

# Webster Middle School 2022-23 Student/Parent Handbook



**YOU BELONG**  
#WEAREWMS



# Table of Contents

In preparing to review the Webster Student-Parent Handbook, it is useful to point out that the information specific to Webster and answers to commonly asked questions are covered from pages 3-37. Cedarburg School District philosophy, contacts and policies are available in the [CSD Student / Parent Policy Handbook](#).

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# Introduction

## **Welcome**

Welcome New and Returning Students:

As part of our vested work in carrying out the [Webster philosophy](#), our administration, teachers and staff are continually refining practices so that Webster is...

## **A SAFE PLACE FOR STUDENTS TO LEARN, GROW AND DISCOVER THEIR GOALS AND DREAMS.**

Some important factors that influence a student's ability to learn, grow and succeed academically and socially at school include: welcoming diverse ideas and respecting others, being prepared for class and attending school consistently, staying organized, asking questions, completing work, practicing compassion and self-awareness, positively engaging in school life and giving a reasonable best effort.

This handbook covers information related to some of these topics and much more (including student rights, responsibilities and expectations for behavior) that will be helpful during your time as a Webster student. Please take time to become familiar with the following information.

We hope you embrace new curricular and extra-curricular experiences while at Webster. The staff looks forward to supporting you and helping you grow during the school year.

Have a great year! Go Wolverines!

Mr. Tony DeRosa, Principal  
Mr. Dan Reinert, Associate Principal

## **CSD Mission**

The mission of the Cedarburg School District is to provide an exemplary education that challenges students in a nurturing environment to develop into lifelong learners, to become responsible adults, and to achieve their goals and dreams.

## **WMS Mission**

The mission of Webster Middle School is to provide a learning environment where all students are challenged to grow academically, socially and emotionally to become lifelong learners and creative thinkers.

## **WMS Shared Beliefs**

The following shared beliefs help to prioritize our energies and efforts, to inform the way we make decisions, and to guide how we serve our students and each other.

1. SERVICE - We strive to understand our students, to meet their needs and those of our families and community, and to serve each other.
2. EXCELLENCE - We pursue and nurture the exceptional achievements of our students and staff through hard work and growth.
3. INTEGRITY - We earn trust by consistently following through on our commitments, addressing shortfalls, and being accountable to one another.
4. RESPECT - We welcome diverse ideas and contributions, assume each other's best intent, and honor each other's strengths and traditions.
5. COMPASSION - We are mindful of and respond to the thoughts and feelings of others, and are kind, authentic, and self-aware in our interactions.

6. COLLABORATION - We build inclusive teams of students, families, staff, and community partners, and engage each member's contribution on behalf of our students.

[Learn more about the Webster mission, vision, beliefs and pillars.](#)

### **[Board of Education and CSD Administration](#)**

#### **Webster Middle School**

Main Phone Number	(262) 376-6500
Fax Number	376-6510
Attendance Number	376-6566
Healthroom	376-6539

#### **Administration**

Mr. Tony DeRosa, Principal	376-6501
Mr. Dan Reinert, Associate Principal	376-6502

#### **Administrative Assistants**

Mrs. Kelly Schneiss, Principal Admin Assistant	376-6505
Mrs. Katharine Mudra, Associate Principal Admin Assistant	376-6506
Mrs. Stacy Dopke, Healthroom Aide/Receptionist	376-6507
Mrs. Amy Johnston, Healthroom Aide/Receptionist	376-6539
Mrs. Lisa Johnson, Receptionist	376-6508

#### **Counselors**

Mr. Lucas Mader (A-L)	376-6592
Mrs. Samantha Mewes (M-Z)	376-6565

#### **Psychologist**

Ms. Ashley Brugger	376-6568
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For the most recent information regarding Webster, please visit our website at [cedarburg.k12.wi.us](http://cedarburg.k12.wi.us).

## **Foreword**

This student/parent handbook was developed to answer many of the commonly asked questions that parents may have during the course of a school year. In some sections, this handbook summarizes official policies and administrative guidelines of the Board of Education and the District.

The policies and guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this handbook since it was printed. If any of the policies or administrative guidelines referenced herein are revised after June 2022 the language in the most current board policy or administrative guideline prevails. The current policies and guidelines are available on the District's website.

This handbook can be a valuable reference during the school year. If you have questions or would like more information about a specific issue, contact the school principal.

*All policies and procedures not specifically covered in this Webster Student/Parent Handbook will be dealt with at the discretion of the Webster Middle School administration.*

## SCHOOL INFORMATION

### **NOTICE**

The Cedarburg School District School Board is committed to providing an equal educational opportunity for all students in the District. The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities. For more information, [review the related CSD Board Policy 2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY.](#)

### **ACTIVITY/ATHLETIC PARTICIPATION**

#### *Introduction and Participation*

Webster offers a variety of extra- and co-curricular activities for students to participate in throughout the school year. While our primary goal as a school District is to provide a sound academic experience for all of our students, extra- and co-curricular activities provide unique opportunities for students to promote their mental, physical, social and emotional development and leadership.

We encourage all students to participate in as many activities as possible. Participation in extra- and co-curricular activities is an integral part of our school curriculum and a privilege that should elicit great pride in both the student and his/her family.

The following **Webster Middle School Extra-Curricular Code of Conduct** pertains to ALL students participating in any extra- or co-curricular activity. Students who participate on a team/club/group that represents Webster Middle School do so with a degree of honor and, therefore, accept this honor and the responsibilities that come with it. They will adhere to this code of conduct and show responsibility by:

- Working to their ability in ALL classes and as a member of the team/group/club. Students are required to be passing in all classes to be eligible to participate in Webster extra- or co-curricular activities.
- Keeping current with all work, or completing all legitimate late work, in the prescribed amount of time.
- Conducting themselves as appropriate representatives of the school and showing good sportsmanship.
- Being on time for all classes and practices.
- Showing a positive attitude by attending all practices and games/events unless excused.
- Adhering to all school, team and game/event guidelines.
- Taking care of all issued equipment and returning Webster uniforms/apparel/resources at the conclusion of the season.
- Setting a good example at all times so that each team member can trust and rely on each other.

***\*All athletes/participants must abide by the above set code of conduct. The coach/advisor/leader will be made aware of any deviation and handle consequences if problems arise.***

Art Club  
Best Buddies  
Chromebook Club  
Coding Club  
Cooking Club  
First Lego League (robotics)  
Game Club

Green Team  
Jazz Band  
Math Club  
Media Club  
Musical Production  
REDgen Alliance (wellness)  
Ski/Snowboard Club

Student Acceptance Team  
Student Council  
Student Ambassadors  
SWAT - Fuel Up to Play 60  
Webster Writers  
Wolverine Choir  
Wolverine Time (study group)

### *Webster Athletic Teams:*

Cross Country  
Girls Basketball  
Girls Volleyball  
Track & Field  
Boys Basketball  
Wrestling

### *Eligibility*

#### 1. Student Academics

It is the philosophy of Webster Middle School and the Cedarburg School District that academics are the number one priority for the student. To remain eligible to participate in an extra- or co-curricular activity, a student must not have any failing grades at the end of quarter 1, 2 and 3. Important considerations:

- The first day of ineligibility is the day that grade reports are submitted to the principal, and a student will be ineligible for three weeks.
- If the student's academic performance has not improved after the third week (15 school days) ineligibility period and he/she is still not meeting the requirements in all classes, an additional two-week ineligibility will be added.
- If the student has not improved his/her academic standing after the second ineligibility period, he/she will be dropped from the team or club.
- During the ineligibility period, the student must practice and meet all of the team requirements but cannot compete in any games or meets.
- If the class the student was deficient in is no longer meeting, the student will be reinstated after the initial three-week ineligibility period.
- A building administrator and athletic coordinator will make all final decisions regarding eligibility.

#### 2. Student Discipline

Students are expected to adhere to the Webster Middle School RISE expectations for behavior at all times during the school year. The expectation for all students is to represent Webster and the Cedarburg School District by being appropriate, respectful and responsible young adults.

Students who receive a school suspension as a disciplinary consequence will be suspended from the next subsequent contest within that event or season. (The term "contest" represents a co-curricular game, match, performance or event.) Practices are not considered a contest.

- *In-School Suspension:* Students are expected to be present for the next contest (without leaving school early) and participate in all practices leading up to the suspension date.



- *Out-of-School Suspension:* Students do not attend the next contest (as they are already out of the building on that date) but are expected to participate in all practices leading up to the suspension date.

Any unique suspension circumstances deemed by WMS administration may result in community service.

It is imperative that students follow the WMS Student/Parent Handbook as well as this Extra-Curricular Code of Conduct. A student participant is prohibited from participating in acts of vandalism (regardless of whether they are actually present for the act/event), disruptive behavior, harassment, hazing, bullying, theft, misuse/inappropriate use of social media, threatening, criminal or ordinance violations. All of these acts are violations of the code and some merit more consequence than others. The WMS administration will determine the severity of extra- and co-curricular suspension.

The following school violations will result in immediate in-season extra- or co-curricular suspension:

- Use or possession of tobacco products in any form, including vapes.
- Drinking/consuming, buying, selling, possessing, contributing to the sale of or delivering/transporting of alcoholic beverages.
- Attendance at events/parties where drugs and/or alcohol are being consumed or made available in an illegal manner.
- Involvement in illegal possession and/or use of controlled substances.

### 3. Student Attendance

Students participating in a co- or extra-curricular activity are expected to attend the scheduled events - both during school and non-school hours.

To be eligible to participate, students must be present for a minimum of FOUR (4) FULL INSTRUCTIONAL CLASS PERIODS (excluding PAW and lunch) on the day of an extra- or co-curricular practice, contest/performance, rehearsal or club/group activity. Exceptions to this rule – such as a family emergency, funeral, verified medical appointment or school-sponsored absence – are granted only with approval from the WMS administration. (In these cases, advance notification is strongly recommended.) If a student has an in- or out-of-school suspension, they cannot participate on the suspension day(s).

#### *Athletic Fees*

\$25.00 for each sport, \$50.00 individual max., \$100.00 family max.

#### *Refund Policy*

If a student's participation ends after the first practice or activity, no refund will be given. Any participant dismissed for disciplinary reasons will not receive a refund.

#### *Injury & Insurance*

Every student participating in an extra- or co-curricular activity is required to report any injury to the advisor/coach at the time it occurs. The advisor/coach will fill out an accident report form.

Please reference the "Insurance Information" section.

## *Transportation*

Webster Middle School is responsible for transporting students to and from all contests/events/activities. The school is aware that unusual circumstances do arise in which a parent desires to transport their son/daughter from a contest/event. If/when this occasion does arise, it is the responsibility of the student to obtain a [Travel Release Form](#) from our website. This form MUST be completed, signed by the parent/guardian, and returned to the coach/advisor before a student is cleared to travel with their designated family member (e.g., parent). (This document does NOT clear a student to ride with anyone other than their designated family member.) Under NO circumstances will permission be given allowing students to transport themselves to or from a contest/event.

## *Athletic Registration Instructions*

To register for athletics/sport teams, please follow the [WMS Athletics registration instructions](#). Students are not eligible to participate in any sport until the necessary steps have been completed.

## **AFTER SCHOOL EVENT RULES**

1. RISE expectations are to be followed during after school events. Be a positive fan - no booing!
2. Students are to take all jackets, backpacks, etc. with them after dismissal. Internal doors will be locked after 3:00 p.m. and therefore students will not have access to their lockers.
3. Students are expected to vacate the building by 3:00 p.m. unless they are in a school activity, working with a teacher, etc. There is NO supervision after 3:00 p.m. After 3:00 p.m., unsupervised students will be expected to remain in the foyer or outside to wait for their ride.
4. Students who are staying after school for any other reason (i.e., getting help from a teacher, making up work, etc.) will be allowed to watch sporting events only when they have completed their other activity and have been dismissed by the adult who is supervising them.
5. If a student fails to follow these simple rules, they will be asked to leave.

## **BACKPACKS**

All students can carry their backpack during the school day; however, we encourage students to use their lockers to balance the load. Cell phones must be kept in lockers during the school day; not backpacks.

## **BICYCLES**

Bicycle racks are provided on the west and east side of the school for students who wish to ride their bicycles to school. Students are encouraged to lock their bicycles, as the school cannot be held responsible for lost or stolen property. However, theft or vandalism should be reported to the main office.

## **BUILDING ACCESS**

For the safety of our students and staff, the front/main entrance is designated as the only visitor entrance. This entrance is locked outside of school hours and monitored by surveillance 24 hours/day (as are all doors). All visitors during school hours are required to sign in with their ID through our Raptor Safety and Visitor Management System to access the building.

## **CANVAS**

Canvas is a password-protected learning management system that supports online learning and teaching. It allows teachers to post grades, class information and assignments online while students can submit their work and communicate with their teachers and classmates.

To view your child's course details as an observer, parents need to create an account and enter a pairing code that is generated by your child. For more information: [CSD Canvas Information](#) and [Parent Instructions](#).

## COMMUNICATION WITH CHILD'S TEACHER

Communication between home and school is critical for educational success. Feel free to contact your child's teachers via phone or email anytime regarding questions, concerns or to share something positive. Staff are always more than willing to conference with families at any point during the school year to best support and educate your child.




## COUNSELING PROGRAM

An essential goal of counseling is to help students better understand themselves in order to make better decisions regarding their personal and social-emotional development. Our counselors provide a variety of services, including helping students:







1. Solve personal and academic concerns
2. Make effective decisions
3. Resolve friendship, parent or sibling issues
4. Work with teacher or classmate concerns
5. Understand their needs and feelings

## DAILY SCHEDULES (2022)







### Daily

- WEBSTER REGULAR DAILY SCHEDULE -								
6th Grade			7th Grade			8th Grade		
Period	Times	Class Type	Period	Times	Class Type	Period	Times	Class Type
1	7:30-8:13	Core	1	7:30-8:13	Core	1	7:30-8:13	Core
2	8:13-8:59		2	8:13-8:59		2	8:13-8:59	
PAW	9:02-9:32		PAW	9:02-9:32		PAW	9:02-9:32	
3	9:35-10:18	Core	3	9:35-10:18	Core	3	9:35-10:18	Allied Arts
4	10:21-11:04		4	10:21-11:04		4	10:21-11:04	Allied Arts
5	11:07-11:50	Allied Arts	5	11:07-11:50	Core	Lunch	11:06-11:22	Lunch A Inside (16 min)
Lunch	11:52-12:08	Lunch A Inside (16 min)	6	11:53-12:36		6	11:22-11:24	Transition (2 min)
	12:08-12:10	Transition (2 min)	Lunch	12:38-12:54	Lunch A Inside (16 min)	Lunch	11:24-11:40	Lunch B Inside (16 min)
Lunch	12:10-12:26	Lunch B Inside (16 min)		12:54-12:56	Transition (2 min)	5	11:43-12:27	Core
6	12:29-1:13	Allied Arts	Lunch	12:56-1:13	Lunch B Inside (17 min)	6	12:30-1:13	
7	1:16-1:59	Core	7	1:16-1:59	Allied Arts	7	1:16-1:59	Core
8	2:02-2:45		8	2:02-2:45	Allied Arts	8	2:02-2:45	
	2:45-2:47	Announcements		2:45-2:47	Announcements		2:45-2:47	Announcements

**Assembly Schedule - Extended Morning**

- WEBSTER AM EXTENDED PAW SCHEDULE -								
6th Grade & AA Lunch			7th Grade			8th Grade		
Period	Times	Class Type	Period	Times	Class Type	Period	Times	Class Type
1	7:30-8:06	Core	1	7:30-8:06	Core	1	7:30-8:06	Core
2	8:06-8:42		2	8:06-8:42		2	8:06-8:42	
	8:45-9:45	Homeroom		8:45-9:45	Homeroom		8:45-9:45	Homeroom
3	9:48-10:24	Core	3	9:48-10:24	Core	3	9:48-10:24	Allied Arts
4	10:27-11:03		4	10:27-11:03		4	10:27-11:03	Allied Arts
5	11:06-11:42	Allied Arts	5	11:06-11:42	Core	Lunch	11:05-11:20	Lunch A Inside (15 min)
Lunch	11:44-11:59	Lunch A Inside (15 min)	6	11:45-12:21		Lunch	11:20-11:22	Lunch Transition
	11:59-12:01	Lunch Transition	Lunch	12:23-12:38	Lunch A Inside (15 min)	Lunch	11:22-11:37	Lunch B Inside (15 min)
Lunch	12:01-12:16	Lunch B Inside (15 min)		12:38-12:40	Lunch Transition	5	11:40-12:16	Core
6	12:19-12:55	Allied Arts	Lunch	12:40-12:55	Lunch B Inside (15 min)	6	12:19-12:55	
	12:58-1:28	PAW		12:58-1:28	PAW		12:58-1:28	PAW
7	1:31-2:07	Core	7	1:31-2:07	Allied Arts	7	1:31-2:07	Core
8	2:10-2:47		8	2:10-2:47	Allied Arts	8	2:10-2:47	
Announcements: 2:45 - 2:47 (2 min)								
Dismissal: 2:47								

**Assembly Schedule - Extended Afternoon**

- WEBSTER PM EXTENDED PAW SCHEDULE -								
6th Grade & AA Lunch			7th Grade			8th Grade		
PERIOD	TIME	CLASS TYPE	PERIOD	TIME	CLASS TYPE	PERIOD	TIME	CLASS TYPE
1	7:30-8:06	Core	1	7:30-8:06	Core	1	7:30-8:06	Core
2	8:06-8:42		2	8:06-8:42		2	8:06-8:42	
	8:45-9:15	PAW		8:45-9:15	PAW		8:45-9:15	PAW
3	9:18-9:54	Core	3	9:18-9:54	Core	3	9:18-9:54	Allied Arts
4	9:57-10:33		4	9:57-10:33		4	9:57-10:33	Allied Arts
5	10:36-11:12	Allied Arts	5	10:36-11:12	Core	Lunch	10:35-10:50	Lunch A
Lunch	11:14-11:29	Lunch A	6	11:15-11:51		Lunch	10:50-10:52	Lunch Transition
	11:29-11:31	Lunch Transition	Lunch	11:53-12:08	Lunch A	Lunch	10:52-11:07	Lunch B
Lunch	11:31-11:46	Lunch B		12:08-12:10	Lunch Transition	5	11:10-11:46	Core
6	11:49-12:25	Allied Arts	Lunch	12:10-12:25	Lunch B	6	11:49-12:25	
7	12:28-1:04	Core	7	12:28-1:04	Allied Arts	7	12:28-1:04	Core
8	1:07-1:44		8	1:07-1:44	Allied Arts	8	1:07-1:44	
	1:47-2:47	Homeroom		1:47-2:47	Homeroom		1:47-2:47	Homeroom
Announcements: 2:45 - 2:47 (2 min)								
Dismissal: 2:47								

## **DIRECTORY DATA**

For more information, view the "Student Records" section of the [CSD Student / Parent Policy Handbook](#).

## **DISTRIBUTION OF PUBLICATIONS PRODUCED BY STUDENTS**

School yearbooks, newspapers and similar publications are encouraged as learning experiences. These publications shall reflect the judgment of the student editors, which carries the obligation to be governed by the standards of responsible journalism.

## **DRESS AND GROOMING**

Per the [CSD Board Policy 5511](#) on "Student Dress and Grooming," the Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.

Students are prohibited from wearing clothing that:

- Endangers the health or safety of self or others;
- Interferes with school work or creates a disruption to the educational process (including depictions of illegal activity);
- Causes excessive wear or damage to school property
- Blocks vision or restricts movement
- Promotes, depicts or advertises alcohol, drugs, tobacco products, firearms, gang affiliation/activity, profanity, discriminatory, prejudicial, or racial context, or meaning violence, pornography or other inappropriate material.

Additional dress expectations include:

- Hats or hoods are not allowed to be worn on the head during the school day
- Coats may be allowed at staff discretion
- Clothing must have both shoulders straps
- Clothing must cover and not expose undergarments, an individual's back or abdomen, this includes but is not limited to garments that are sheer or transparent

Administrative actions to be taken:

- Administrative conference
- Student asked to change or sent home to change (with proper parent permission) before returning to school or class
- Confiscation of prohibited items (i.e. headwear)
- Notification of parents/guardians (if necessary)
- Student may receive detention or suspension if they refuse to cooperate
- Loss of school privileges

## **GUM**

Gum is not permitted for use in the Webster Middle School building or on school grounds.

## **IMMUNIZATIONS**

Please refer to the [CSD Student / Parent Policy Handbook](#) and [CSD Board Policy 5320: IMMUNIZATION](#).

## **INSURANCE INFORMATION**

The school District does not provide any type of health or accident insurance for injuries incurred by your child while at school. Since children are particularly susceptible to injuries, District administration encourages parents to review their present health and accident insurance program to determine if coverage is adequate. If parents do not feel their insurance is adequate because of a deductible or coinsurance clause, or if there is no insurance, please review the student insurance program brochure in the Webster main office.

## LOCKERS

Every student at Webster is assigned a locker. This locker is the student's responsibility for the year; therefore, it is important to keep the following in mind:

1. Don't encourage theft by leaving your locker open, leaving money in it, or by sharing your locker or its combination with others. If you must bring money or other valuables to school, bring them to the main office and your property will be placed in a secure location until you need it.
2. The locker's condition is your responsibility. Decals are prohibited. Damage to the locker should be reported to the office immediately.
3. The School Board has charged school administrators with the responsibility of safeguarding the safety and well-being of the students in their care. School administrators may search school property such as lockers used by students or the person or property, including vehicles, in accordance with the [CSD Board Policy 5771 \(Search and Seizure\)](#).

## LOST AND FOUND

Whenever possible, please label clothing and other items your child brings to school. Students are encouraged to periodically check the Lost and Found cabinet. Articles not claimed are discarded or donated monthly to Family Sharing.

## LUNCH PROGRAM (ARAMARK)

The Cedarburg School District provides a hot breakfast and lunch program through ARAMARK Services, Inc. Menus appear weekly on the [CSD Dining Services website](#) and are announced daily at Webster.

The District uses an automated accounting/debit system to record food service payments and monitor food transactions. Parents/guardians who wish to utilize the debit system must prepay for meals by setting up a [Revtrak account](#). This account needs to maintain a positive balance and parents are required to pay off any debts regardless of "free or reduced" lunch status. No cash is accepted in line. **Students must have their Webster student ID card with them to make food/drink purchases.** For specifics regarding setting up lunch accounts, maintaining balances and replenishing funds, visit [CSD's Dining Services webpage](#).

Lunch prices are listed at [CSD Dining Services - Meal Prices](#). Webster and CHS have additional offerings sold [ala carte that are priced accordingly](#). *All charges, regardless of free and reduced status, will be charged to the student's account and parents are responsible for these charges.* **Parents can turn off ala carte options by contacting the Food Service Director at 262-376-6240.**

For security reasons and picture verification, students in grades 6-12 are required to know their student ID when using the automated payment system.

Funds remaining in the lunch account at the end of the school year are carried over to the next school year unless a written request for a refund is made.

If your child would like to participate in the school breakfast or lunch program and has a food allergy or other special dietary requirements, please contact the Food Service Director at 262-376-6240. Substitutions will be made available at no additional cost if supported by a statement from a medical authority. This statement needs to identify foods to be avoided and suggest alternatives.

## LUNCH - FREE AND REDUCED

Please reference [the CSD Dining Services Free and Reduced webpage](#) for eligibility and application information. Any questions regarding forms can be directed to the District office at 262-376-6101.

## LUNCH/FOOD DROP-OFF

Parents who bring in lunches can drop off lunch for their child ONLY. Due to student safety with food allergies, culture of fairness, and the CSD Wellness Policy, Webster does not permit the drop off of mass food orders from parents or outside vendors during lunch times and will not deliver mass food items to groups.

## LUNCHROOM PRIVILEGES & EXPECTATIONS

1. *Students must have their student ID card with them to make food/drink purchases.*
2. Students must follow RISE EXPECTATIONS: good manners and respect.
3. The throwing of any objects and food is prohibited.
4. When finished eating, students must pick up ALL of the garbage on/around/under their table. Once this has been completed, students at the table may raise their hands to be dismissed by a staff member.
5. Students should remain seated in the Commons until released to go outside for recess. The use of bathrooms (near the gym) is permissible with the use of the bathroom passes located near the stage. Travel to other areas around the school (i.e., lockers, classrooms, office, healthroom and IMC) needs to be approved by the staff member.
6. Recess conduct should not include horseplay or roughhousing.
7. Students need to come to the Commons prepared with the appropriate dress for the weather.
8. Students who check out playground equipment with their student ID must return them to the ball bin at the end of recess.

### *Possible actions:*

- Individual counseling
- Parent notification
- Assigned detentions
- Suspension from school
- Loss of school privileges

## MEDICATION

To reduce the possibility of individual students taking medication without parental knowledge, and to comply with the requirements of the law, the outlined procedures below have been established.

### **Administering Medication at School - Prescription or Non-Prescription**

Whenever possible all student medication should be administered at home. The District recognizes, however, that it may be necessary for a student to take medication at school. Per [CSD Board Policy 5330](#) and [CSD Student / Parent Policy Handbook](#), the following guidelines apply.

*Prescription Medication that needs to be administered at school must be provided in the original pharmacy labeled container if prescribed by a physician.* Medications provided to the school must be current; no expired medications.

Information on the label needs to include:

- Student's Name
- Name of Medication
- Dosage directions
- Time/frequency of administration
- Name of prescribing health care provider
- Date

If your child needs to take any Over The Counter (OTC) medications during the school day, the following OTC medications will be available in the health room.

- Acetaminophen (Tylenol)
- Ibuprofen
- Benadryl
- Tums
- Hydrocortisone cream
- Neosporin



Parental consent must be on file with the school, either written or electronically (Skyward), prior to any student being administered any OTC medication. If a student will need an OTC medication that is not available at school, then that particular OTC medication will need to be brought to the health room, and the appropriate medication authorization form will need to be completed, and signed by a parent. In addition, any additional OTC medication that is brought in for a student needs to be in the original manufacturer's package, and it must list in a legible format the ingredients and the recommended therapeutic dose. No ziplock baggies of medications, nor any expired medications will be accepted.

Medication will be administered to students at school only by school personnel who have been designated by the building principal. **All written consent forms and related materials must be renewed annually and/or at any time a medication is changed.**

The length of time for which a prescription medication is to be administered shall be specified in the written instructions from the prescribing physician. Any change in dosage, time to be administered, or discontinuance of administration must be in writing from the physician. It is the responsibility of the student, if appropriate, not school personnel, to get his/her medication at the designated time.

An asthmatic student may use and possess a metered dose inhaler or dry powder inhaler while in school, at a school sponsored activity, or under the supervision of a school authority if all of the following are true: (1) the student needs to use the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate asthmatic symptoms; (2) the student has the written approval of the student's physician and, if the student is a minor, the written approval of the student's parent/guardian to self carry; and, (3) the student has provided the school with a copy of the required approval(s).

Students are not allowed to carry or self-administer prescription or non-prescription medications (including CBD oil). Only those students requiring the use of a metered-dose inhaler (MDI) for asthma, an epinephrine containing device such as an EpiPen or Auvi Q for the treatment of anaphylaxis, and/or diabetic medications are excluded from this restriction.

If your child has severe allergies, please complete the [Emergency Action Plan for Severe Allergy Form](#). It is very important that the school is aware of your child's severe allergies and the treatment steps required in the event an accidental exposure occurs. If the student requires medication (such as Benadryl or Zyrtec) in case of an accidental contact exposure, please be sure to bring in the medication accompanied by the necessary forms as indicated above.

If an epinephrine containing device (Epi-Pen, Auvi Q) is required per the student's Emergency Action Plan Epi-Pen procedures must be followed and the Severe Allergy form must be submitted and signed by the parent/guardian and physician. EpiPens will be stored in the health room, unless the appropriate parental and physician consent is on file indicating that the student may carry it and keep it on his/her person. In this instance all the necessary forms need to be on file with the school, and school staff must be notified where the Epinephrine containing device will be carried (backpack, sling bag, etc) so in the event of an emergency staff will know exactly where to find it.

Emergency medications prescribed for management of serious or life-threatening episodes of asthma, anaphylaxis, seizures, or hypoglycemia will be supplied to the school in single dose prefilled units or as metered dose inhalers by the parent/guardian. These medications will be labeled as previously described and will be supplied by the parent/guardian to the school on an annual basis, or as needed should a dose need to be replenished due to be used or it has reached its expiration date.

Your child's health is very important to us and we appreciate your cooperation in following the above procedures. If you have any questions, concerns or need additional forms, please feel free to call the health room at 262-376-6539.



## **PARENT RIGHT TO RECEIVE TEACHER INFORMATION**

Federal law requires that schools share the qualifications of teachers in this school. All Webster Middle School teachers have at least a bachelor's degree and many have advanced degrees. In addition, all of the teachers at Webster are fully licensed for their assignments. Parents can see the state qualifications for a child's teacher on the [DPI website](#) or ask one of the principals.

## **PARENT-STUDENT COMMUNICATION AND DELIVERIES**

### STUDENT CONTACTING PARENT DURING THE SCHOOL DAY

Students who need to contact a parent for any reason during the school day need to come to the Webster main office to use the office phone dedicated for student use. Since cell phone use is prohibited during the school day (other than on the way to lunch), this is the appropriate way to contact parents.

### PARENT CONTACTING STUDENT DURING THE SCHOOL DAY

Parents/guardians who wish to get a message to their student during the school day should call the office at (262) 376-6500.

Webster seeks to minimize deliveries/messages during the school day to those that are *emergencies or absolute necessities*. To limit class disruptions, students pick up deliveries or messages (including early dismissal slips for appointment pick-ups) during their lunch period or after school. The names of all students with deliveries/messages are posted on the monitors in the Commons. It is the student's responsibility to check the monitors and respond accordingly.

Morning drop-offs need to arrive before the beginning of the first lunch to be posted for lunch pick-up. For drop-offs/messages received after the beginning of the first lunch, the student's name will be announced and called to the main office at the end of the day. The drop-off table is located in the foyer outside of the Webster main office. *Please refer to the Daily Schedule section for times.*

## **PARENT VOLUNTEERS**

Throughout the year, parent volunteers can be of assistance to the staff with student activities, such as field trips. Parents interested in volunteering must complete the [District Volunteer App/Background Check form](#). Additionally, the [Parent Teacher Organization \(PTO\)](#) is always interested in volunteers.

## **PAST DUE ACCOUNTS/INSUFFICIENT FUNDS**

Parents/guardians will be charged the current bank rate for checks returned to the District due to insufficient funds. The District may utilize all other resources available (i.e. police department, collection agency, small claims court) for the collection of checks returned due to insufficient funds as well as any other unpaid or past due debt with the District. Any charges associated with these services shall be added to the balance owed the District. The District will delay such action when a parent/guardian agrees to and makes timely payments in accordance with an alternative payment plan to eliminate the debt. Guardians should use the [RevTrak](#) system connected to [Skyward Family Access](#)→Fee Management for paying balances.

## **PAW TIME**

PAW Time is a daily 30-minute block of time when students get a variety of experiences to learn and grow. During PAW Time students will have dedicated time for homeroom, a guided study, interventions and extensions and team time.

### Homeroom

Students will have homeroom every Monday where they will build relationships with their homeroom teacher and classmates while also participating in a variety of lessons on:

- ATOD Alcohol Tobacco and Other Drugs
- RISE Respect Individual Self and Environment (PBIS)
- Digital Citizenship
- ACP Academic and Career Planning
- Guidance/School Counseling Lessons (mental health, peer relationships, etc.)

### Guided Study

Students will have Guided Study Tuesday, Wednesday, Thursday and Friday. Students will use this time to complete work, get assistance from teachers, study, get organized, check Skyward, Canvas, and work with their teacher on their academic success.

## **PBIS OVERVIEW (Positive Behavior Interventions & Supports)**

School-wide behavior expectations follow the **RISE** approach:

**R**espect  
**I**ndividual  
**S**elf  
**E**nvironment

The **Positive Behavior Interventions & Supports (PBIS)** model is used to create an inclusive environment within Webster that encourages positive behaviors and interactions. This will lead to a safe setting in which Webster students can achieve academic success and build relationships with each other and adults.

PBIS involves:

- Setting expectations for various school settings
- Teaching students the behavioral expectations through school-wide lessons and videos
- Recognizing Webster students for meeting behavior expectations (RISE) through praise and the distribution of **PAWS (Positive Award Winning Student reward cards)**, which are entered into school raffles and used for various school events
- Using a Check-In/Check-Out program (our Tier 2 program to help at-risk students move toward greater academic and/or behavioral independence)
- Reminding and reteaching RISE expectations, if problems arise

### RISE Behavior Referral Process

Teachers follow the referral process based on the RISE Behavior T-Chart:



# WEBSTER BEHAVIOR



<b>TEACHER MANAGED (Minor)</b>	<b>OFFICE MANAGED   (Major)</b>
Academic Integrity	Aggressive Inappropriate Language
Disrespect	Bullying/Harassment/Discrimination
Dishonesty	Bus Referral
Disruption	Dress Code Violation
Dress Code Violation	Drugs/Tobacco/Alcohol
Inappropriate Behavior	False Alarm/Bomb Threat/Arson
Inappropriate Language	Inappropriate Behavior
Inappropriate Physical Contact	Insubordination/Non-Compliance
Insubordination/Non-Compliance	Misuse of Technology (Cell Phone)
Misuse of Technology	Physical Aggression
PDA/Affection	Tardiness (Period 1)
Property Misuse	Theft
Tardiness (Periods 2-8)	Vandalism
	Weapon Possession

### RISE Behavior Minor Referral Process

Each minor (teacher-managed) occurrence is cumulatively tracked across all classrooms. Each minor has a standard set of consequences:

#### *Offense #1*

Teacher fills out online minor discipline referral form and parent is notified by teacher  
Consequence: Warning

#### *Offense #2*

Teacher fills out minor discipline referral form and parent is notified  
Consequence: 15-minute detention with teacher

#### *Offense #3*

Teacher fills out minor discipline referral form, student serves detention and parent is notified  
Consequence: 30-minute detention with teacher or arranged by office (when notified) for Tuesday before school (6:55 am) or Thursday after school (2:50 pm)

#### *Offense #4 (Office Managed)*

Teacher fills out discipline referral form, parent is contacted by the referring teacher, referral goes to the office and is entered into Skyward, student serves detention  
Consequence: 60-minute detention in the office, at the discretion of the administration

### RISE Behavior Major Referral Process

Any staff member can refer any student at any time for a major for behaviors that are beyond what is listed in the teacher-managed (minor) column of the Behavior T-Chart above.

All majors are handled directly by the office and recorded in the Skyward Student Management System. Consequences are determined by the WMS administration.

### Classroom Learning Matrix

Please refer to the image/matrix on the next page. Posters featuring this learning matrix are available in all Webster classrooms.



# CLASSROOM LEARNING MATRIX

	UNIVERSAL LEARNING	WHOLE GROUP LEARNING	GROUP/PARTNER LEARNING	INDEPENDENT LEARNING
BE RESPONSIBLE	<ul style="list-style-type: none"> <li>• Arrive to class on time with supplies and ready to learn</li> <li>• Stay organized to meet deadlines</li> <li>• Regulate emotions to handle stress and control impulses</li> <li>• Persevere in overcoming obstacles</li> </ul>	<ul style="list-style-type: none"> <li>• Ask clarifying questions</li> <li>• Take notes as needed or instructed</li> </ul>	<ul style="list-style-type: none"> <li>• Actively participate in discussions and group work</li> <li>• Positively redirect group members if they are off task</li> </ul>	<ul style="list-style-type: none"> <li>• Know your resources and use them effectively</li> <li>• Ask for help when needed, after you have used your resources</li> <li>• Think critically to solve problems</li> </ul>
BE RESPECTFUL	<ul style="list-style-type: none"> <li>• Use positive words and actions</li> <li>• Recognize, appreciate and understand individual and group similarities and differences</li> <li>• Follow SOLAR expectations</li> </ul>	<ul style="list-style-type: none"> <li>• Actively listen to the teacher/speaker (SOLAR)</li> </ul>	<ul style="list-style-type: none"> <li>• Understand and respect others' perspectives</li> <li>• Share workload and follow the group plan</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain academic integrity</li> <li>• Focus on your educational purpose</li> <li>• Work to the best of your ability</li> </ul>
BE ENGAGED	<ul style="list-style-type: none"> <li>• Use academic language</li> <li>• Set and monitor progress toward personal and academic goals</li> <li>• Ask permission to leave at appropriate times</li> <li>• Be open to new ideas</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare to use the lesson resources</li> <li>• Ask on-topic questions and stay curious</li> </ul>	<ul style="list-style-type: none"> <li>• Stay on topic</li> <li>• Use positive techniques to keep the work moving forward</li> <li>• Follow through on assigned tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Stay focused on the assigned academic task</li> <li>• Prepare and plan for the upcoming task</li> </ul>

9/2018

## SCHEDULING

Class schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Webster main office. Some courses may be denied because of limited space or the need to complete prerequisite courses. Any schedule changes will be approved by the principal.

## SCHOOL CLOSINGS

Before a decision is made to close or cancel school, information is collected from multiple sources including the bus company driving the roads, weather reports on current and pending conditions, and highway and road condition reports from the Ozaukee County Highway Department. Families are notified of any closing via text/email (Skyward) and the district website. Refer to the [CSD Student / Parent Policy Handbook](#) for more information. Please do *not* call the school to find out if it is open.

## SCHOOL HOURS

Classes begin at 7:30 a.m. and students are dismissed at 2:47 p.m. The Webster Middle School building opens at 7:05 a.m. Students will gather in the Commons/Cafeteria. Breakfast will be available for purchase from the Cafeteria. At 7:15 AM, students can head to their first period classrooms (with a stop at their lockers to drop off cell phones and other material). Students who walk to school, ride their bikes or are dropped off by their parents are encouraged to arrive at school by 7:15 a.m. Teachers are regularly available upon request. Students are expected to vacate the building by 3:00 p.m. unless they are in a school activity, working with a teacher, etc.

at that time. There is NO supervision after 3:00 p.m. After 3:00 p.m., unsupervised students will be expected to remain in the foyer or outside to wait for their ride. Main office hours are 7:00 a.m. to 4:30 p.m. Monday through Friday.

### **SKATEBOARDS/SCOOTERS**

A skateboard/scooter rack is provided on the west side of the school for students who wish to ride their boards/scooters to school. Students are encouraged to lock up their boards/scooters, as the school cannot be held responsible for lost or stolen property. However, theft or vandalism should be reported to the Webster main office. For information on bike racks, please see the preceding "Bicycles" section.

### **SKYWARD FAMILY/STUDENT ACCESS**

[Skyward Family Access](#) allows parents and students online access to current student information. Information available for student and parent access includes attendance, discipline, academic (gradebook) and other information. Parents and students are provided a password and directions to access this information. If a parent did not receive a password or lost the current password, please contact the WMS main office at (262) 376-6500. Students who have lost or forgotten their Skyward password should see the aide in the IMC.

### **STUDENT SHADOWING**

Webster Middle School welcomes visits from prospective students who wish to visit the school during a typical day in order to make an informed educational decision. All students wishing to shadow a current Webster student must contact the Webster Counseling Office (phone number listed in the [Introduction](#)) to arrange a date/time. Depending on the needs of the student and family, a specific schedule will be set up for the student on the desired shadowing date.

### **SUPPLIES**

Students are expected to enter school with the supplies indicated on the grade level supply lists, which can be obtained in the WMS main office or on [Webster Middle School's website](#). All Webster students will receive an assignment notebook as part of the registration fee. Students may purchase an additional one for \$3.50 throughout the school year.

Students need to be prepared for Physical Education class by being dressed in appropriate active attire. Students have the options to purchase a WMS Phy Ed shirt if they wish. The shirt can be purchased in the Webster main office for \$5.00. Phy Ed lockers are only available upon request.

### **TEXTBOOK AND INSTRUCTIONAL MATERIAL FEES**

The Board of Education provides a total educational program for all students. A general registration fee is assessed on a yearly basis to offset the cost of materials necessary to provide this service. Registration fees are to be paid at the time of online registration via Skyward Family Access (Fee Management).

The following fee schedule shall be in effect for the 2022-2023 school year Middle (6th – 8th): \$55.00.

\*Additional fees may be assessed depending on student course selections and extra-curricular activities. The registration fee may be waived for families who meet the criteria for free/reduced lunch ([forms](#)).

It is the responsibility of each student to give proper care to instructional equipment, materials and supplies. When carelessness leads to damage or loss of equipment, the student/parent will be asked for payment.

### **TRANSPORTATION POLICY**

Transportation services are provided by GoRiteway Bus Service (262) 375-3102. Visit [CSD's "Bus Transportation" webpage](#) for more information on qualifying for a route, bus conduct and more, including text alerts via GoRiteway Bus Service.

The legal responsibility of the District in transporting children to and from school is limited to providing services to their home residence. The District will provide transportation to and from a location other than a student's home (i.e. child care provider) under [certain conditions](#).

*Guests of a bus rider may ride a bus only if they have written permission from a parent/guardian and office approval. Parent notes should be brought to the school office prior to the start of the school day.*

### **WITHDRAWAL AND TRANSFER**

When it is necessary for a student to withdraw the following procedure should be followed:

1. Send a written notice from the parents to the Webster main office ([kschneiss@cedarburg.k12.wi.us](mailto:kschneiss@cedarburg.k12.wi.us)) to receive the withdrawal form.
2. Obtain signatures on the withdrawal form from teachers, IMC personnel, and the office indicating that all obligations have been met and that books and other school property have been returned.
3. Return the withdrawal form to the Webster main office.

### **WORK PERMITS**

Wisconsin Law states that you must have a [work permit](#) for each new job. Work permits are not issued for employment of minors under 14, except for employment of students 12 to 14 years old for certain circumstances as approved by the State of Wisconsin.

Work permits may be secured from the Webster main office. The following four papers and a fee must be submitted to the permit officer in order to secure a work permit:

1. Birth or baptismal record for proof of age
2. Social Security number
3. Letter from the prospective employer promising employment
4. Letter from the parent giving permission for their child to work

There is a fee of \$10.00 to obtain a work permit.

# ATTENDANCE POLICY AND PROCEDURES

It is necessary that students are in attendance throughout the school day to benefit fully from the Cedarburg School District's educational program. At Webster Middle School, our hope is to work proactively with parents to positively impact student attendance, and subsequently, their achievement.

## Who do I contact if my child is going to miss school?

All absences - *regardless of their length of time* - must be reported to the Webster attendance office or they will be marked unexcused. Please call the WMS attendance line (262-376-6566) by 8:00 AM and include: name of parent calling, name of child to be excused, grade and specific illness or reason for absence. Parents can also use the "[Absence Request](#)" feature in [Skyward Family Access](#).

- **WEBSTER ATTENDANCE LINE: 262-376-6566 (CALL BY 8:00 AM ON DAY OF ABSENCE)**
- **ABSENCE REQUEST FEATURE in SKYWARD FAMILY ACCESS (ENTER BY 8:00 AM)**
- **WEBSTER FAX LINE: 262-376-6510 (FOR MEDICAL NOTES)**

## What are the types of absences?

In accordance with [CSD BoardDocs Student Attendance Policy 5200](#) and/or [Wisconsin State Statute 118.15\(3\)](#),

- **10 days equivalent of *Parental Excused Absences* per school year** as outlined in board policy
  - *Parental Excused Absences* - such as those for physical/mental health conditions, medical appointments, family emergencies, religious holidays, family activities/trips/vacations, funerals, legal proceedings, college visits and job fair. - are considered *Parental Excused* when the parent notifies the attendance office.
- ***Medically Excused Absences*** (medical based appointments)
  - A medical note/appointment card from the licensed medical practitioner (doctor, dentist, ortho, psychologist, therapist, etc.) is required.

## How is an absence calculated? What equals a "day"?

Webster Middle School has adopted the following state-defined rules (per Skyward's State Reporting Manual) for determining a student's absence:

- If the student is present 66% of the day or more, it counts as a full day present.
- If the student is present at least 33% but less than 66% of the day, it is a half day absence.
- If the student is present less than 33% of the day, it is a full day absence.

Subsequently, Webster (via Skyward) will calculate attendance by periods:

- 0-2 periods missed report as 0 absence (student considered present)
- 3-4 periods missed report as ½ day absence
- 5-8 periods missed report as a full day absence

If a student returns from an appointment or other excused absence and joins the class (Periods 2-8 and PAW) after it has started, they are considered present for the class period.

## How do I pick up my child for an appointment during the school day?

Please call the attendance line, [submit an "Absence Request" in Skyward Family Access](#) or send a signed parent note with the child to school indicating the date and time the student will be picked up. The student has a responsibility to come to the WMS main office in the morning to obtain an *Early Dismissal* slip, as well as sign out from the WMS main office on the



attendance chromebook at the time of pick-up. Parents can pull up to the front entrance where the child can see the parent from the office corridor.

### **Do I need to bring back documentation from my child's medical appointment?**

Yes. A medical note (doctor, dentist, ortho, psychologist, therapist, etc.) has an important advantage for the student's attendance record by ensuring that the absence is marked as a *Medically Excused Absence* rather than one of the 10 *Parental Excused Absences* allocated each school year.

Please bring a simple appointment card/note from the medical facility verifying the student had an appointment with the date and time and turn it into the WMS main office staff upon returning to school. Alternatively, the *WMS fax number is 262-376-6510*.

### **What do I need to do if my child is going to be late to school?**

Late arrivals to class (between 7:30-7:45 a.m.) without a parental excuse are considered tardy. After 15 minutes into the 1st period, the students will be marked with an absence. Repeat tardies have consequences and can eventually lead to truancy.

Upon arrival, students must sign in using the attendance chromebook in the WMS main office. Please ensure you report to the attendance office when your child will be absent for any length of time or reason.

Also, your child should be at Webster Middle School by approximately 7:15 a.m., providing them with enough time to visit their locker, use the restroom and arrive to class by 7:30 a.m.

### **What do I do if we are planning a family vacation, extended weekend or my child participates in an outside community program taking place during school?**

A written note to the office (or Skyward absence request) from the parent stating the reason and dates to be excused is required in advance for families wishing to receive a *Pre-Arranged Absence*. For course work, students/parents are responsible for checking [Canvas](#) for homework and/or Skyward Gradebook for missing assignments and can also email teachers for work. A student may not be excused by a parent for more than ten (10) days per school year.

### **How do I get homework for my child who has missed a day of school?**

The best way to get homework for a child is to check [Canvas](#) and Skyward Gradebook and/or e-mail the teacher. Please remember to call the attendance line to report an absence.

### **How many days can my child miss school in a year?**

Families have 10 days equivalent to *Parental Excused Absences* within a school year (these are separate from documented *Medically Excused Absences*). If beyond this threshold, the family of the student will be asked to provide documentation relating to the specific student situation, as it can lead to truancy.

### **When does truancy come into question?**

A student will be considered truant if they are absent part or all of one or more days from school during which the School Attendance Officer, principal or a teacher has not been notified by the parent/guardian of the acceptable reason. A student can also be truant if they exceed the 10 days equivalent of *Parental Excused Absences* within a school year and accumulate *Unexcused Absences*.

Habitual truancy occurs when the student is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester. As part of the district's truancy plan, the WMS associate principal will seek a parent meeting and the counselor will reach out to the student to work together on ways that the student's attendance can be improved.

### **How does an absence affect my child's extra- or co-curricular activity?**

To be eligible to participate, students must be present for a minimum of FOUR (4) **FULL INSTRUCTIONAL CLASS PERIODS** (excluding PAW and lunch) on the day of an extra- or co-curricular practice, contest/performance, rehearsal or club/group activity. Exceptions to this rule — such as a family emergency, funeral, verified medical appointment or school-sponsored absence — are granted only with approval from the WMS administration. (In these cases, advance notification is strongly recommended.) If a student has an in- or out-of-school suspension, they cannot participate on the suspension day(s).

For more school information please see our [Webster Student/Parent Handbook](#).

## **TARDINESS**

For attendance purposes, students who arrive to class between 7:30-7:45 a.m. will be marked with a Tardy. After 15 minutes into **Period 1**, the student will be marked with an Absence. Students are expected to be in the classroom by the 7:30 bell.

If a student arrives at school late for any reason, they must sign in at the WMS main office. All late arrivals need to be excused by a guardian, either by note or phone, explaining the reason. *An unexcused tardy can be excused if the office receives parent notification, but the tardy remains on the attendance record.*

### TARDY POLICY - 1st PERIOD

Each student is allowed three morning tardies each academic semester to allow for unexpected delays due to weather or other unforeseen circumstances. The following are consequences for morning tardiness.

- 1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> Offense - Allowed
- 4<sup>th</sup> / 5<sup>th</sup> / 6<sup>th</sup> Offense - Warning, student notification (blue slip) and a parent email on the 4th
- 7<sup>th</sup> / 8<sup>th</sup> / 9<sup>th</sup> Offense - Office lunch detention, student notification (blue slip) and a parent email on the 7th, excessive tardy letter for 9<sup>th</sup> offense
- 10<sup>th</sup> Offense or More - Referred Habitual Truancy certified letter and parent meeting (Student may be referred to Cedarburg Police Department for a truancy citation)

### TARDY POLICY – REMAINDER OF DAY

The instructor is responsible for dealing with in-house tardiness for **Periods 2-8** and can keep students after school for tardy violations following the PBIS Minor Referral system, as long as the instructor notifies the parent/guardian so transportation can be arranged. Habitual tardy problems are handled by school administration.

## **IN-SCHOOL ILLNESS**

Students who become ill during the school day are expected to report to the healthroom for assistance. Students are not to use their cell phones (nor classroom phones) to call parents when feeling ill. (Phones in the WMS main office and healthroom are available for student use.) The health aide will evaluate the student and contact parents if further information or assistance is needed. If it is determined a parent/guardian will pick up the child, the student must sign out of the WMS main office using the attendance chromebook.

## **PARTICIPATION IN CO- AND EXTRA-CURRICULAR ACTIVITIES**

Students participating in a co- or extra-curricular activity are expected to attend the scheduled events - both during school and non-school hours.

To be eligible to participate, students must be present for a minimum of FOUR (4) FULL INSTRUCTIONAL CLASS PERIODS (excluding PAW and lunch) on the day of an extra- or co-curricular practice, contest/performance, rehearsal or club/group activity. Exceptions to this rule — such as a family emergency, funeral, verified medical appointment or school-sponsored absence — are granted only with approval from the WMS administration. (In

these cases, advance notification is strongly recommended.) If a student has an in- or out-of-school suspension, they cannot participate on the suspension day(s).

### **PERFECT ATTENDANCE**

Perfect attendance awards are given to students who have not missed any period regardless of the reason.

### **SIGN-IN/SIGN-OUT PROCESS**

To ensure student safety and accountability, students must sign in/out in the WMS main office (using the attendance chromebook) when arriving or leaving the building at any time during the school day.

## **STUDENT ACADEMIC INFORMATION**

### **ACADEMIC INTEGRITY**

Students will not:

1. Plagiarize in written, creative, or oral work or submit work that is not original. (Plagiarism is using the ideas of another as one's own without acknowledgment of the source.)
2. Copy, "borrow" from another source without citation, or submit work from another person or another class.
3. Give or receive unauthorized assistance on tests and other assessments.
4. Alter grades or other academic records, give false information or forged documents.
5. Submit identical work in more than one course without the prior approval of the instructor. (Students may develop further previous work with prior approval of the instructor.)
6. Steal a copy of a test, grade book or teacher's manual.

Classroom teachers will address an infraction of academic integrity and problems with this behavior or failure to comply with this policy on large projects or papers will be handled by WMS administration.

*In the event of Academic Integrity infraction:*

- Student counsel
- Parent notification from teacher
- Office referral (major) through student information system
- Student may receive no credit or reduced grade at teacher discretion
- Alternative assignment/redo assignment

*Possible actions for multiple offenders:*

- Assigned office detention
- Suspension from school
- Loss of school privileges

### **GRADING PROCEDURES**

#### **Grade Reporting**

Achievement grades are based on individual student proficiency toward meeting grade level standards. Students with Individual Education Plans (IEPs) will have individualized and flexible standards to meet their unique learning needs.

Communication of student achievement and effort is important in the partnership of the stakeholders (parent, student and educational staff). Therefore, all students and parents will be:

- Provided report cards every quarter stating the student's achievement.
- Provided access to Skyward Family Access (teacher gradebook).

In addition to the regular reporting procedures, teachers will make contact with parents whose child is failing or a change in behavior and/or effort is affecting achievement.

A letter grade of **I** (Incomplete) is used when there is insufficient evidence to determine an achievement grade at the end of a quarter. Under such circumstances, a student shall have two weeks to complete his/her work.

**Late Work**

Absent students must complete missing work as soon as possible. Excessive absences may hinder growth because research shows that better attendance rates correlate to better achievement. There is a high correlation between practice tasks and achievement. It is important for students to see the connection. They will be expected to complete all assigned work by due dates. Late work is defined as any work not submitted at the time it is due. Late work policy varies by gradebook categories and is distributed to students each fall through Canvas.

**WMS Grading Scale**

Grades 6,7,8		
Key		Descriptors
A+	98-100	In-depth understanding of academic knowledge and skills in the subject area
A	93-97	
A-	90-92	
B+	87-89	Competency of the academic knowledge and skills
B	83-86	
B-	80-82	
C+	77-79	Some academic knowledge And skills
C	73-76	
C-	70-72	
D+	67-69	Very limited academic knowledge and skills
D	63-66	
D-	60-62	
F	0-59	Achievement below the Minimum requirements
I		Insufficient evidence/incompl

**WMS Grade Point Average**

Points	Grade
4.33	A+
4.0	A
3.67	A-
3.33	B+
3.0	B
2.67	B-
2.33	C+
2.0	C
1.67	C-
1.33	D+
1.0	D
.67	D-
0	F

**Grade Appeal Process**

- Step 1 – A student and/or parent/guardian brings the concern to the attention of the teacher.
- Step 2 – If the concern is not resolved in Step 1, the parent/guardian contacts the principal. The principal will arrange and participate in a conference with the parent/guardian, teacher and any other appropriate staff to discuss the grading decision.

The grade earned by the student stands if the review or appeal process reveals that the grade awarded was consistent with the grading policy and procedures established by the District. If the grade earned was inconsistent with the grading policy and procedures, the grade is revised accordingly.

**STUDENT PROMOTION, PLACEMENT AND RETENTION**

[CSD Board Policy 5410: Promotion, Placement and Retention](#) recognizes the personal, social, physical and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

### Cedarburg High School Math Credit (When Applicable)

Seventh and eighth grade students who currently or will be enrolled in Geometry, Honors Algebra 2 with Trigonometry or a more advanced math class are now entitled to receive one high school credit for the successful completion of each course.

#### *Background*

The State of Wisconsin enacted Act 138, which permits school boards the option of offering high school credit to grade seven and eight students who complete high school courses. At the Curriculum Committee of the Board (a subcommittee of the School Board), there was an unanimous decision to provide grade 7-8 students who are enrolled in Geometry, Honors Algebra 2 with Trigonometry or a more advanced math class with one credit for each course completed. The Department of Public Instruction thus requires that the following two requirements be met:

- The middle school math teacher be certified to teach a high school math course, and
- The course curriculum and outcomes match that of the same course taught at Cedarburg High School.

# TECHNOLOGY

## **ACCEPTABLE USE AND SAFETY POLICY**

Technology has fundamentally altered the ways in which information is accessed, communicated and transferred in society. Please refer to [CSD Student / Parent Policy Handbook](#) (Student Technology Acceptable Use & Safety - Board Policy 7540.03) for an overview. It includes important information about District-provided educational technology, resources and access, privacy, protection measures, legal use and more. Please also review the [7540.03 Board Policy - District-Issued Student Email Account](#).

## **PERSONAL COMMUNICATION DEVICE (PCD) POLICY**

The use of PCDs is only permitted when predetermined by the administration or teachers to be for educational or medical purposes. Students are prohibited from using or displaying electronic communication devices (PCDs) - including but not limited to cell/mobile phones, pagers, iPods, iPads, gaming devices and recording devices - during the school day, in school buildings, vehicles and at all school sponsored activities between 7:30 a.m.-2:47p.m.

Inappropriate smart watch and earbud/pod use can be referred to as a disciplinary matter. Earbuds/pods are only acceptable with the permission of the appropriate staff member and must be off and in a locker, just like cell phones.

All devices should be turned off during these times and stored in the student's own assigned locker. Students are not allowed to use PCDs in the Commons, hallways, breakout areas, recess/lunch or in passing during school hours.

Students may check their PCDs for messages at their locker on the way to their dedicated lunch period. Phones are not to leave the students' locker at any time throughout the school day. During this designated time to check for messages, the possession or use of a PCD may not in any way:

- Disrupt the educational process in the District
- Endanger the health or safety of the student or anyone else
- Invade the rights of others at school
- Involve illegal or prohibited conduct of any kind
- Be used to photocopy or transmit any assessment or testing materials
- Be a tool to cyber bully others

### Personal Communication Device (PCD) Infraction & Discipline Procedure

Possession of a cell phone or other PCD by a student is prohibited. Students are not allowed to use their PCD/cell phone at school between 7:30 a.m.-2:47p.m. (unless on their way to lunch). Generally, the tiered disciplinary response for major infractions will include: **All cell phone violations are recorded as Major Discipline Referrals in Skyward.**

Referrals are cumulative for the semester and will reset at the beginning of each semester.

**1st violation** - staff member will confiscate the device and turn it into the office, **warning issued**, parents contacted and device returned at the end of the school day.

**2nd violation** - staff member will confiscate the device and turn it into the office, **30 minute detention issued**, parents contacted and device returned at the end of the school day.

**3rd violation** - staff will confiscate the device and turn it into the office, **extended detention (2:50-3:50) issued**, parents contacted and device returned at the end of the school day.

**4th violation** - staff will confiscate the device and turn it into the office, **student phone confiscation until scheduled parent meeting with administration.**

Depending on the nature of the violation, the disciplinary response may result in more serious school consequences determined by WMS administration. Continued repeated infractions or outright violations of this policy may result in disciplinary action against the student, up to and including suspension and expulsion depending on the severity or frequency of the violation.

Learn more about PCD use and policies in the [CSD Student / Parent Policy Handbook](#).

**CHROMEBOOK INCIDENTS - TRACKING & DISCIPLINE**

The Cedarburg School District provides a District owned **Chromebook** as a primary device for all academic work. Chromebook student incidents - tracked by semester - include:

- Forgot Chromebook
- Did not return loaner Chromebook
- Lost Chromebook
- Left Chromebook unattended (in the commons, breakout area, in the hall outside their locker, etc)
- Vandalism – Minor incidents like stickers, etchings, removing asset labels (Major vandalism incidents are referred to WMS administration as a major referral/offense)

Please refer to the following table for more information.

IMC Incident Number	IMC Responsibility	Teacher Responsibility
1 and 2	<ul style="list-style-type: none"> <li>● Record on spreadsheet</li> <li>● Let student know incident number</li> </ul>	<ul style="list-style-type: none"> <li>● Check student incidents at grade level meeting</li> </ul>
3+	<ul style="list-style-type: none"> <li>● Record on spreadsheet</li> <li>● Let student know incident number</li> <li>● Write minor referral</li> <li>● Contact designated team member and let them know to contact home</li> </ul>	<ul style="list-style-type: none"> <li>● Check student incidents at grade level meeting</li> <li>● Contact home by phone or email (due to referrals)</li> </ul>
Minor Referral Number	IMC Responsibility	Teacher Responsibility
1st set of 3 Chromebook incidents*	<ul style="list-style-type: none"> <li>● Write minor referral</li> <li>● Contact designated team member and let them know to contact home (also let them know what referral number it is for that student)</li> </ul>	<ul style="list-style-type: none"> <li>● Contact home by phone or email</li> </ul>
2nd set of 3 Chromebook incidents)*	<ul style="list-style-type: none"> <li>● Write minor referral</li> <li>● Contact designated team member and let them know to contact home (also let them know what referral number it is for that student)</li> </ul>	<ul style="list-style-type: none"> <li>● Contact home by phone or email</li> <li>● Schedule 15-minute detention with student and parent</li> </ul>
3rd set of 3	<ul style="list-style-type: none"> <li>● Write minor referral</li> </ul>	<ul style="list-style-type: none"> <li>● Contact home by phone or email</li> </ul>

Chromebook incidents*	<ul style="list-style-type: none"> <li>• Contact designated team member (also let them know what referral number it is for that student)</li> </ul>	<ul style="list-style-type: none"> <li>• Contact Associate Principal Admin Assistant in the office to schedule a 30-minute detention</li> </ul>
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Loaner Chromebooks are not covered by district insurance.

### **WEBSTER BRING YOUR OWN DEVICE (BYOD) GUIDELINES**

The Cedarburg School District provides a wireless network, which allows students to access all online learning materials through their District-issued Chromebook. If it is deemed educationally necessary for a different or alternative device to be used for academic purposes, the wireless network can be accessed and usage must adhere to the District guidelines.

*Guidelines:*

- *If the Device is granted permission by a building administrator*, it must be used for academic purposes and is at the teacher's discretion for use. Staff members reserve the right to ask students to put away devices and reserve the right to confiscate any device if it is not being used appropriately.
- Devices must be used appropriately and students are expected to follow all rules, guidelines, procedures and policies as stated in Cedarburg School District Board of Education policies.
- Students who bring their wireless devices/PCDs to school do so at their own risk. The Cedarburg School District is not liable for any device that is lost, stolen or damaged.
- School personnel will not provide technical support. The Cedarburg School District provides service and support for District-owned devices only.
- Students may not use devices with cameras to record audio, video or photos for any event or subject(s) without permission of the teacher and subject(s) being filmed or recorded and in accordance with Board Policy 9151 PRIVACY IN SCHOOL LOCKER ROOMS AND RESTROOMS.

All use of devices are subject to CSD Board Policy [7540.03 Student Education Technology Acceptable Use and Safety](#).



## **STUDENT DISCIPLINE**

All policies and procedures not specifically covered in this Webster Student/Parent Handbook will be dealt with at the discretion of the Webster administration. [Please review the PBIS section in this handbook.](#)

### **STUDENT ACTIONS AND CONSEQUENCES**

Consequences for major and minor referrals available at the discretion of the school administration could entail, but are not limited to any of the following:

#### **ACTIONS**

- Individual counseling
- Student interview with teacher or administration
- Parent notification/communication
- Parent conference
- Warnings

#### **CONSEQUENCES**

- Office or classroom lunch detention
- 30-min before or after school detention
- 60-min after school detention
- Loss of school privileges
- Assigned seat on bus or suspension of bus privilege
- In-school and out-of-school suspension
- Recommendation for expulsion
- Referral to other agencies dealing with health, social conditions or treatment of drug abuse
- Police and/or law enforcement agency involvement
  - State law under the Gun Free School Act requires: expulsion for a period of not less than one year of any student who "is determined to have brought" a weapon to school
- Referral to the criminal justice system

### **BALLOONS**

For safety and allergy reasons, balloons are not allowed in any Cedarburg School District building.

### **BEVERAGES**

Outside of lunch time, ONLY water can be consumed. Students can bring refillable water bottles.

A student may not have any alcoholic beverages in their possession or be under the influence at school or at school-sponsored functions. Students may not distribute or sell alcoholic beverages.

### **BUS DISCIPLINE**

The Cedarburg School District requires students to conduct themselves while on a school bus in a manner consistent with established standards for classroom behavior so bus drivers can transport children safely. They can be found in the [CSD Student / Parent Policy Handbook](#). Riding the bus is a privilege; not a right.

The supervision of students while being transported is the responsibility of the bus driver who reports any student misconduct to the terminal manager who will report to the appropriate school building principal.

#### *Possible actions:*

- Individual counseling
- Parent notification
- Warning and assigned seat on bus
- Conference with principal and warning letter to parents
- Suspension of bus privilege as determined by principal

- Loss of school privileges

The Cedarburg School District has approved the use of video cameras on school buses for the primary purpose of reducing disciplinary problems and vandalism on the bus and thereby allowing the driver to focus on the driving of the bus and providing for safer transportation of students. The viewing and use of any videotaped materials shall be in accordance with District Policy 7440.01 - Video Surveillance and Electronic Monitoring.

### **BUSES FOR SCHOOL SPONSORED ACTIVITIES**

Those students who take a bus to a school-sponsored activity must return on that bus; the only exception is if the student and parent have completed a Travel Release Form prior to the event. The travel release form can be obtained in the Webster main office, on the [school website](#) or from the coach/advisor prior to the event.

### **DISRUPTION**

No student shall:

1. Occupy any portion of the school premises with intent to deprive others of its use, or where the effect thereof is to deprive others of its use.
2. Block the entrance or exit of any school building or property or corridor room so as to deprive others of access.
3. Set fire to or otherwise damage any school building or property.
4. Discharge, display, or otherwise threateningly use any firearms, explosives, fireworks (of any kind), or other weapons on school premises.
5. Prevent or attempt to prevent the convening or continued function of any school class, activity, or lawful meeting or assembly on the school campus.
6. Prevent students from attending a class or activity.
7. Block normal pedestrian or vehicular traffic on the school campus or adjacent grounds.
8. Continuously and intentionally make noise or act in any other manner so as to interfere seriously with a teacher's ability to conduct his/her class.
9. Use inappropriate language or make inappropriate comments.
10. Use objects to distract students and/or teachers from learning and/or conducting class.
11. Urge, encourage, or counsel other students to violate any of the preceding portions of this rule.

Classroom teachers will address and create actions to redirect student behavior, although continued and/or serious incidents will require an office referral from the teacher.

### **GAMBLING**

No gambling is permitted at school or at any school-sponsored function.

### **HALLWAYS AND UNASSIGNED AREAS**

Students are expected to observe all of their responsibilities as outlined in the RISE expectations in hallways, classrooms and Commons - before and after school, during school hours and any time they are in unsupervised areas or situations in or about the school.

### **ILLEGAL SUBSTANCES AND DRUGS**

The [CSD Board Policy 5530](#) and [CSD Student / Parent Policy Handbook](#) outline more information about drug abuse prevention and what falls under the term "drugs." The Board prohibits the use, possession, concealment or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event.

## **SOCIAL CONDUCT**

Students are expected to engage in proper social conduct at all times. The following examples are considered inappropriate in regard to social conduct:

- Use of inappropriate language (profanity, negative language)
- Public displays of affection
- Discourteous attitudes toward members of the staff, other students
- Throwing garbage on the floor, not cleaning up personal material
- Others as determined inappropriate by the high school administration

## **STUDENT ID CARD & LUNCH**

Students are expected to carry their student ID card with them at all times. Student ID cards are required for any food/drink purchases in the cafeteria. If a student forgets their card, they can receive a temporary replacement from the office staff for that particular lunch. Repeat forgotten ID cards result in consequences, such as an office lunch and/or major referral in Skyward.

## **SUSPENSIONS AND EXPULSIONS**

The School Board recognizes that exclusion from educational programs of the School District, by suspension or expulsion, is a substantial sanction and that such action must comply with the student's due process rights.

For purposes of this [CSD Board Policy 5610 - Suspensions and Expulsions](#), "suspension" shall be the short-term exclusion of a student from a regular District program. Students causing severe discipline problems will be restricted from participation in school sponsored activities. (This decision rests with Webster's administration.)

## **THEFT AND VANDALISM**

A student shall not cause or attempt to cause damage to school or private property or steal or attempt to steal school or private property either on the school premises or during a school function off the school premises. Students will not intrude upon or violate other students' backpacks, lockers and other personal or school-issued belongings (such as a Chromebook). Students and parents will be liable for damage.

## **TOBACCO, NICOTINE AND RELATED PRODUCTS**

The School Board is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. More information regarding tobacco/nicotine can be found [CSD Board Policy 5512](#) and [CSD Student / Parent Policy Handbook](#).

## **WEAPONS**

Per the [CSD Board Policy 5772: WEAPONS](#) and [CSD Student / Parent Policy Handbook](#), no one may have any kind of weapon or *look-alike* weapon on school grounds, school buses, or at school-sponsored functions. No one may use any article as a weapon to threaten or to injure another person.

## **BULLYING AND ANTI-HARASSMENT**

Every child has the right to feel safe and secure in the school environment. There will be no tolerance of harassment, intimidation, bullying or physical attacks on the school premises, at school activities, or en route to and from school.

### **BULLYING**

Please refer to [CSD Board Policy 5517.01 - BULLYING](#) for a definition for “bullying” as well as appropriate courses of action.

### **HARASSMENT**

Please refer to [CSD Board Policy 5517: STUDENT ANTI-HARASSMENT](#) for a definition of “harassment” and types of inappropriate behavior that fall into this category.

We realize that harassment can also be conducted through the use of technology, such as texting, e-mail and social media. When harassment via electronic means results in an outcome that affects the student’s learning environment (regardless of when and where it is conducted and assuming Webster administration is made aware of the situation), Webster administration will determine appropriate measures to take.

The Webster staff works to recognize, respond to, and prevent pupil harassment. Our staff has and will continue to take action when identifying inappropriate behavior, although there are times when the adults of our building are not aware of a situation. If a child is a victim of such behavior, they or a parent/guardian has an obligation to report the situation to a staff member or administration, so the school can respond to and resolve the situation.

See District Anti-Harassment and Bullying policies and complaint forms in the [CSD Student / Parent Policy Handbook](#). *It is the policy of the school District to maintain and ensure a learning environment free of any form of sexual harassment or intimidation toward students. A written procedure for responding to harassment complaints is in place. Please contact the school administration for more information about the harassment policy or procedures regarding the reporting of it.*

## **EMERGENCY PROCEDURES**

As safety is paramount, each school conducts drills throughout the school year to help students and staff prepare for possible emergencies.

### **FIRE DRILL PROCEDURES**

Fire drills are held at regular intervals throughout the school year with advance notice to staff and Cedarburg Police Department. Directions posted in each room are followed carefully by staff. Students must follow building protocol as shared with them during class. Every person in the building must leave promptly and quietly at the sound of the fire alarm.

### **SEVERE WEATHER PROCEDURES**

Tornado and severe weather emergency drills are conducted in fall and spring, coinciding with the National Weather Service statewide warnings. Prior to the drill, teachers review the procedures with the students by showing them their assigned shelter location on the map and walking them through the process. A severe weather/tornado drill siren (activated by our phone/paging system) will sound. Students follow the teacher instructions and get into the “protection positions” at their designated spot.

### **VIOLENT CRITICAL INCIDENT DRILLS**

The Cedarburg School District has adopted the ALiCE approach for responding to violent critical incidents. ALiCE is a federally endorsed safety protocol for responding to a violent critical incident, such as an intruder.

Rather than the traditional one-size-fits-all “hide in a corner” approach, this method uses a set of strategies and response options that prepare, educate and empower staff and students:



In the same way Webster practices fire and severe weather drills, the students and staff also practice “violent critical incident” drills each year so that everyone is prepared with the latest research and approaches for handling such an unlikely scenario. During these drills, students come to understand the concepts of **A**lert, **L**ockdown/Barricade, **I**nform, **C**ounter, **E**vacuate/Rally Point and practice their response options with staff. [Learn more about ALiCE on the District website.](#)

### **PARENT COMMUNICATION**

The Cedarburg School District communicates with families in a variety of methods. Communication during emergency situations will be sent using the School Messenger/Skylert application (e-mail, phone and/or text). Families are encouraged to keep their Skylert communication methods and contact information current by logging in to [Skyward Family Access](#) and configuring preferences for phone, email and text message communication. Instructions [here](#). The District websites will be updated as necessary as well.