



Student Handbook and Code of Conduct

Port Washington High School
2022-2023

PWHS School Goals 2022-2023

- Achieve **academic, social, and emotional success** for all students as they prepare for **career, college, and life readiness**.
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Welcome New Staff Members!:

- **Rachel Bierter-** Principal
- **Karl Christofferson**– Custodians
- **Morgan Carder-** Food Service Director
- **Cara Dekker-** Communication
- **Jacob Mason-** Counselor
- **Blain Masterson-** Communications
- **Sophie Piotrowski-** Special Ed
- **Amy Stanwood-** Educational Assistant (Library)
- **Alexandria Thimmesch-** Sign Language Interpreter
- **Abby Graf-** Educational Assistant
- **Laura Griffiths-** Educational Assistant
- **Ashley Juhasz-** Educational Assistant
- **Cathy Symes-** Educational Assistant

Port Washington High School

Daily Schedule

2022-23

Monday		Tuesday		Wednesday		Thursday		Friday	
Period 1	7:25-8:10	Period 1	7:25-8:10	Period 1	7:25-8:50	Period 2	7:25-8:50	Period 1	7:25-8:10
Period 2	8:15-9:00	Period 2	8:15-9:00					Period 2	8:15-9:00
Period 3	9:05-9:53	Period 3	9:05-9:53	Period 3	8:55-10:20	Period 4	8:55-10:20	Period 3	9:05-9:53
Period 4	9:58-10:43	Period 4	9:58-10:43					Period 4	9:58-10:43
Period 5		Period 5		Period 5		Period 5		Period 5	
Early Class	10:48-11:33	Early Class	10:48-11:33	Early Class	10:25-11:50	Early Class	10:25-11:50	Early Class	10:48-11:33
Late Lunch	11:38-12:08	Late Lunch	11:38-12:08	Late Lunch	11:55-12:25	Late Lunch	11:55-12:25	Late Lunch	11:38-12:08
Period 5		Period 5		Period 5		Period 6		Period 5	
Early Lunch	10:48-11:18	Early Lunch	10:48-11:18	Early Lunch	10:25-10:55	Early Lunch	10:25-10:55	Early Lunch	10:48-11:18
Late Class	11:23-12:08	Late Class	11:23-12:08	Late Class	11:00-12:25	Late Class	11:00-12:25	Late Class	11:23-12:08
Period 6	12:13-12:58	Period 6	12:13-12:58	Period 7	12:30-1:55	Period 8	12:30-1:55	Period 6	12:13-12:58
Period 7	1:03-1:48	Period 7	1:03-1:48					Period 7	1:03-1:48
Period 8	1:53-2:38	Period 8	1:53-2:38	Resource	2:00-2:38	Resource	2:00-2:38	Period 8	1:53-2:38

When do I have lunch??

WHEN IS LUNCH?

It depends on the day of the week and what class you have.

Check your **5th hour class for Monday/Tuesday/Wednesday/Friday.**

Check your **6th hour class for Thursday.**

Monday, Tuesday, Wednesday, Friday 5th hr	Monday, Tuesday, Wednesday, Friday 5th hr	Thursday 6th hr	Thursday 6th hr
Early Class/ Late Lunch	Early lunch Late Class	Early Class/ Late Lunch	Early lunch Late Class
Band	Art	Communications	Art
Communications	Choir	GradPoint	Choir
GradPoint	Wellness	Literacy	Math
Literacy	Science	Social Studies	Wellness
Social Studies	Special Ed	Business	Science
Business	World Languages	Tech Ed	Special Ed
Tech Ed			World Languages

Since we want our School to stay safe from unwanted intruders, where can the Juniors and Seniors exit from for Open Campus lunch to avoid doors being opened all over the building at lunch time??

Three Awesome EXIT Options:

1. **Main Entrance** (by the office)
2. **Comm MIDDLE entrance** (By Jacoby's room... NOT by Masterson's at the end hallway)
3. **Lighthouse Doors** (Old Gym Entrance)

Since we want our School to stay safe from unwanted intruders, where can students/visitors ENTER to avoid doors being opened all over the building at all times??

ONE Awesome ENTRANCE Option:

1. **Main Entrance** (by the office)
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Locker Regulations

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.



Locker Regulations

- **Students have right to use a locker.**
- **Locker is school property and may be searched for any reason.**



Search and Seizure

- **Students have the right to be searched legally.**
- **Official must have reasonable suspicion that a school rule, regulation, a danger to health/safety of students, or possible violation of state law has occurred/can occur.**
- **Seized items that are illegal will be transferred to law enforcement and documented.**



Student IDs

- Student pictures are taken as part of the student registration process in August/September. Pictures taken Friday September 2nd in the Black Box Theater from 8am-12:30pm.
- Picture retake day will be Tuesday October 18th. Pictures are used in the high school yearbook and for student ID cards.
- Student IDs are necessary for a wide variety of reasons that includes lunch program, library material check out, event attendance, etc.





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



- **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).



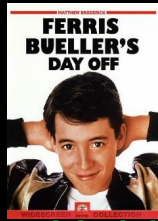
- Students who become ill or injured during the school day should report to the Main Office.
 - Office staff will assess the situation and, if deemed necessary, contact the student's parents and/or the school nurse.
- Under no circumstance are students permitted to share any medication with others.

UNV ABSENCES

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/phone notification.
2. Administrative contact will be made with students and the parents of students who are **habitually truant**, which will result in Police Involvement.



Habitual Truancy



- 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. Part= 1 minute or more of the day (being tardy does count).
- Students who are habitually truant during the school year may lose all PWHS privileges including activities, athletics and school dances.





Tardies



- Students are expected to be in the classroom and prepared to learn when the bell rings to start class and must remain in the classroom until the end.
- A student is considered tardy if they arrive to class after the bell has sounded.



Tardies



- Juniors and Seniors arriving late from open campus lunch could be issued an automatic detention and/or lose the privilege to leave.
- Parent excuses will not be accepted for lunch tardies, so please plan accordingly.



Tardies



Consequences for tardiness:

- 1-4th Tardy- Teacher decision to make up (after school time with teacher or in detention room).
- 5-9th Tardy- Referral to administration for *DT or Wednesday School*.
- 10+ Tardies- *Wednesday School*

Graduation Requirements

Credits required to graduate from PWHS:

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
- 0.5 credit in Personal Finance



Graduation Requirements

At least a 0.5 credit in 3 of the following 4 areas:

- Computer Intensive Course
- Fine Arts
- Foreign Language
- Vocational Education



Must also have:

- Demonstrated proficiency in writing
- Demonstrated proficiency in mathematics
- Completion of realistic life/career planning process through guidance office

WEDNESDAY SCHOOL

- **WEDNESDAY SCHOOL** may be issued by your teacher if you have not completed summative assigned work **by deadline** (labs, quizzes, tests, papers, projects, etc.)
- **WEDNESDAY SCHOOL** will take place in the library (or Light House if Library is in use) from 2:45-4:45 p.m.

Port Pride Program Criteria:

Exam Exemption Option



Open to ALL STUDENTS who meet the following:

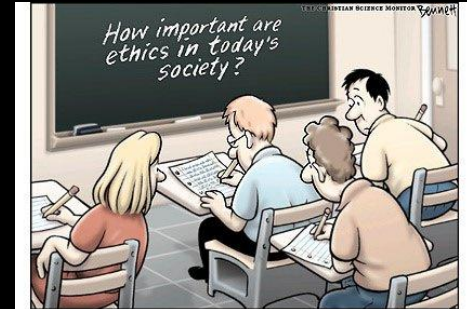
1. Be alcohol and drug free.
2. Participate in one HS activity.
3. No F's, or missing work from class
4. No office referrals for discipline.
5. Minimum of 15 Volunteer hours (outside of family obligations).

Academic Honesty

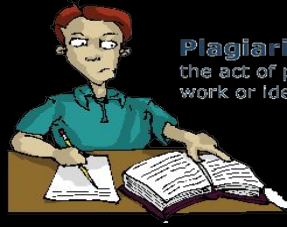
Port Washington High School promotes **academic honesty**. It is the objective of PWHS to create and maintain an ethical academic atmosphere in which all work submitted by students represents the true reflection of their effort and ability.

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



Academic Honesty



Plagiarism:
the act of presenting another's
work or ideas as your own.

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**. Severe cases may result in an F for the course. It also will be used in determining eligibility for such activities and recognitions as National Honor Society, scholarship reviews, and extracurricular activities.*

Appropriate Technology and Internet Use

- PWSSD allows responsible and safe use of computers and web resources for **instructional** and **educational** purposes.





Appropriate Technology and Internet Use

- Students will use the computer systems only for educational and career development activities, following usage guidelines about appropriate downloading, avoiding unauthorized access and not committing illegal acts online.
- Student use of the computer systems (the Internet), whether applying to public or private messages or material will reflect respectful language, avoiding any activity that could endanger, disrupt or be viewed as harassment.
- Students will not deliberately attempt to disrupt the computer hardware, software, or network by spreading computer viruses or by any other means.



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. Students violating computer use privileges will receive a disciplinary referral and an administrator will contact parents. Students may lose computer privileges for a time



Appropriate Technology and Internet Use

Each student has the privilege of using 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 during the school day.
- Keep all computer stations **neat** and **clean** and free of food and drink.
- A student's computer records may be searched if there is reasonable suspicion of a violation.

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.
- If you forget your Chromebook, one can be checked from the library (in emergencies only).
- Calls can be made home in the office to have your Chromebook brought to the office to be picked up.

Mobile Devices Prohibited



- Students may **NOT** use devices:
 - In the **CLASSROOM**
 - In **LOCKER ROOMS**
 - In **RESTROOMS**



Let's repeat that last point...

Mobile Devices Prohibited



- Students may **NOT** use devices:
 - In the **CLASSROOM**
 - In **LOCKER ROOMS**
 - In **RESTROOMS**



Mobile Devices Prohibited

- State Statute 118.258 restricts the possession or use of cell phones and other two-way communication devices on school grounds during the school day.
- Students need to place cell phones into holders, lockers or in the



Mobile Devices

- Students may use devices during: **lunch, passing time**
- *****Lost/Damaged/Stolen phones will **not** be the responsibility of the school*****



****Electronic Communication Devices****

State Statute 118.258 restricts the possession or use of cell phones and other two-way communication devices on school grounds during the school day. As a result, our policies have changed.

Consequences for students using devices without teacher permission during class.

First Offense: Warning

Staff member will confiscate the electronic device and turn it into the office to be logged.

1. Student will receive a final warning.
2. Device will remain in the office until the end of the school day.

Second Offense: Parent/Guardian Contact and Detention

Staff member will confiscate the electronic device and turn it into the office to be logged.

1. Student will be issued a detention.
2. Student may pick device up from the office after serving the detention.
3. Detentions are on **Tuesdays, Thursdays and Wednesdays**

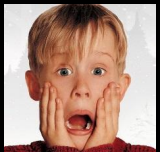


****Electronic Communication Devices****

Third Offense: 5 Day Hold and Wednesday School

Staff member will confiscate the electronic device and turn it into the office to be logged.

1. Parent/Guardian Contacted.
2. Student will receive a **Wednesday School (2:45-4:45 p.m.)** detention.
3. Device must be picked up by the parent/guardian and meet to make a plan for cell phone hold.



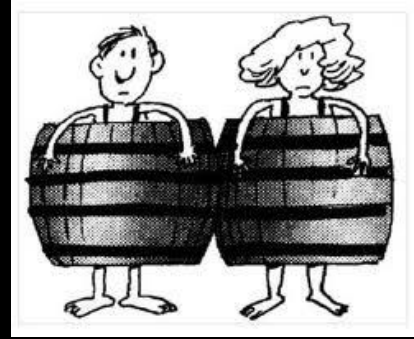
Dress Code

- Students may dress and groom themselves as they and their parents/guardians wish **without disrupting** the educational process.
- Must be in accordance with accepted community standards regarding **health, safety, vulgarity, obscenity, and sexual innuendo.**

Inappropriate Dress

While in school or school-sponsored activities, student will NOT have in their possession articles which are:

- **Distracting**
- **Inappropriate**
- **Indecent**
- **Advertising, alcohol, tobacco, or drugs**
- **Interpreted as sexual innuendos**



P.D.A

Public Displays of Affection

"It's fun to be around clumsy and awkward PDA", said no one ever!



ROTTENCARDS USER CARD

P.D.A

Public Displays of Affection.... Gross!!

Embarrassing to adults and students. Students are expected to exercise self-control and respect for the reputation of others.

Kissing and physical contact deemed inappropriate by staff are not allowed on campus grounds at anytime. Students failing to respect this rule will be disciplined accordingly.

1. **Warning** – Students will be given a verbal warning stop the public display of affection
2. **Parent Contacted** - Parents will be contacted
3. **Administrative Hearing** – All parties will be subject to an administrative hearing which may include an additional loss of privileges



Unacceptable Conduct

- Verbal/physical/sexual harassment or assault.
- Disorderly, disruptive, defiant, or willfully disobedient conduct.
- Foul or abusive language and/or gestures.



Unacceptable Conduct

- Theft, robbery, or extortion.



- Misuse or destruction of school property and/or vandalism.

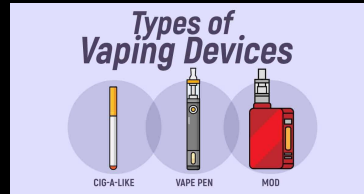


- Setting fires, false fire alarms, or bomb threats.



Unacceptable Conduct

- Vaping or Possession of a vaporizer will lead to an automatic suspension and police citation



Unacceptable Conduct

- Bullying, threatening, intimidation, hazing, and/or fighting.
- Possession/use/distribution/sale/being under influence of illegal drugs, controlled substances, alcohol, and tobacco/vaping.



Non-Lethal Weapons

- Possession/use/distribution/sale of non-lethal weapons or dangerous articles that can cause bodily harm.



- Non-Lethal Weapons violations may result in suspension and/or police referral!

Weapons

- **NO possession/use/distribution/sale of weapons or dangerous articles.**
- **Weapons violations will result in possible immediate expulsion!**



Weapon Facsimiles

- Any objects that can be reasonably mistaken for a weapon (including in clothing).
- Weapons violations could result in immediate expulsion!



Consequences:

**Alcohol, Drugs, Tobacco/Vaping,
Fighting, Weapons, Disorderly Conduct**

- 1. Immediate police involvement**
- 2. Suspension**
- 3. Parent/Guardian contact**
- 4. Possible Expulsion**



