complaints reaching the Board, Board members, and the administration shall be referred to the appropriate administrator for consideration according to the following procedure.

Matters Regarding a Professional Staff Member (Teacher or Administrator)

- A. *Level I*
 - 1. If it is a matter specifically directed toward a professional staff member, the complainant is to address the matter to the concerned staff member for prompt discussion and appropriate action.
 - 2. This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to approaching the professional staff members.
 - 3. The staff member shall document the matter and whatever action may have been taken. This information shall be given to the principal.
- B. *Level II*

If the matter cannot be satisfactorily resolved at Level I, it shall be discussed by the complainant with the staff member's supervisor.
- C. *Level III*

If a satisfactory solution is not achieved by discussion with the immediate supervisor, a written request for a conference shall be submitted to the Superintendent by the complainant. This request should include the specific nature of the complaint and a brief statement of the facts giving rise to it.
- D. *Level IV*

Should the matter not be resolved, or if it requires a Board decision or action, the complainant shall request of the Board President, in writing, a hearing by the Board.

The Board, after reviewing all material relating to the case, may provide the complainant with a written decision or may grant a hearing before the Board. The complainant shall be advised, in writing, of the Board's decision within twenty (20) business days.

Matters Regarding the Superintendent

Should the matter be a concern regarding the Superintendent which cannot be resolved through discussion with the Superintendent, the complainant may submit a written request for a conference to the Board President. This request should include:

- A. the specific nature of the complaint and a brief statement of the facts giving rise to it;
- B. the reason the matter was not able to be resolved with the Superintendent

The Board President, after reviewing the request, may grant a hearing before the Board or refer the matter to an executive session. The complainant shall be advised, in writing, of the Board's decision within twenty (20) business days.

Matters Regarding a Support Staff Member

In the case of a support staff member, the complaint is to be directed, initially, toward the person's supervisor, and the matter then brought as required to higher levels in the same manner as prescribed for "Matters Regarding a Professional Staff Member".

Matters Regarding District Services or Operations

If the request, suggestion, complaint, or grievance relates to a matter of District procedure or operation, it should be addressed, initially, to the appropriate administrator and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

Matters Regarding the Educational Program

If the request, suggestion, complaint, or grievance relates to a matter of District programming, it should be addressed, initially, to the appropriate administrator and then brought, in turn, to higher levels of authority in the matter prescribed in "Matters Regarding a Professional Staff Member".

Matters Regarding Policy or Boardmanship

Comments regarding written district policy may be routed through regular channels for consideration by the Board as a whole. Any complaint involving an individual board member should be referred to the Board President for review and action. If the complainant is not satisfied with the Board President's action, the complaint may be referred to the Board as a whole.

RELEASE OF STUDENT'S PERSONAL INFORMATION

In the interest of privacy for the students and families of the Port Washington-Saukville School District, the District has set up limitations and protocol for what information can be released and to whom it can be forwarded. Federal Law dictates that some information must be provided to various governmental entities.

The following criteria is set up for the high school: Only the student's name, address and telephone number will be given to authorized agencies as outlined by Federal Law, and to entities who will forward career or service related information. **A student may opt out of receiving one, two or all three types of information by filling out the waiver form located below and returning it to the Student Services.** Parents of minor students have the opportunity to use the same form to exclude their child from receiving information. The parent of a minor student may override their child's choice of restrictions until turning 18

Release of Student Information Restrictions	
_____ PWHs Student's Name	_____ Birthdate
Please do not send information regarding the above student pertaining to:	
Grade	
<input type="checkbox"/> Further career opportunities including the armed forces.	
<input type="checkbox"/> Armed forces recruitment.	
<input type="checkbox"/> Other agency or community requests, i.e. photographer, drivers education company, banks, etc.	
_____ Parent or Student(if over 18) Signature	_____ Parent Name
Office use Only	
_____ Date Submitted	_____ Initials
Override of Student Opting Out of Information Release	
_____ PWHs Student's Name	_____ Birth Date
Even though my child has requested to not have personal information released, please release the information with relative to:	
Grade	
<input type="checkbox"/> Further career opportunities including the armed forces.	
<input type="checkbox"/> Armed forces recruitment.	
<input type="checkbox"/> Other agency or community requests i.e. photographer, driver's education company, banks, etc.	
_____ Parent or Student(if over 18) Signature	_____ Parent Name
Office use Only	
_____ Date Submitted	_____ Initials