



Middle School and High School Parent/Student Handbook 2025-2026

White Lake School District

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White Lake School District Staff Members

Board of Education Officers & Members

<i>President</i>	Sandra Gallagher		
<i>Vice President</i>	Amanda Hatch	<i>Member</i>	Len Schneider
<i>Treasurer</i>	Ken Sitsler	<i>Member</i>	Carol Blawat
<i>Clerk</i>	Magon Holbrook	<i>Member</i>	Allan Holbrook

Administration/Office Staff

Mr. Lance Bagstad	<i>Superintendent</i>
Mr. Jeff Neufeld	<i>Principal</i>
Mrs. Amy Peters	<i>Business Manager/Bookkeeper</i>
Mrs. Heather DeHart	<i>District Administrative Assistant</i>
Mrs. Cathy Lundgren	<i>Director of Technology</i>
Mrs. Kathy Bowman	<i>School Nurse</i>

Paraprofessionals

Mrs. Tiffany Holbrook	<i>4K Aide</i>
Ms. Kahla Caraballo	<i>Special Education Aide</i>
Mrs. Patty Wahleithner	<i>Special Education Aide</i>

Kitchen Staff

Mrs. Franki Hitz	<i>School Nutrition Director</i>
Mrs. Emily Kramer	<i>Food Service Worker</i>

Custodial Staff

Mr. Samuel Bledsoe	<i>Maintenance</i>
Mrs. Jayne McCarthy	<i>Custodian</i>

Middle School & High School Teacher Assignments

- Ms. Kollmann: Physical Education & 12th Grade Class Advisor
- Mrs. Welke: Math and 11th Grade Class Advisor
- Mrs. Pierce: English and 12th Grade Class Advisor
- Mr. Duncan: Social Studies and 11th Grade Class Advisor
- Mr. Strong: Band/Music and 7/8 th Grade Class Advisor
- Mrs. Bauknecht: Art and 10th Grade Class Advisor
- Mrs Gryboski: School Counselor
- Mr. Kizirian: Technology Education and 9th Grade Class Advisor
- Mrs. Lundgren: Business Education/Transition Coordinator/Technology Coordinator and 9th Grade Class Advisor
- Mrs. Houk: Science & 10th Grade Advisor
- Mrs.Shudarek: Elementary Special Ed. and 7/8th Grade Class Advisor

Bell Schedule

Doors Open	7:30 am	Breakfast is served
1st Hour	7:42 am	8:35 am
2nd Hour	8:38 am	9:31 am
3rd Hour	9:34am	10:27 am
4th Hour	10:30 am	11:23 am
5th Hour	11:26 am	12:19 pm
Lunch	12:19 pm	12:49 pm
6th Hour	12:52pm	1:45 pm
7th Hour	1:48 pm	2:41pm
Lakertime	2:44 pm	3:15 pm

School Calendar

2025-2026

Aug. 21-22	New Staff In-Service (No School)
Aug. 26-29	Teacher In-Service
Sept. 1	No School-Labor Day
Sept. 2	First Day of School and Quarter 1
Oct. 24	Parent/Teacher Conference (Early Release)
Oct. 25	Teacher In-Service (No School)
Nov. 4	1st Day of Quarter 2
Nov. 25-26	Teacher In-Service (No School)
Nov. 27-29	No School (Thanksgiving)
Dec 23-Jan 1	No School (Christmas Break)
Jan 2	Teacher In-Service (No School)
Jan 3	Teacher In-Service (No School)
Jan 17	Teacher In-Service (No School)
Jan 20	1st Day of Quarter 3
Mar 6	Parent/Teacher Conferences/Early Release
Mar 7	Teacher In-Service (No School)
March 10-14	Spring Break (No School)
Mar 31	1st Day of Quarter 4
April 18-21	No School (Easter Break)
May 24	Graduation
May 26	No School (Memorial Day)
May 30	Last Day of School
June 2-3	Teacher In-Service (No School)

Attendance/Absences/Tardiness

Regular attendance is one of the most important factors in school success. It is most difficult to satisfactorily complete the work that has been missed because of absenteeism. It is, therefore, of utmost importance that absences are kept to a minimum.

Promptness is a skill that is absolutely necessary for success in school, at work, and with people. Tardiness to school and classes will not be tolerated. Tardiness is noted on your permanent record. Note: If you have been detained in the office or by a teacher, ask for a pass from the person who detained you before going on to your next class, or the tardy will be unexcused. Students are to be in their assigned classroom when the bell rings.

Any students late in the morning must come to the office for a pass. Missing school because a student missed the bus, overslept, or has car trouble are not excusable reasons according to attendance laws. Repeated tardiness to school will lead to procedures similar to those for truancy, including possible assignment of detentions, in-school or out-of-school suspension, and/or issuance of a truancy citation.

Leaving the White Lake School District

Students are not to leave the school building, without first receiving permission from the office and a pass. STUDENTS CAN LEAVE ONLY IF PARENTS ARE NOTIFIED AND AGREE. No person other than the administration or designated authority has the legal right to allow a student to leave school. If a student becomes ill while at school, or is injured, the office must **notify the parent(s) or guardian** for transportation or permission from the school facility. If, for an appointment or other good reason, the student's parents or guardians want him/her to leave school during school hours, a valid excuse must be presented to the office before the student is excused. If a person other than a parent or guardian is to pick up the student, a note must be presented to the office stating this. Students who ride the bus to school are not permitted to leave school grounds after being dropped off at the school.

Excused Absences

Guardians are expected to call the office as soon as possible to report their child's absence. Excuse notes are expected to be sent at least one day prior to the absence. If notification is not provided within 3 days the absence will be considered unexcused.

The school office will attempt to contact parents/guardians if the student has not been called in.

When absent, and a call has not been received in the school office, a student must report to the high school office immediately upon returning with a valid excuse from the parent or guardian.

The excuse should contain the following:

1. Exact days or hours the student was absent.
2. The reason why the student was absent.
3. Signature of parent or guardian.

The responsibility for regular school attendance of a student rests upon the student's parent or guardian. All excused absences require parent/guardian verification which is to be submitted to the school attendance officer, or designee, in advance of the absence or prior to re-admittance to school.

As per state statute: The school attendance officer is empowered to approve a legal excuse to any student for the following reasons:

- Evidence that the student is not in a proper physical or mental condition to attend school or an educational program. The district may request the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such an excuse shall state the period of time for which it is valid.
- An illness in the immediate family which requires the absence of the student because of family responsibilities. The district may request the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the family member. Such an excuse shall state the period of time for which it is valid.
- Medical, dental, chiropractic, optometric or other valid professional appointments. Parents or guardians are requested to make their appointments during non-school hours.
- A death in the immediate family or funerals for close relatives.
- Religious holidays.
- Family trips that can be taken only during the normal school term. The intent of this statement is to provide an opportunity for students to accompany their parent/guardian on a vacation which cannot be scheduled when school is not in session. A parent/guardian shall be required to notify the school attendance officer, or designee, prior to leaving on vacation of the pending absence for the purpose of reviewing the student's attendance record and overall performance record. Student vacations or trips without guardian accompaniment are not excused absences. Procedures for advance assignment sheets must be followed.
- A court appearance or other legal procedure which requires attendance of the student.
- A quarantine as imposed by a public health officer.
- Attendance at special events of educational value as approved by the school attendance officer.
- Approved school activities during school time.
- Special circumstances that show good cause which are approved in advance by the school attendance officer or designee.

Wisconsin law provides parents the opportunity to excuse their children from school for any reason for a total of ten (10) days per year. The office has the authority to determine whether an absence is excused or unexcused. These days could be used for those absences not already considered excusable as explained in the previous section. These days may include, but are not limited to:

- Shopping
- Going to the hairdresser or barber

- Hunting (except as a family vacation)
- Senior Pictures
- At home

Stated specifically, the law reads: 118.15 (3) This section does not apply to: (c) “Any child excused in writing by his or her parent or guardian before the absence. The school board shall require a child excused under this paragraph to complete any course work missed during the absence. A child may not be excused for more than 10 days in a school year under this paragraph”.

Once a student has reached 5 parent excused absences in a semester, a doctor’s note or other official excuse may be required to prevent truancy procedures.

Absences other than pre-approved medical appointments may result in athletic ineligibility. Please refer to the Athletic Code for specific information.

Advance Assignment Sheets

When it becomes apparent that school time will have to be lost, arrangements for absences should be made in advance.

1. The student must bring a written request from the parent or guardian stating the reason and time, or a signed permission sheet or field trip permission slip.
2. Advance assignment sheets will be given to the students to take to their teachers.
3. When signed by all affected teachers, the sheets must be returned to the office.
4. All work that will be missed must be made up before leaving, unless specified otherwise by individual teachers.

Failure to follow the above stated procedures might result in your absence being considered unexcused.

Truancy

Truancy means the absence of part or all of one or more days from school during which the building Principal has not been notified of the legal cause of such absence by the parent/guardian of the absent student. It also means intermittent attendance carried on for the purpose of defeating the compulsory attendance laws of the State of Wisconsin.

Habitual Truancy

“Habitual Truancy” means a student is absent without an acceptable excuse for part or all of five or more days on which school is held during a semester.

Any student who is considered truant or “Habitually Truant” will be considered in violation of Wisconsin Statutes and will be referred to proper legal authorities.

Parents/guardians will be notified when their child has 2 or more unexcused absences in a semester. When the student reaches 5 days the district will require a meeting with parents/guardians. If the student reaches 10 days in a school year, a referral will be made to social services.

Weather/School Closing Information

School Closing

In case of school closing due to inclement weather, bad roads, or some other emergency, it will be announced on the White Lake School District website www.whitelake.k12.wi.us, Facebook, the district's Phone Messenger program, and the following TV Stations:

TV Stations/Channels

2 - WBAY (Green Bay)

5 - WFRV (Green Bay)

7 - WSAW (Wausau)

9 - WAOW (Wausau)

12 - WJFW (Rhinelander)

26 - WGBA (Green Bay)

Two-Hour Delay

Rather than call school off for the entire day, we may attempt to resume school programs by starting classes two hours later than usual. It may, however, still be necessary to cancel school.

The two-hour delay plan is as follows:

1. Bus pickup time will be two hours later than the regular pickup time.
2. The school building will not be open until 9:45 a.m. Pupils are not to come to school before that time.
3. When pupils arrive at school, a shortened schedule will be in effect.

Please continue to listen to the radio as it is possible that the delayed start could be changed to a cancellation.

Fire Drill Procedure

State law requires that fire drills be held once a month, weather permitting. The first fire drill of the year will be announced beforehand for the benefit of new personnel and students, other fire drills are unannounced and will be held at various times during the day. Drills will provide experience in meeting possible emergency situations, such as a blocked exit or hallway.

Everyone, without exception, is to evacuate the building immediately upon the alarm. Individuals should exit quickly and orderly without running. Proceed quietly with your group to the designated exit.

Fire drill instructions are displayed in each room of the building. The first two students to pass through an outside exit are to open and hold these doors open until all students in that part have left the building. Upon exit from the building, students are to move at least 100 feet from the building and maintain an orderly grouping. People will return to the building only after the "all clear" signal, which consists of an arm signal of the high school Principal, or fire department personnel.

Representatives of the fire department will be present to witness our drills and file state reports.

Tornado Drill Procedure

If we receive a Tornado Warning, indicating that there is a tornado in our area, we will go to our designated shelter areas. In such cases the students will follow instructions as given by the classroom teacher and the public address system. Specific instructions for a tornado drill are as follows:

1. When directed to do so over the P.A., move to a designated shelter area.
2. Report to the assigned area.
3. Assume the protective position.
4. Face away from any windows.
5. Stay away from any doors as they could flap violently during a tornado.
6. Once in your shelter area, remain as quiet as possible in order to hear further instructions.
7. If you are not with a teacher, and are not sure of where to go, join another group of students in the hallway.
8. Move into the building from outdoors.
9. Get out of the gymnasium.
10. We will conduct one tornado drill during the school year, in conjunction with the statewide drill in the spring.

Breakfast & Lunch Program

The White Lake School utilizes the "offer vs. serve" approach with meals. This approach encourages students in taking a balanced meal with their choice of 3 of the 5 meal components. Students are encouraged to take more than 3 but must take at least 3 of the meal components.

If a student brings their own lunch, they may still participate in the salad bar or milk program by scanning their meal cards.

No donuts, full packages of cookies, candy, or chips of any type are allowed as their only source of food and the following beverages are not allowed: soda (in any form) or energy drinks. A student has the option of bringing their own breakfast or lunch, however, we encourage the practice of the nutritional food guidelines.

White Lake School District is participating in a Free Breakfast and Lunch program for the current school year 2024-2025. This alternative is referred to as the Community Eligibility Provision. All students enrolled at the following school(s) may participate in the School Breakfast Program and the National School Lunch Program at no charge. Household applications are not required to receive free meals, but applications may be distributed by the school to collect household income data for other programs that require this information.

All students will be served breakfast and lunch at no charge at the following sites:

- White Lake Elementary School
- White Lake Middle/High School

For additional information please contact Franki Hitz the Food Service Director for White Lake School District at (715) 882-2361 ext. 218.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

Fax

(202) 690-7442

Email

program.intake@usda.gov

This institution is an equal opportunity provider.

Cafeteria

Level 2 voices are to be used during conversations and students should pick up after themselves. Respect and good manners are expected at all times.

Junk foods (cookies, donuts, chips, etc.) are not allowed in the cafeteria at any time including Lakertime and other classes. Soda and energy drinks are also not allowed at any time.

Harassment Policies

Pursuant to s.118.13 State Statute, “No person may be denied admission to any public school or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of a person’s sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.”

Wisconsin Statute PI 9.02(9) states that “Pupil harassment” means behavior towards pupils based, in whole or part, on sex, race, 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 performance or creates an intimidating, hostile or offensive school environment.”

Step 1. Any student who has a complaint of pupil discrimination shall attempt promptly to resolve the complaint by discussion with the Principal. The complaint shall be in writing (the school office will have complaint forms) and describe in as much detail as possible the facts of the situation. The Principal shall keep a written record of the discussion and provide a copy to the student involved.

Step 2. If the complaint is not resolved in Step 1, the complainant may file the complaint in writing to the District Administrator. The District Administrator shall arrange a meeting to discuss the complaint within ten (10) calendar days after he/she receives the written complaint. The District Administrator shall give a written answer to the complainant within ten (10) calendar days after the final meeting regarding the complaint.

Step 3. If the complaint is not resolved in Step 2, the complainant may file the complaint in writing to the Clerk of the School Board, within ten (10) calendar days after receipt of the District Administrator’s answer. The School Board shall consider the complaint at the earliest appropriate meeting at which time the complainant shall have the right to present his/her position to the Board. The Board shall within thirty (30) days after the meeting advise the complainant in writing, of the action taken with regard to the complaint.

Complaints Regarding School District Employees

The procedure followed will be the same as the Grievance Procedure on Pupil Discrimination with the complaint forms secured in the District Office.

Sexual Harassment

The White Lake School District does not tolerate sexual harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders. It is the policy of the district to maintain and ensure a learning and working environment free of any form of sexual harassment or intimidation toward and between students and employees.

Sexual harassment is defined for purposes of the policy as:

- A. Unwelcome or unwanted sexual advances. This means patting, pinching, brushing against, hugging, cornering, kissing, fondling, or any other similar physical contact which is considered offensive by another student or employee.
- B. Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment or academic/student status.
- C. Verbal abuses or joking that is sexually oriented and considered unacceptable by another individual. This includes commenting about an individual's body or appearance where such comment goes beyond mere courtesy; telling "dirty jokes" that are clearly unwanted and considered offensive by others; or any other tasteless, sexually oriented comments, innuendoes or actions that offend others.
- D. Creating an environment that is intimidating, hostile or offensive because of unwelcome or unwanted, sexually oriented conversations, suggestions, requests, demands, physical contacts or attentions.
- E. Creating an environment that is intimidating, hostile or offensive because of the existence at the worksite of sexually oriented materials including, but not limited to, books, magazines, photographs, and posters.

Improper Displays of Affection

Public displays of affections are inappropriate behavior at school. Improper displays of affection may be in violation of the White Lake School District's Sexual Harassment Policy.

Policy Dissemination

1. Every staff member and student will receive a copy of the policy annually.
2. Discussion of sexual harassment and the contents of this policy shall take place during student orientation or within the first week of school.
3. Discussion of sexual harassment will be included at an age appropriate level and in the proper context as part of the curriculum for students. Discussion of sexual harassment will be included in staff in-service programs and new staff orientation.

In keeping with our commitment of Equal Employment and Education Opportunity, the White Lake School District will not tolerate sexual harassment by anyone: supervisors, other employees, students or visitors. If employees or students feel they are victims of any of the above-described behavior, they are urged to report the situations to the Guidance Counselor, Principal, or District Administrator. A thorough investigation of all charges will be conducted and findings of the investigation may lead to corrective disciplinary action.

Complaint Procedure

Anyone who believes he/she is a victim of sexual harassment must report concerns to the Guidance Counselor, Principal or the District Administrator.

The following procedure will be used:

1. Any complaint may be presented verbally or in writing. The complaint should include the specific nature of the harassment and corresponding dates. The person making the complaint will need to provide his/her name, address and phone number. If the complaint is verbal, the person receiving the complaint will make a written record and request the complainant to sign the written account. The appropriate person, the Principal and the District Administrator shall be advised of the receipt of all complaints.
2. The Guidance Counselor, nurse, school psychologist, or school Principal shall thoroughly investigate the complaint, notify the person who has been accused of harassment, permit a response to the allegation and arrange a meeting to discuss the complaint with all concerned parties within ten (10) working days after receipt of the complaint, if deemed necessary. The Guidance Counselor, Principal, or District Administrator shall give a written response to the complaint within fifteen (15) working days after receipt of the complaint.
3. If the complainant is not satisfied with the response of the Principal or Guidance Counselor, he/she may submit a written appeal to the District Administrator indicating the nature of the disagreement. The appeal must be filed within 20 working days after receipt of the Principal's or Guidance Counselor's response. The District Administrator may schedule a meeting of all parties to the complaint if deemed necessary. The District Administrator shall give a written response to the complainant's appeal within ten (10) working days of the date the appeal is filed, or ten (10) working days after the meeting, whichever is later.
4. If the complainant is not satisfied with the response of the District Administrator, he/she may submit a written appeal to the board of education indicating the nature of the disagreement. The appeal must be filed within 20 working days after the receipt of the District Administrator's response. The board of education will schedule a hearing of all parties to the complaint within a reasonable time. The board shall give a written response to the complainant's appeal within 30 days of the date of the hearing.
5. If the complainant is not satisfied with the response of the school board, he/she (as at any time in the process) may file a complaint with the proper legal authorities. (Refer to Board Policies 5517; 5710; 2260; 2260.01; 2264; 2266 for further information.)

Abusive Behavior/Bullying

The White Lake School District will strive to protect all persons from physical and/or psychological abuse. A person who is threatened with harm is to notify the Principal or teacher immediately, and steps are to be taken at once to protect the safety of that person.

Courteous behavior is expected of all students, all school personnel and any other person visiting the school. No students or staff shall be subjected to aggressive, intimidating or abusive behavior by students, other staff or other school patrons, including parents.

Verbal abuse of students, teachers or other school personnel, or insubordination to school personnel, is not permitted. Verbal abuse will be dealt with by normal school disciplinary procedures. Profanity, vulgarity and defiance of rules will not be permitted.

Physical abuse, threatening behavior and/or aggression are considered more serious matters and will require extraordinary attention.

Any instance of physical abuse, threatening behavior or aggression substantiated by the Principal or designee will result in disciplinary action. A student on suspension will be considered for expulsion when appropriate.

Bullying Policy

The White Lake School District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Definition: Bullying is deliberate or intentional behavior using words or action, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as but not limited to: age, national origin, race, ethnicity, religion, gender, gender identity, sexual orientation, physical attributes, physical or mental ability or disability, and social, economic or family status.

Bullying behavior can be:

1. Physical—assault, hitting or punching, kicking, theft, threatening behavior
2. Verbal—threatening or intimidating language, teasing or name-calling, racist remarks
3. Indirect—spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying

Prohibition

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for Reporting/Retaliation

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to their immediate supervisor.

Any other person, including a student who is either a victim of bullying or is aware of the bullying or any other concerned individual, is encouraged to report the conduct to the school counselor.

Reports of bullying may be made verbally or in writing and may be made confidentially.

All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

The school official receiving a report of bullying shall immediately notify the district employee assigned to investigate the report. The Principal has been identified as the investigator.

There shall be no retaliation against individuals. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for Investigating Reports of Bullying

The person assigned by the district to conduct an investigation of the bullying report shall, within one school day, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and seriousness of the report. Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

Sanctions and Supports

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the District Administration and school board may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. The school counselor will provide support for the identified victim(s). Because individual student discipline is considered a student record, consequences will not be disclosed to the victim or the victim's family.

Disclosure and Public Reporting

The policy will be distributed annually to all the students enrolled in the district, their parents and/or guardians and employees. It will be distributed to organizations in the community having cooperative agreements with the schools.

The district will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and type of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

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. (**Refer to Board Policy 5517.01 for further information.**)

Field Trips

Field trips will be taken at certain times because of the educational and learning value they provide. When a trip is planned, the student should inform his or her parents or guardians of the time, place, and date of the trip.

The instructor involved will ask for an approval slip signed by your parent or guardian. This approval slip will indicate the basic itinerary and time schedule of the field trip. Once this permission slip is received, the coordinating teacher or office will provide an advance assignment sheet.

Students must ride on school provided transportation and must accompany the group if they wish to participate in the activity. All in-school regulations are in effect on any field trip.

It is school policy not to provide lunch money for field trips or extracurricular activities for students. Lunch may be packed by the kitchen upon request by the coordinating teacher.

Student Discipline

White Lake School is a PBIS school. This means all expected behaviors will fall within one or more of the following categories: Respectful, Responsible, and Ready (Be a LAKERRR!) Any behaviors that do not meet these expectations will be subject to disciplinary action. Any staff member of White Lake School District has complete control over any student during school hours and at school functions. To accomplish the goal of positive behaviors, activities will be conducted throughout the year to reinforce and re-teach expectations.

Offenses

Students who commit offenses will have consequences ranging from recess/lunch detention to in-school or out-of-school suspensions to expulsion, depending on the seriousness of the offense. Repeated refusal to follow the rules will require a parent conference and potential long-term suspension or expulsion. Please refer to the following disciplinary guidelines regarding major and minor offenses.

- A minor offense (rule violation) will result in a written referral and will be given to the student. The offense will also be recorded in our student information system. Parents/guardians may access their students' behavior records through the parent portal at any time.
- A major offense can be assigned for serious violations or as a result of a student receiving three (3) minor discipline referrals in one quarter.

When a student receives a major referral, a copy of the offense will be mailed home to parents and given to the student by the referring staff member. Major offenses will result minimally in a 30 minute lunch detention for students in grades 7-12 and students will take part in a restorative conversation. After school detentions, in-school, or out of school suspensions may be assigned by the Principal for repeated major violations including refusal to serve assigned detentions.

Immediate referral to the school Principal or designee, and possible referral to law enforcement will occur when students engage in any of the following while on school property or while participating in a school sanctioned activity:

- Theft
- Breaking and Entering

- Possession, use, distribution or being under the influence of tobacco products (including e-cigarettes and vaping instruments), alcohol, illegal drugs or controlled substances
- Assault and Battery
- Possession and/or use of weapons, fireworks, or other explosive paraphernalia
- Destruction of or defacing of school property
- Forged documents
- Using motorized vehicles in a hazardous or unauthorized capacity
- Commission of serious acts of defiance/insubordination/use of profanity toward school personnel
- Any conduct that is deemed disorderly, vicious, illegal, or immoral

The district reserves the right to consider expulsion or alternative placement for any of the following reasons:

- Sexual or racial harassment or bullying
- Commission of a criminal offense while on school property
- Reasons as outlined in Wisconsin State Statutes governing student expulsions

Referrals for continued refusal to follow school rules, or for major offenses, may cause a student to be suspended for 1-5 days and/or expelled.

Suspension and Expulsion

According to state statute 120.13(1)(b) “The District Administrator or Principal may suspend a pupil for no more than 5 school days or if a notice of an expulsion hearing has been sent under paragraph (c), for not more than a total of fifteen (15) consecutive school days for noncompliance with such rules or school board rules.”

The suspended student will be permitted back to school after a conference is held with the student, parent or guardian and Principal. Parents or guardians will be notified in writing and by telephone of the reason for suspension. Not all suspensions will require a parent conference.

Students will be given the opportunity to make up the work missed for credit.

A suspended or expelled student may not loiter or appear on school property or at any school sponsored activity.

Suspension will result from conduct by a student at school or under the supervision of a school authority which endangers the property, health or safety of others, or if the student is guilty of noncompliance of school rules, such as listed in the OFFENSES section above.

In-School Suspension

A system of in-school suspensions will be in effect. Some of the reasons for the issuing of in-school suspensions are included in the OFFENSES section. Repeated major offenses, refusal to serve detentions, or for a serious infraction where out-of-school suspension is deemed inappropriate, students will serve an in-school suspension arranged by administration.

Building Control and Appropriate School Environment

All students are to be out of the building no later than 3:30 p.m. each day unless they are under the direct and personal supervision of school personnel. School personnel who choose to conduct student activities outside of regular operating hours assume the following responsibilities: (a) open the door personally (b) demand students remain in the area and perform the activity for which they are admitted (c) supervise students (d) dismiss the students (e) make sure all students leave the building (f) check restrooms (g) turn off lights and (h) lock all doors. Please understand that this is the school personnel's responsibility, although the custodians are also given authority to remove students from the building unless under the school personnel's direct supervision.

Check In-Out Policy

Parents and alumni are encouraged to visit White Lake School District. It is necessary to report to the office upon arrival to secure a visitor's pass. The following regulations pertain to the issuance of a visitor's pass:

- All visitors must get a visitors pass from the office
- Regular parent volunteers are asked to check into the office and may be asked to provide picture proof of identity before visiting the classroom
- NO visitor's passes will be issued to dropouts of school age
- Students from other schools will NOT be allowed to visit during the school day
- Parents who are dropping off items for students are asked to bring them to the office. The office staff will be responsible for getting items to students
- Parents and other visitors should wait by the office until either escorted or directed to proceed to their destination
- Anyone waiting to pick up students at the end of the day is to remain by the office and exit the building through the office doors

Please refer to Board Policy for more information.

Smoking/Tobacco/Nicotine Products

No smoking or use/possession of any tobacco products, including e-cigarettes, or vaping materials in or on the school grounds will be permitted by any person. If a student is found to be in possession, it will result in an immediate suspension from school and parents will be called at work if necessary to pick up the student. A referral to law enforcement is also mandatory.

Dress Code

All students are expected to dress appropriately. No advertising of alcohol, drugs or inappropriate slogans/pictures will be permitted, nor will immodest or overly suggestive attire. Any staff member may direct a student to turn a shirt inside out, change into reserves (as some keep extra clothes changes in a locker), or put cover up clothing on if it is deemed offensive or inappropriate under any of these criteria. Students may also need to be sent home for appropriate clothing if the situation cannot be remedied through one of the means listed above. Argumentative reaction may result in an in-school suspension. Though the inappropriate advertising, slogans, and pictures are fairly well understood and recognized, there has been some confusion about what else is considered inappropriate for school:

1. Shoulders/armpits: No tank tops with baggy arm holes or spaghetti straps and undergarments should not show. Shirt shoulders should be at least two-finger widths to cover bra straps and pants should be high enough not to expose underwear.
2. When arms hang naturally, shorts or skirts must be as long as the end of one's fingertips.
3. Clothing should not be so tight, transparent, low-cut, or "mini" that it attracts sexual attention. It is inappropriate for school and will result in direction from staff to correct the inappropriateness.
4. No hats, caps or hoods worn in school unless approved by administration.
5. Coats/ jackets should not be worn in school.
6. Backpacks are not to be carried from class to class. Lockers/locks are provided to all students.
7. Blankets are not to be carried from class to class or used in school. ~~with the exception of educational purposes.~~
8. Sheer material is allowed only as a cover over appropriate clothing.

Consequences for Violation of School Dress Code

Clear violations of these rules may result in the student being sent to the Principal's office where the following consequences will be given. Before referral to the Principal, teachers and staff members will attempt to correct the dress code violation with the student. If a student refuses to comply with a staff request, the following procedures will be used.

- First Offense: Any student dressing inappropriately will be sent to the Principal by the teacher or other staff member to make the necessary adjustments in his/her dress. This is considered a warning. Parents may be requested to bring a substitute item of clothing to school for the student concerned.
- Second Offense: The student will be sent to the Principal by the teacher/staff to make the necessary adjustments in his/her dress. If a student does not change into proper attire, an in school suspension will be issued.
- Third Offense: An in school suspension will be issued and the parents will be called for a conference on proper attire.

Weapons/Dangerous Items

Absolutely no firearms, military devices, explosives, knives, other weapons or look-alikes are to be brought to school, retained in student lockers, in classrooms, worked on in mechanical shops, or otherwise kept in the confines of the White Lake School District.

Medication At School

Students who need to take prescription medication during school hours must have written parental permission. Medication is to be in the original container. The physician is required to complete a medication administration form available from the office. The prescribing physician's instruction must be clearly indicated on the container and labeled from the pharmacy that filled the prescription. These items will be kept in the office.

Occasionally a student will request medication during school hours. No medication is given without parental consent. Over the counter medications are available for students if

parent/guardian completes an over the counter medication administration form and provides a new, sealed bottle of the medication to the office. Students are not to be in possession of any medication during the school day, except a student may possess their inhaler if it is used for medical reasons and written approval from the physician and parent are on file in the office.

Directory Data

State statutes regulate the maintenance of records relating to students in Wisconsin Public Schools.

“Directory Data” means those pupil records which include the pupil’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, photographs, degrees and awards received and the names of the school most recently previously attended by the pupil. This information may be given out to an “Authorized Person or Agency” making an appropriate request.

If you would like to designate any or all of the directory data which may not be released without your prior consent, you need to contact the school before the 2nd Friday in September.

Wisconsin’s Immunization Law Summary Requirements

The Wisconsin Immunization Law requires students through grade 12 and children in daycare centers to be immunized according to their age/grade level by the beginning of the school year. Current information is available in the District Office or online at www.cdc.gov/od/nvpo/law.htm. Students who do not have current immunizations or waivers on file may be excluded from school.

Cell Phone Use

Students will be permitted to bring personal technological devices to school, however, access to their device is limited to:

- Before and after school in areas designated by the school Principal or designee
- At lunch time on campus in areas designated by the school Principal or designee
- In the classroom for educational purposes requested by and under the supervision of a classroom teacher or designee

Use during the school day outside of the above is prohibited.

Unauthorized use may result in devices being confiscated by school personnel. Guardians will be required to personally pick up confiscated devices from the school office. Use of personal technology devices are identified in the White Lake School District’s Acceptable Use Policy.

Corridor Regulations

For reasons of health and safety of students and employees during school hours, no running will be permitted in the hallways. Athletic practice is permitted in hallways after school with proper supervision. People are expected to be reasonably quiet so as not to disturb classes.

Soda, energy drinks and blankets are not allowed in any areas of the school during school hours.

Lockers

Lockers are the exclusive property of the school. Locks should be placed on the locker. The school office provides free combination padlocks to all students beginning on the first day of school. Students are responsible for their personal property and keeping their lockers locked. Students will be charged for lost locks.

Lockers can be searched without notice.

Open/Closed Campus

Students in PK-10th grade will have closed campus. Open campus is a privilege, not a right. Students in grades 11 & 12 will be granted open campus privileges during lunch hour as long as they meet the academic, attendance, and behavioral expectations set forth.

1. They maintain a “B” average
2. They receive no administrative detentions or suspensions
3. They conduct themselves in a manner consistent with the rules and expectations of the school while off school grounds
4. They have no unexcused absences, including tardies
5. All students in 11th & 12th grades are eligible for open campus for the 1st four weeks of each school year

Every four weeks eligibility will be reviewed **and posted by the district office.**

Student Parking

Students may park in the lot behind the gym. Cars parked on school property may be searched. If students drive recklessly or use their vehicles to endanger the safety of others while on school grounds, parking privileges may be revoked.

Academics

All students in grades 7-12 will be required to use/carry a planner. One will be provided by the school at no cost. If a replacement is needed the student will be charged the cost of a new planner.

Post-Secondary Education Requirements

Any student who plans to attend some form of advanced education beyond high school should check the requirements of the various schools in the guidance office as early in the freshman, sophomore, or junior year as possible.

Seniors are allowed to take one school day to visit a school of their choice. Students are encouraged to visit the school they plan to attend before formal application is made. Seniors desiring to visit a school are to bring a written request from their parents/guardian and have the request signed by the Guidance Counselor before the visit if the absence is to be excused.

For seniors not planning to attend college, one day for job application is granted with prior permission of the guidance office.

Classification of Students

Students must be in attendance for 23 days within a quarter to receive .25 credit for the course. Each student must have earned the following credits to be classified in the grade indicated:

6 credits - Grade 10 (Sophomore)

12 credits - Grade 11 (Junior)

18 credits - Grade 12 (Senior)

Grading Scale			
A+ = 98-100	B+ = 88-90	C+ = 78-80	D+ = 69-71
A = 94-97	B = 84-87	C = 75-77	D = 66-68
A- = 91-93	B- = 81-83	C- = 72-74	D- = 63-65
F = 62 and below			

GPA Scale			
A = 4.0	B = 3.0	C = 2.0	D = 1.0
A- = 3.67	B- = 2.67	C- = 1.67	D- = 0.67
B+ = 3.33	C+ = 2.33	D+ = 1.33	F = 0.0

Honor Points & Honor Roll

Class rank is extremely important, as it is proof of achievements during high school years. Employers and post high school training institutions rely upon a student's final rank in class for an estimate of his/her potential.

Honor Points

Class rank will be determined by combining the grade point average **of all courses, including weighted courses.** ~~and number of honor points.~~

All classes that one takes are used in compiling this total. Beginning with the Class of 1993, class rank for graduation will be determined by the total number of points the student has earned in grades 9-12, based on the grade point average. The student's GPA will be multiplied by the point value of each class. Regular curriculum has a point value of 1.0. Student class rank will be determined by semester grades up to the end of their 7th semester. Modified curriculum classes have a point value of .5 and Honors classes have a point value of 1.5.

Modified curriculum is any course for which content has been modified by an approved accommodation plan.

Regular curriculum includes all required courses and electives not listed as College Prep.

Honor Points-eligible courses include the following courses:

- Trigonometry
- Chemistry
- Calculus
- Advanced Materials Processing
- Anatomy/Physiology
- Physics
- Advanced Graphics Design
- Foreign Language (required by many colleges)
- Any Start College Now Class
- Any Early College Credit Class
- Dual Credit Courses (when credit requirements are met)

Honor Roll

Student Honor Roll will be determined by use of quarter grades in all subjects. Honor Roll students must receive a quarter GPA of 3.5 or higher and have no failing grades or incompletes to qualify for High Honors. Students must receive a quarter GPA of 3.0 - 3.499 and have no failing grades or incompletes to qualify for Honors. ~~All classes that have a weight will be tabulated in the Honor Roll System.~~

Graduation Requirements

Students graduating from White Lake High School must earn a minimum of twenty-four (24) credits including the following 16.5 credits of required courses:

English	4 credits
Math	3 credits
Science	3 credits
Physical Education	1.5 credits
Personal Finance	0.5 credit

Social Studies	3 credits
(World History, U.S. History & American Government)	
Computers	1 credit
Health (7-12)	0.5 credit

WI Act 55 requires all students to pass a Civics test consisting of 100 questions identical to the INS Citizenship Test in order to graduate.

To receive a high school diploma from White Lake High School, a student must meet all of the requirements set forth by the Board of Education and the State of Wisconsin. No diploma will be issued until all obligations are cleared with the school.

Academic Career Plan (ACP)

Completion of an ACP is required for graduation beginning in the 2024-2025 school year. The ACP components will be reviewed with students by their advisors.

Graduation Ceremony

A graduation ceremony will be held for students each spring. As participation in the actual graduation ceremony is a privilege rather than a right, a student must have completed all the requirements for graduation in order to participate in the graduation ceremony.

To participate in the graduation ceremony students must:

1. Meet all credit and class requirements as outlined by the Board of Education and the State of Wisconsin. Coursework must be completed and passing grades must be submitted prior to 3:30 pm the Thursday before graduation.
2. Attend school at least 90% of the school days/class periods in both the first and second semester of their senior year. When absences (excused or unexcused) exceed eight (8) days or 56 class periods per semester, the student's individual situation must be reviewed and a decision made concerning the graduation ceremony. Parents & students are encouraged to track attendance through the Infinite Campus Portal and contact the office with any questions. Students may be permitted to make up missed time with approval of the Principal.
3. Participate in the graduation practice. The Principal may waive this requirement.
4. Abide by all the rules set by the Board of Education.
5. Have not been suspended (either in-school or out-of-school) during the week prior to or the week of the graduation ceremony.
6. Have resolved all fees and fines.

Alternative Programming Options

Type	Explanation	Grading System	Credit
Odysseyware/RVA	HS Credit	Letter grades with %	0.5 credit Included in GPA
Start College Now Early College Credit	HS & College Credit	Letter grades with %	0.25 HS credit = 1 College Credit Included in GPA
AP Classes	HS & College Credit	Letter grades with %	0.5 credit/semester Take college exam for college credit Included in GPA
Youth Apprenticeship	HS & College Credit	Letter grades with %	Coursework included in GPA 72 hours = 0.5 credit (Usually 1 cr/per year) Work hours not included in GPA
Employability Skills (School to Work)	HS Credit	Employer Evaluation & Attendance	Letter grades based on 72 hours = 0.5 credit Not included in GPA
Teacher Aide	HS Credit	Pass/Fail only w/teacher	0.5 credit/semester

		approval	Not included in GPA
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Students who attend White Lake School after homeschooling may be awarded credit for prior courses, but no grade points will be awarded for those courses. -Students who attend White Lake School after homeschooling during any high school semester will be ineligible for Valedictorian/Salutatorian honors.

If students fail courses for which the district has paid a fee, the student and/or their guardian will be responsible for reimbursing the school. Failure to repay the district will result in loss of participation in the graduation ceremony and withholding of high school transcripts.

Athletic/Extracurricular Code

General Rules and Regulations

The athletic program is an integral part of our high school curriculum. As such, it provides certain opportunities, and emphasizes definite aims difficult to duplicate in other high school activities or in later life. All students are urged to participate according to their interest and abilities.

White Lake High School is a member of the Wisconsin Interscholastic Athletic Association (WIAA) and is governed by its regulations. The WIAA is very strict in forbidding high school athletes from accepting athletic awards other than those provided by the high school, or for playing for teams other than school teams. Violations of these provisions could make the individual ineligible for all further high school competition. Consult the athletic director, high school coaches, or the high school Principal if in doubt.

All athletes will be required to attend a parent/guardian athletic meeting to review and sign the athletic code yearly. White Lake High School is a charter member of the Northern Lakes conference and participates in football, basketball, volleyball and baseball. Eligibility rules are as follows.

Each participant is to:

1. Have a physical examination (WIAA card)
2. Comply with school's eligibility requirements
3. Comply with WIAA requirements for eligibility

The school attempts to provide participants with the best and safest equipment money can buy. Athletes are held financially responsible for lost, misplaced, or willfully damaged equipment.

Please refer to Board Policy for more information.

Awards

Please refer to the Activity Code Handbook prior to participation in any program.

School Organizations

General Information

Each class elects its officers and student council representatives. Class officers are elected the first month of the school year under procedures and criteria made clear to the students by the advisor prior to the election. Each class must determine procedures for recalling elected officials and communicate the procedure to the class members.

Class meetings will be held on a regular basis during Lakertime. Any other special meetings will be held during lunch hour.

Class advisors are assigned by the Principal. Each student is encouraged to participate in class activities and try to make his or her class the best ever while at White Lake School District. The efforts of each class member are needed.

Each class decides for itself the amount of its class dues. If class dues should be assessed, the dues should be at a nominal sum. Dues can be waived for students who volunteer their time at class sponsored activities. Each student pays his/her class treasurer. Classes are responsible for collection of their dues.

Activity Disbursement forms must be used for all purchases made for classes or organizations. The form must have the signature of the class organization advisor, the class treasurer and the Principal. The forms are available in the school office. If the appropriate form is not used, the individual making the purchase will be held personally responsible.

The senior class is encouraged to use remaining funds to support community and school activities.

Student Fundraising Activities

Each qualified, recognized student organization, club or class in grades 7-12 shall be permitted to have a maximum of two major fundraisers per year. Each organization shall be allowed to participate in minor fundraisers as deemed appropriate by the student council. A major fundraiser is defined as an activity occurring for more than two weeks and /or with an expectation of raising more than \$500. If an organization, because of special circumstances, needs to raise additional funds, they may ask the Student Council/Principal for another major fundraiser.

Fundraising activities must be planned and conducted in such a manner that they are in compliance with all applicable laws and statutes. Further, fundraising must comply with the rules and regulations of the Board. The Student Council/Principal shall approve all fundraising projects and shall establish a time schedule so that major fundraisers are spaced with only one occurring at the same time. Whenever possible, fundraising will be limited to two per month. No contractual agreements with an outside vendor shall be entered into without the prior approval of the Student Council/Principal. All requests for fundraising must be submitted in written form. No later than one week after the conclusion of a fundraiser, a record of all accounts receivable must be turned in and signed by the advisor.

According to the USDA Policy Memorandum, SP-29-2014 beginning in the 2014-2015 school year, State agencies must comply with the Smarter Snack Rule. This rule requires that all foods and beverages (not including lunch & breakfast programs) that are sold on the school campus during

the school day must comply with the Federal nutrition standards. This policy does not include food items that cannot be consumed onsite (frozen pizzas, cheesecakes, etc.). The Department of Public Instruction for the state of Wisconsin has made the following exemption to the policy: Two fundraisers per student organization per school year will be allowed. Elementary through Middle School grades are allowed two bake sales per year.

Minor fundraisers such as cake raffles or concessions do not fall under major fundraisers but all fundraising must be approved by the Student Council/Principal. The student council will assign concessions during High School sports seasons equally among all High School classes.

Packer Concession Fundraising

Students age 16 and older are eligible and encouraged to participate in fundraising through volunteer hours working Packer home game concessions. Unless otherwise noted, the funds raised by a student will be donated to their class funds.

Class Rings

Sophomore students have the opportunity in the fall to participate in selection of the class rings. Students are under no obligation to purchase class rings. Actual arrangements for fitting and payment will be announced by the school office.

Clubs

Constitutions and/or club rules for each organization must be approved by the Principal/District Administrator before such documents are considered in force.

Yearbook

The school yearbook project is now part of academics and is a valuable business and journalistic experience. Students must be in good standing to be allowed to take Yearbook for credit. The staff photographs school activities, designs and organizes the material, promotes sales, and distributes the completed edition. Yearbook layout and design is approved by the Principal. Students interested in becoming a part of the Yearbook staff, must be approved by the yearbook advisor through an application process.

National Honor Society

Membership in the National Honor Society is based upon scholarship, service, leadership, and character. The election of members to the Society shall be by a chapter council, consisting of the Principal and members of the faculty. Candidates eligible for election to the WLNHS shall have a scholastic average of "B" or better. A candidate's eligibility shall then be considered based upon their service, leadership, character, and scholarship. Students must attend White Lake High School for one (1) year to be considered for the National Honor Society. College prep or regular courses are considered, with any exceptions requiring passage by the National Honor Society.

Student Council

Student council is an organization through which the ideas and interests of students can be expressed to the school administration. The White Lake School District realizes that student input can be of great value. Student Council responsibilities may include but are not limited to the following:

- Schedule and approve all fundraising activities of the student body and recommend to the administration for final approval.
- Supervise community service programs.
- Hold regularly scheduled elections.
- Supervise foreign exchange student programs.
- Continually update the Student Council Constitution when required.
- Organize and sustain a quality student activity program.
- Provide written rules/guidance to volunteer chaperones for school-sponsored events.

Dances/Athletic Contests/ Other Activities

All normal rules of conduct during the school day will carry over to after school activities with students subject to the same disciplinary action.

Social Events

Dance Rules

Rules for White Lake School Dances following athletic games:

- The organization sponsoring the dance must provide chaperones for the dance. The administration is responsible for securing a policeman or deputy, if necessary in their judgment.
- The dance must be chaperoned by a faculty member and at least two parents, one of whom must be a woman. The chaperones should be secured at least two weeks prior to the dance. The duties of the parents will be outlined in writing by the student council and a copy of these should be presented to the parents at the time they are asked to be chaperones.
- The price of admission for a dance will be determined by the sponsoring organization. If serious problems arise over the price of admission, the Student Council may set the price.
- If someone causes a problem at the door of the dance, the faculty member may request that the person leave the dance. A report of the incident will be submitted to the Principal early the next school day. Disciplinary action will be consistent with the violation.
- To facilitate orderly entrance of students to the cafeteria or the gym, a chaperone will stand at the door and regulate the number of students in line for admission.
- The dances are primarily held for the benefit of current White Lake School Students. However, a student in good standing may invite one guest providing the guest request form is completed and approved in the main office on the day before the dance. The WLHS student must be present for the admission of the guest at the dance and is responsible for the conduct of the guest at the dance.
- Students may not leave the dance and return except in the case of an emergency. The approval of a faculty member must be secured prior to leaving in these rare instances.
- Once a student leaves they will not be allowed to return.
- The dances will end at 11:00 p.m. for High School and 10:00 p.m. for Middle School.

- Alcohol or Drug detection on anyone will be just cause for expulsion from the dance, and tobacco use, including e-cigarettes or vaping materials, within the building or on the school grounds is prohibited.
- Doors will be locked and students will not be admitted 1/2 hour after the dance begins.

Homecoming

Student Council is responsible for the coordination of events for homecoming, under the guidance of their advisers.

Homecoming has traditionally been a recognition of senior fall athletes. Homecoming court is expected to be composed of these individuals. King/Queen must be senior representatives with athletic participation. The remaining members of the court can be from any underclassmen who are active participants in fall sports. Any disputes will be decided by the Principal. And the Principal's decision is final. Any after school homecoming activities are for 7th-12th grade students only. The homecoming bonfire has become a community tradition. If students who are younger than thirteen (13) wish to attend, they must be accompanied by an adult.

Lock-In

Lock-in requests may be granted when in conjunction with another school event, such as homecoming, or prom. These will only be considered for High School students and forms must be completely filled out and submitted no less than 2 weeks prior to the event. If all chaperone signatures are not present, lock-in requests will be denied.

Prom

The Junior Prom is an all-school event. Juniors are responsible for the coordination of events for prom, under the guidance of their advisers. The prom area is decorated according to a theme chosen by the Junior class. A band, D.J., etc. furnishes music for the Grand March and for dancing. The Prom King, Queen and the court are elected by the junior class unless other arrangements are made. The dance may conclude as late as 11:30 p.m. Middle School students are not allowed to attend the Prom even if asked to attend by an upper classmate. Only Juniors will be excused from class to decorate. Class advisors must chaperone decorating. At least one class advisor is required to be in attendance at all class events.

Senior Class Trip

A Senior Class representative will present an idea for their destination to the Board of Education. Here are some necessary criteria in order for the board to give the class approval:

- A commitment from a professional staff member to act in the capacity of advisor. Commitments from male and female chaperones to be approved by the School Board.
- Dates to be approved by the School Board. Class advisor will present a proposal to the school board at the Regular Board meeting two months prior to the planned trip.

- Funds that are not used for a board approved class trip will be designated to another activity account that the Senior class chooses. If this does not happen, the School Board will select that activity account.
- At least fifty percent of money should be raised for the class trip including transportation, motel/hotel accommodations, all anticipated fees and food costs.
- All documents relating to the trip, including trip outline, fund raising expectations, rules and regulations signed by student and parent.
- Fundraising, except for concessions, should be completed by May 1st of that year.
- The single class trip planned is intended for all seniors.
- Seniors may be excluded only in specific circumstances such as dangerous behavior or a history of repeated school rule violations. Any funds he or she had paid will be reimbursed.

Internet & Computer System Acceptable Use Policy

Purpose

To authorize and support the use of technology and Internet to further the educational goals and mission of the district. Hotspots and Chromebook/Laptops are available for students to check out with prior approval.

Policy

The White Lake School District (WLS D) believes that technology offers vast, diverse, and unique resources to students. The goal of the WLS D in providing technology is to promote educational excellence and operational efficiency in all aspects of the WLS D by facilitating resource sharing, innovation, and communication. The use of network facilities by staff and students shall be consistent with the needs, learning styles, abilities, and developmental levels of students. The use of technology in the district will be guided by this Acceptable Use Policy (AUP).

Definition

Technology is defined under this policy as district or personal, audio software and video media, computers and hardware peripherals, network and telecommunications equipment, video and audio equipment, and web tools used in the educational environment. District or personal technology is to be used to enhance instruction, support learning and to improve student learning. This policy also includes, but is not limited to, cellular phones, smart phones, other wireless handheld devices, and paging devices.

District Technology Terms and Conditions

In accordance with requirements of the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (NCIPA), all equipment connecting to the Internet from any connection located within the district's building will be blocked or filtered. The district will make best efforts to prevent users from accessing or transmitting visual depictions of material deemed obscene, child pornography, and any material deemed harmful to minors as those terms are defined in CIPA.

As part of this policy the district will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

Users should not expect that school supplied email, program or document files, or any other information stored on district technology is private or confidential. The White Lake School District has the capability to monitor use of network and internet resources. This includes but is not limited to the following: email, data files, user directories, or any other resources stored on district servers.

The following rules have been developed to address what is acceptable use at the three levels of organization within the White Lake School District - elementary, middle and high schools.

Middle School Rules for Student Acceptable Use of Technology

1. Middle school students, not unlike their elementary counterparts, may be at vastly different stages of cognitive development at this level. However, it is generally accepted that students are becoming increasingly technologically adept in middle school. Therefore, it is developmentally-appropriate to provide additional instruction and opportunities for students to demonstrate their growing sophistication in the use of personal technological devices.
2. The district recognizes that whether students have their own personal technological devices is a family decision. In order to address equity issues, the district would provide access to students who do not own personal technological devices in circumstances where they are being used for instructional purposes.
3. Students at the middle school level shall be permitted to bring personal technological devices to school. However, access to those devices are limited to those times noted below:
 - a. Before- and after-school in areas designated by the school Principal or designee
 - b. In the classroom only at the request and under the supervision of a classroom teacher or designee
 - c. Use during the school day during unsupervised times is prohibited
4. The district shall provide annual student-parent educational opportunities regarding the appropriate use of personal technological devices as well as a waiver of school and school district liability regarding the damage, loss or theft of personal technological devices during the school day or at school-sponsored activities.

High School Rules for Student Acceptable Use of Technology

1. High school students, as a whole, tend to be our more mature students when it comes to decision-making; therefore, it is developmentally-appropriate to provide more opportunities for high school students to use personal technological devices at school.
2. The district recognizes that whether students have their own personal technological devices is a family decision. In order to address equity issues, the district would provide access to students who do not own personal technological devices in circumstances where they are being used for instructional purposes.

3. Students at the high school level shall be permitted to bring personal technological devices to school. However, access to those devices are limited to those times noted below:
 - a. Before- and after-school in areas designated by the school Principal or designee.
 - b. At lunch time on campus in areas designated by the school Principal or designee.
 - c. In the classroom only at the request and under the supervision of a classroom teacher or designee.
 - d. Use during the school day outside of a-c above is prohibited.
4. The district shall provide annual student-parent educational opportunities regarding the appropriate use of personal technological devices as well as a waiver of school and district liability regarding the damage, loss or theft of personal technological devices during the school day or at school-sponsored activities.

In no case are students permitted to use personal technology devices in schools or at school related events while in restroom or locker room facilities. In order to ensure that proper protocol is followed and no mistakes occur, students shall "power down" all such devices prior to entering either restroom or locker room facilities. Any violation of the protocols associated with personal technology device use in restroom or locker room facilities shall result in a ban for personal use by the student during the time that student is enrolled in the White Lake School District and may result in referral to the appropriate legal authority for possible prosecution.

Unacceptable Use

Unacceptable use is listed below but is not limited to the following:

- Revealing your personal information or that of others.
- Using the network in such a way that you would disrupt the use of the network by other users.
- Deliberately destroying or diminishing the value or effectiveness of any technology or information system. This includes, but is not limited to vandalism, creating or uploading viruses, and tampering with connections to fix a problem.

Consequences of Inappropriate Use

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts. Illegal use of the network, intentional deletion or damage to files or data belonging to others, copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

- First offense, two weeks
- Second offense, one month
- Third offense, privileges revoked for the remainder of the year

Copyright Policy

All communications and information accessible via the network should be assumed to be private property of the owner and should not be copied or used by others without the express written

permission of the owner of the information. Copying or otherwise using communications and information obtained through the network may also violate federal copyright laws. All Federal Copyright Laws hold true in the use of White Lake School district computers. Some of the highlights are:

- Users may not load onto a computer or run any software for which neither the school nor the student has the license.
- Users may not copy commercial software to “share” with a friend.
- Users may not copy software off of White Lake School District computers to “borrow” for use on their home computers.
- Users may not install or use their personal software on district equipment without permission.

Fair Use of Copyrighted Works

The fair use of a copyrighted work, including such use by reproduction in copies or phone records or by any other means for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include:

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- The nature of the copyrighted work;
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- The effect of the use upon the potential market for or value of the copyrighted work. The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.

Web Publishing Guidelines

The White Lake School District believes that certain guidelines must be followed when creating school web pages in order to maintain high standards. These guidelines are here to provide direction for the district and not to limit creativity.

1. People creating web pages that will link to the White Lake School District’s homepage will follow a format published by the district in order to provide consistency and integrity.
 - a. The person who creates the web page that is linked to the White Lake School District’s homepage is ultimately responsible for the website content including links. However, the district has the right to approve the pages.
 - b. The homepage for each school will contain a copyright notice.
 - c. Website links must conform to district policies and are limited to educational material.
 - d. Written permission must be obtained from parents or guardians to allow student first and/or last names to be published.
 - e. Websites should clearly be identified as student-created web pages and that the students’ opinions are not necessarily a reflection of the district.
 - f. Curriculum connections should be linked to the district curriculum standards.
 - g. Websites should not contain confidential information or information that is in violation of laws or the regulations of the Board.

- h. Websites should not contain copyrighted materials without the proper permission.
- 2. Individual teacher web pages will be used for communicating with students and parents and should not contain personal, non-school related materials. Websites not kept up to date within a three-month period of time will be removed after prior notification is given.

For more information regarding several aspects of this handbook, please see Board Policies:

2240; 2260 ; 2260.01; 2270; 2451; 2522; 5136; 5200; 5350; 5500; 5505; 5511; 5517; 5517.01; 5530; 5771; 5772; 7217; 8330

WHITE LAKE SCHOOL DISTRICT
INTERNET AND COMPUTER SYSTEM ACCEPTABLE USE POLICY

STUDENT AGREEMENT

I understand and will abide by the above Acceptable Use Policy. I further understand that any violation of these guidelines may result in my network and/or Internet privileges being restricted or revoked and also may result in school disciplinary action. If the violation constitutes a criminal offense, appropriate legal action may be taken.

Student Name (Please Print): _____

Student Signature: _____

Grade: _____

Date: _____

PARENT OR GUARDIAN AGREEMENT

As the parent or guardian of this student, I have read the Acceptable Use Policy. I understand that this access is designed for educational purposes. I recognize that some controversial materials exist on the Internet. I will not hold the White Lake School District responsible for materials acquired on the network. I hereby give permission for my child to use the Internet at school.

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____

Date: _____

Phone: _____

Please remove this sheet from the handbook and return it to the school office by the second week in September

Thank you

PARENT PERMISSION FOR WORLD WIDE WEB

The White Lake School District maintains a website and social media account to post information of interest about the White Lake School and to share information with the community.

The White Lake School District URL is: www.whitelake.k12.wi.us

We may want to use your students' photos, writing or artwork, to help share with the world the great things happening in White Lake. on the school website. People on the Internet can view these documents, so we are requesting your permission for use. For security reasons, only first names and last initials will be used on any pages. No student addresses, telephone numbers or personal/home email addresses will appear on the pages.

If you do not want the district to use your students photo, writing, or artwork, on the school website, please contact the White Lake School District Office

PERSONAL TECHNOLOGY WAIVER OF LIABILITY

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. To encourage this growth, students at White Lake Schools may now bring their own technology to campus (please see AUP for details).

Students and parents involved in bringing a personal electronic device to school must adhere to the Student Acceptable Use of Personal Technology Policy as well as all other Board policies including the Intranet/Internet Acceptable Use Policy.

Students take full responsibility for the security of their devices. The school is not responsible for personal devices lost, stolen or damaged while at school or during school-sponsored activities. Personal devices cannot be left at school after normal school hours. If a device is lost, stolen or damaged, it will be handled through the administration office, much like any other item of personal property.

1. Devices cannot be used during assessments, unless otherwise directed by a teacher.
2. Students must immediately comply with teachers' requests to shut down devices or close the screen.
3. Devices must be in silent mode and put away when asked by teachers.
4. Students are not permitted to transmit or post photographic images/videos of any person on campus on public and/or social media sites.
5. It is the student's responsibility to maintain their personal device's software and hardware. Staff will not be expected to assist in keeping personal devices charged, installing updates or upgrades, and/or fixing any software/hardware issues.
6. To ensure appropriate network filters, students will be expected to use only the HCS Guest Wireless network connection in school and will not attempt to bypass the district's network restrictions by using personal cellular networks.
7. Students bring personally owned electronic devices to school at their own risk and should not physically share their personal devices with other students.
8. Printing from personal devices will not be permitted at school.
9. The district has the right to collect and examine any device that is being used inappropriately, suspected of causing problems, or is the source of an attack or virus infection.
10. Inappropriate use, including but not limited to a violation of terms of the district policies and rules, procedures, state, or federal law, may result in curtailment or cancellation of the privilege, detention, suspension, and/or expulsion.

The use of personal devices to support educational experiences will benefit the learning environment as a whole. The undersigned agree to abide by all White Lake School District Acceptable Use Policies and waive any and all claims against White Lake School District for any property damage associated with any personal electronic device brought to school.

Parent Signature

Date

Parent Name – Please Print

VILLAGE FIELD TRIP PERMISSION FORM

As legal parent/guardian, I give my consent for _____

(Student's Name)

to participate in a field trip within the Village of White Lake while attending White Lake School.

Parent/Guardian Signature: _____

(Date)

Please remove this sheet from the handbook and return it to the school office by the second week in September

Thank you

WHITE LAKE STUDENT HANDBOOK ACKNOWLEDGEMENT

STUDENT AGREEMENT

I understand and will abide by the White Lake Student Handbook. If the violation constitutes a criminal offense, appropriate legal action may be taken. I further understand that any violation of these guidelines may result in school disciplinary action

Student Name (Please Print): _____

Student Signature: _____

PARENT OR GUARDIAN AGREEMENT

As the parent or guardian of this student, I have read the Student Handbook.

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature _____

Date: _____ Phone Number: _____

Please remove this sheet from the handbook and return it to the Office by September 9, 2022

Thank you