

**SCHOOL DISTRICT OF MANAWA  
CURRICULUM COMMITTEE MEETING  
AGENDA**

**Join with Google Meet**

meet.google.com/zkw-frgo-qyw

**Join by phone**

(US) +1 337-221-8506 PIN: 755 979 957#

**Date: June 1, 2021**

**Time: 6:00 p.m.**

**Hybrid Meeting Format (In-person Meeting for Board of Education at MES Board Room, 800 Beech Street & Virtual Components)**

**Board Committee Members: Hollman(C), Jepson, J. Johnson**


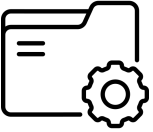
**In Attendance:**

Timer: \_\_\_\_\_

Recorder: \_\_\_\_\_



1. Consider Endorsement of the Technology Standards Scope & Sequence as Presented (Information / Action)
2. Consider Endorsement of MES Student Handbook as Presented - Brauer (Information / Action)
3. Consider Endorsement of MMS Student-Parent Handbook as Presented - Wolfgram (Information / Action)
4. Consider Endorsement of LWHS Student-Parent Handbook as Presented - Wolfgram (Information / Action)
5. Consider Endorsement of One-to-One Technology Guide as Presented - Cobarrubias (Information / Action)
6. Consider Endorsement of Adopting the Fountas and Pinnell Interactive Read Aloud (IRA) Collection for Grades K-5 (Information / Action)
7. Consider Endorsement of English Language Handbook as Presented - Sernau (Information / Action)
8. Consider Endorsement of Boys and Girls Club of the Fox Valley Partnership Proposal as Presented (Information / Action)
9. Consider Endorsement of Overnight Field Trip to FFA State Convention as Presented
10. Curriculum Committee Planning Guide (Information / Action)
11. Next Meeting Date \_\_\_\_\_
12. Next Meeting Items:
  - a. Continue Handbook Approval
  - b.
13. Adjourn



KEY: M=Modeled B=Beginning D=Developing S=Secure			4K	5K	1	2	3	4	5	6	7	8	9	10	11	12	
 <p><b>Tech Basics</b></p>	9	Use login credentials for access to network devices, accounts, servers, printers and cloud services.	M	B	B	D	D	D	S	S	S	S	S	S	S	S	
	10	Open and close applications.	B	B	D	S	S	S	S	S	S	S	S	S	S	S	S
	11	Properly use a mouse and/or touchpad: single- and double-click, drag-and-drop.	B	D	S	S	S	S	S	S	S	S	S	S	S	S	S
	12	Use the mouse to right-click for shortcut menus.	M	M	M	B	D	S	S	S	S	S	S	S	S	S	S
	13	Cut, copy and paste using the menu.	M	M	M	B	B	D	S	S	S	S	S	S	S	S	S
	14	Use shortcuts to operate the computer (ex. CTRL+C, CTRL+V, CTRL+P)	B	B	B	B	D	D	D	D	S	S	S	S	S	S	S
	15	Use gestures to navigate touch-screen devices.	B	B	B	B	B	D	D	S	S	S	S	S	S	S	S
	16	Use the print dialog box to select local printers and change settings (i.e. # of copies, color, paper size, orientation, scale, 1 or 2-sided).	M	M	M	M	B	B	B	D	D	D	S	S	S	S	S
	17	Turn on speakers, mute, and adjust volume using the speaker icon in the system tray.	B	B	D	S	S	S	S	S	S	S	S	S	S	S	S
 <p><b>File Management</b></p>	18	Name documents with appropriate file names and understand where files are being saved.	M	M	B	B	B	B	D	D	D	S	S	S	S	S	
	19	Create, save, edit, copy, and rename files and folders to organize documents and materials.			B	B	B	B	B	D	D	S	S	S	S	S	S
	20	Delete files and folders; recover files and folders from the trash; empty trash.				B	B	B	B	D	D	S	S	S	S	S	S
	21	Retrieve previous file revisions/access revision history for documents located in cloud services.					B	B	B	D	D	S	S	S	S	S	S
	22	Download, upload, attach and zip files and folders via email or cloud services.					B	B	B	D	D	S	S	S	S	S	S
	23	Use search tools to locate files and applications.			B	B	D	D	S	S	S	S	S	S	S	S	S
	24	Associate document extensions with proper file types.(ex: jpeg, docx, pdf, xlsx, png, etc.)				B	B	B	D	D	S	S	S	S	S	S	S
	25	Upload/download/retrieve files to and from the cloud.				B	B	D	D	D	S	S	S	S	S	S	S

KEY: M=Modeled B=Beginning D=Developing S=Secure			4K	5K	1	2	3	4	5	6	7	8	9	10	11	12
 <p><b>Digital Learning</b></p>	26	Use an online learning platform to turn in assignments, manage tasks, and receive and respond to feedback in order to achieve learning goals. (ex: Seesaw 4K - 4, Google Classroom 5 - 12)	B	B	B	D	D	D	D	S	S	S	S	S	S	S
	27	Use features of a course or learning management system such as discussion forums, polls, etc. to access and complete assignments.				B	B	D	D	D	S	S	S	S	S	S
	28	Access calendar and student pages on the school website as needed.			B	B	D	D	D	S	S	S	S	S	S	S
	29	Navigate to and use teacher-selected websites.	M	B	B	D	D	S	S	S	S	S	S	S	S	S
	30	Use basic web-navigation skills. (Example: select browser, favorites, URLs, home page, etc.)	M	M	M	M	B	D	S	S	S	S	S	S	S	S
	31	Use audience response tools and apps to participate in class discussions.		B	B	B	D	D	D	S	S	S	S	S	S	S
 <p><b>Productivity Applications</b></p>	32	Change font, color, and size of selected text. (Example: use menu commands or WordArt, etc.)	M	B	B	D	D	S	S	S	S	S	S	S	S	
	33	Adjust margins and change alignment: right, left, center, and justify in common applications..				M	M	B	D	S	S	S	S	S	S	S
	34	Insert and/or edit hyperlinks (text or graphic) in common applications.					M	M	B	D	S	S	S	S	S	S
	35	Add and resize graphics and text boxes in a project. (Example: clipart, photos, etc.)	M	M	B	B	D	D	S	S	S	S	S	S	S	S
	36	Use toolbars in common applications.	M	M	M	M	B	B	D	D	S	S	S	S	S	S
	37	Use common applications to create tables, outlines.				M	M	B	B	D	D	D	S	S	S	S
	38	Apply appropriate design and layout in common applications.				M	M	B	B	D	D	D	S	S	S	S
	39	Add slides, pages, and tabs in common applications.			M	M	B	B	D	D	S	S	S	S	S	S
	40	Add hyperlinks, apply transitions and animations in presentation software.				M	M	B	B	D	D	S	S	S	S	S
	41	Use presentation software for presenting to the audience: create presentation notes, adjust timing.						M	B	D	S	S	S	S	S	S
	42	Comment, link, post and embed information online. (Example: blog, wiki, etc.)				M	M	B	B	D	D	S	S	S	S	S



KEY: M=Modeled B=Beginning D=Developing S=Secure			4K	5K	1	2	3	4	5	6	7	8	9	10	11	12
 <b>Productivity Applications</b>	43	Create, upload and share multimedia projects.						M	B	B	D	D	S	S	S	S
	44	Independently design and publish multimedia content.							M	B	D	D	S	S	S	S
	45	Select an appropriate online application for a given task.				M	B	D	D	S	S	S	S	S	S	S
	46	Evaluate and select online applications for a specified use.								M	M	B	B	D	S	S
	47	Adapt classroom technologies for individual personalized use.								M	B	D	S	S	S	S
	48	Select technology to fit personal needs and style. (Example: Use video as another option for presenting, use online discussions, posting to blogs, etc.)								M	B	D	S	S	S	S
 <b>Troubleshooting</b>	49	Utilize basic troubleshooting steps to solve technical problems independently.	M	M	M	B	B	B	B	D	S	S	S	S	S	S
	50	Manage and deploy software updates.					M	M	B	D	D	S	S	S	S	S
	51	Apply prior technical knowledge and experiences to figure out how new technologies or applications work.	M	M	B	B	B	B	D	D	S	S	S	S	S	S
	52	Be self-reliant in searching for solutions to technology issues.	M	M	M	M	M	M	M	M	M	M	B	D	S	S




## ISTE Student Standard 2 - Digital Citizen




Students recognize the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world, and they act and model in ways that are safe, legal and ethical.

### Learning Targets:


- Cultivate and manage their digital identity and reputation and are aware of the permanence of their actions in the digital world.
- Engage in positive, safe, legal and ethical behavior when using technology, including social interactions online or when using networked devices.
- Demonstrate an understanding of and respect for the rights and obligations of using and sharing intellectual property.
- Manage their personal data to maintain digital privacy and security and are aware of data-collection technology used to track their navigation online.

### Skills:

KEY: M=Modeled B=Beginning D=Developing S=Secure		4K	5K	1	2	3	4	5	6	7	8	9	10	11	12	
 <b>Media Balance &amp; Well Being</b>	1	Explore their own digital lives and reflect upon the positive and negative impact digital media might have on themselves and society.		B	B	D	D	D	D	S	S	S	S	S	S	
	2	Recognize how the overuse of technology can impact one's mental, physical and emotional health.		B	B	D	D	D	D	S	S	S	S	S	S	
 <b>Privacy &amp; Security</b>	3	Discuss and recognize danger in sharing private information online: password, name, address, phone number or picture.		B	B	B	D	D	S	S	S	S	S	S	S	
	4	Identify and describe the impact of ethical and unethical or illegal use of technology on individuals and society.				B	B	B	D	D	S	S	S	S	S	
	5	Understand how browser settings such as cookies track personal information.								B	B	B	D	D	S	S
	6	Explain the dangers of clicking on pop-ups and advertisements.		B	B	B	D	D	S	S	S	S	S	S	S	S
	7	Create and store strong individual passwords.		B	B	B	D	D	D	S	S	S	S	S	S	S
	8	Keep passwords confidential, and be proactive if they are compromised.	B	B	B	D	D	D	D	S	S	S	S	S	S	S
 <b>Digital Footprint &amp; Identity</b>	9	Define and demonstrate digital citizenship.	B	B	B	D	D	S	S	S	S	S	S	S	S	
	10	Build a positive digital footprint/reputation.				B	B	B	B	B	D	D	D	D	D	
	11	Set appropriate profile pictures and other profile content across social media, web pages, blogs, etc.					B	B	B	B	B	B	D	D	S	S
	12	Understand that digital content is permanent and cannot be deleted.				B	B	B	B	B	D	D	S	S	S	S
	13	Actively monitor personal content (online and offline) for digital safety.								B	B	B	D	D	S	S

KEY: M=Modeled B=Beginning D=Developing S=Secure			4K	5K	1	2	3	4	5	6	7	8	9	10	11	12
 <b>Relationships &amp; Communication</b>	14	Understand rules for safe online messaging.		B	B	B	D	D	S	S	S	S	S	S	S	S
	15	Feel empowered to deal with uncomfortable, inappropriate, or potentially unsafe situations when communicating online.		B	B	B	D	D	D	S	S	S	S	S	S	S
	16	Show respect for opinions and work of others posted electronically.		B	B	D	D	S	S	S	S	S	S	S	S	S
 <b>Cyberbullying</b>	17	Identify and report cyberbullying.	B	B	B	D	D	S	S	S	S	S	S	S	S	S
	18	Articulate why it's important to consider the perspectives of others and the impact that comments can have on fostering a positive or negative online community.				B	B	B	D	D	S	S	S	S	S	S
	19	Generate strategies to address cyberbullying, including showing empathy for those who have been cyberbullied and being an upstander.	B	B	B	D	D	S	S	S	S	S	S	S	S	S
 <b>News &amp; Media Literacy</b>	15	Evaluate whether sources/websites are safe to conduct research					B	B	B	D	D	D	S	S	S	S
	16	Explain copyrights, document and cite online resources, authors and content creators including Creative Commons.					B	B	D	D	S	S	S	S	S	S
	17	Gather and cite sources using digital bibliography tools.					B	B	B	D	D	D	S	S	S	S
	18	Explain issues involved with using copyrighted materials.								B	D	D	S	S	S	S



KEY: M=Modeled B=Beginning D=Developing S=Secure			4K	5K	1	2	3	4	5	6	7	8	9	10	11	12
 <p>Digital Curation</p>	12	Access digital content (audio, video) to build background knowledge and investigate topics.	B	B	D	D	D	S	S	S	S	S	S	S	S	S
	13	Use digital templates, graphic organizers and/or storyboards to record questions and plan investigations.	M	M	B	B	D	D	D	S	S	S	S	S	S	S
	14	Explore and use content-related websites to build background knowledge, investigate topics and plan projects.	M	B	B	B	D	D	D	S	S	S	S	S	S	S
	15	Use the Internet to locate, retrieve and organize information, recording sources.	M	B	B	B	D	D	D	S	S	S	S	S	S	S
	16	Select digital resources to organize a project or solve a problem.			M	M	M	B	B	D	D	S	S	S	S	S
	17	Select and research current issues using databases and digital resources to organize a project or solve a problem.			M	M	M	B	B	D	D	D	S	S	S	S
	18	Use technology to explore and brainstorm solutions for real-world problems.	M	M	M	M	M	M	B	B	D	D	S	S	S	S


## ISTE Student Standard 4 - Innovative Designer

Students use a variety of technologies within a design process to identify and solve problems by creating new, useful or imaginative solutions.

### Learning Targets:

- Know and use a deliberate design process for generating ideas, testing theories, creating innovative artifacts or solving authentic problems.
- Select and use digital tools to plan and manage a design process that considers design constraints and calculated risks.
- Develop, test and refine prototypes as part of a cyclical design process.
- Exhibit a tolerance for ambiguity, perseverance and the capacity to work with open-ended problems.

### Skills:

KEY: M=Modeled B=Beginning D=Developing S=Secure			4K	5K	1	2	3	4	5	6	7	8	9	10	11	12
 <b>Virtual Design</b>	1	Find, understand, select and compare virtual simulations.								M	M	M	B	D	S	S
	2	Explore cause & effect of a virtual simulation.								M	M	M	B	D	S	S
	3	Select digital resources to organize a project or solve a problem.							M	B	D	D	S	S	S	S
	4	Modify or create a new technology to solve a problem or meet a need. (Example: build an app, customize font size for reading, etc.)								M	B	D	D	S	S	S



## ISTE Student Standard 5 - Computational Thinker

Students develop and employ strategies for understanding and solving problems in ways that leverage the power of technological methods to develop and test solutions.

### Learning Targets:

- Formulate problem definitions suited for technology-assisted methods such as data analysis, abstract models and algorithmic thinking in exploring and finding solutions.
- Collect data or identify relevant data sets, use digital tools to analyze them, and represent data in various ways to facilitate problem-solving and decision-making.
- Break problems into component parts, extract key information, and develop descriptive models to understand complex systems or facilitate problem-solving.
- Understand how automation works and use algorithmic thinking to develop a sequence of steps to create and test automated solutions.

### Skills:

KEY: M=Modeled B=Beginning D=Developing S=Secure			4K	5K	1	2	3	4	5	6	7	8	9	10	11	12
 <b>Data Collection &amp; Analysis</b>	1	Explore and describe patterns from data in spreadsheets or tables.		M	B	B	D	D	S	S	S	S	S	S	S	S
	2	Collect and analyze data in a spreadsheet or table.			M	B	B	D	D	D	D	S	S	S	S	S
	3	Use digital tools to gather, analyze, graph and/or report results of investigation.			M	B	B	D	D	D	D	S	S	S	S	S
	4	Select the proper technology tools to input, select, analyze and interpret data.								M	M	B	B	D	D	S
 <b>Data Visualization</b>	5	Use interactive resources. (Example: digital/online virtual field trips, math manipulatives, electronic maps and other simulations and models, etc.)		M	B	B	D	D	S	S	S	S	S	S	S	S
	6	Find, use, and compare online data, and/or digital models/simulations to collect evidence and forecast trends.					M	M	B	B	D	D	S	S	S	S



## ISTE Student Standard 6 - Creative Communicator

Students communicate clearly and express themselves creatively for a variety of purposes using the platforms, tools, styles, formats and digital media appropriate to their goals.

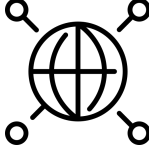
### Learning Targets:

- Choose the appropriate platforms and tools for meeting the desired objectives of their creation or communication.
- Create original works or responsibly repurpose or remix digital resources into new creations.
- Communicate complex ideas clearly and effectively by creating or using a variety of digital objects such as visualizations, models or simulations.
- Publish or present content that customizes the message and medium for their intended audiences.

### Skills:

KEY: M=Modeled    B=Beginning    D=Developing    S=Secure			4K	5K	1	2	3	4	5	6	7	8	9	10	11	12
 <p><b>E-mail</b></p>	1	Be polite and respectful in all communications and collaborations using technological tools, using appropriate language at all times.	B	B	D	D	D	S	S	S	S	S	S	S	S	S
	2	Use email, messaging and other tools to share information and communicate ideas with others.	B	B	D	D	D	S	S	S	S	S	S	S	S	S
	3	Compose and send an email.			M	M	B	B	D	D	S	S	S	S	S	S
	4	Understand the difference between Reply, Reply All and Forward when responding to an email.					B	B	D	D	S	S	S	S	S	S
	5	Understand the difference between CC (carbon copy) and BCC (blind carbon copy) and use them appropriately.							B	B	D	D	S	S	S	S
	6	Attach a document or file to an email.					M	B	B	D	D	S	S	S	S	S
 <p><b>Multimedia Production</b></p>	7	Organize objects and ideas using: digital drawing tools, digital templates and graphic organizers, brainstorming/mind mapping software. (Example: drawing apps, Seesaw Activities, spreadsheet, etc.)	B	B	D	D	S	S	S	S	S	S	S	S	S	
	8	Create digital audio or video recordings using technology.	M	B	B	D	D	S	S	S	S	S	S	S	S	
	9	Modify teacher-created slides using presentation software.			B	B	D	D	S	S	S	S	S	S	S	
	10	Create original multimedia products to present solutions and ideas that include text, images, sound, audio and/or video. (Example: infographics, documentary film, music video, etc.)			M	M	B	B	D	D	S	S	S	S	S	
	11	Combine multiple technologies to create and share products from multiple content areas.	M	M	M	M	M	M	M	M	M	M	B	D	S	
	12	Use digital drawing tools and presentation software to express ideas.		B	B	D	D	S	S	S	S	S	S	S	S	
	13	Create digital products for culminating projects.					B	B	D	D	D	D	S	S	S	



KEY: M=Modeled   B=Beginning   D=Developing   S=Secure			4K	5K	1	2	3	4	5	6	7	8	9	10	11	12	
 <b>Digital Communication</b>	14	Video conference to communicate with other classmates and/or classrooms.	M	B	D	D	S	S	S	S	S	S	S	S	S	S	
	15	Communicate virtually using shared documents.					M	B	B	D	S	S	S	S	S	S	
	16	Use online discussion forums to express ideas. (Example: backchannel apps)		M	M	M	B	B	D	D	S	S	S	S	S	S	S
	17	Select and create an appropriate online forum for communicating with a chosen audience.								M	M	M	B	D	S	S	



## ISTE Student Standard 7 - Global Collaborator

Students use digital tools to broaden their perspectives and enrich their learning by collaborating with others and working effectively in teams locally and globally.

### Learning Targets:

- Use digital tools to connect with learners from a variety of backgrounds and cultures, engaging with them in ways that broaden mutual understanding and learning.
- Use collaborative technologies to work with others, including peers, experts or community members, to examine issues and problems from multiple viewpoints.
- Contribute constructively to project teams, assuming various roles and responsibilities to work effectively toward a common goal.
- Explore local and global issues and use collaborative technologies to work with others to investigate solutions.

### Skills:

KEY: M=Modeled B=Beginning D=Developing S=Secure			4K	5K	1	2	3	4	5	6	7	8	9	10	11	12
 <b>Online Collaboration</b>	1	Use digital drawing tools and presentation software collaboratively to express ideas.	M	B	D	D	S	S	S	S	S	S	S	S	S	S
	2	Video conference to communicate and learn with other classrooms.		M	M	B	B	B	B	D	S	S	S	S	S	S
	3	Collaborate virtually using shared documents.					M	B	B	D	S	S	S	S	S	S
	4	Participate in online projects by uploading content, photo, audio, or video.					M	B	D	D	S	S	S	S	S	S
	5	Select and create an appropriate online forum for collaborating with a chosen audience.										M	B	D	S	S
 <b>Cultural Understanding &amp; Problem Solving</b>	6	Access content-related digital images, digital stories, audio and video to develop cultural understanding.	M	B	B	D	D	S	S	S	S	S	S	S	S	S
	7	Participate in virtual field trips and explain how the trips develop cultural understanding.			M	B	B	D	D	S	S	S	S	S	S	S
	8	Use digital communication tools: email, videoconference, back channels to develop and share cultural understanding.			M	B	B	B	D	D	S	S	S	S	S	S
	9	Use digital maps to develop cultural understanding.				M	B	B	B	D	D	S	S	S	S	S
	10	Research and identify global problems via websites.					M	M	M	B	D	S	S	S	S	S
	11	Participate in an online community to develop cultural understanding.							M	B	D	S	S	S	S	S
	12	Choose global digital content to identify a local or global issue.							M	M	B	D	S	S	S	S
	13	Participate in an online community to solve a local or global issue.										M	B	D	S	S



**Students choosing to excel; realizing their strengths.**

To: Dr. Melanie J. Oppor  
 From: Danni Brauer  
 Date: 5/25/21  
 Re: 2021-20 MES Student Handbook Revisions

<b><i>Page #</i></b>	<b><i>Current Language (If applicable.)</i></b>	<b><i>Proposed Change or Addition</i></b>
Cover	2020-21	2021-22
3	2020-21 596- Student Handbook adopted June 2020	2021-22 596-2559 Student Handbook adopted June 2021
4	Office Staff Bryant Cobarrubias Jaci Grignon District Nurse	Manawa Elementary School Office Staff TBD Krystal Draeger SDM ParaMedical Specialist
5	Haley Harvey Ellen Christensen	Hayley Harvey Carrie Gruman
6	Manawa Elementary Staff Support Staff  TBD Jennie Beyer Connie Sell	Manawa Elementary School Support Staff Donna Wheeler TBD Nicki Seeger
9	June 30, 2020	June 30, 2021
19	September 9th and June 2nd	September 1st and June 1st
30	COVID-19 visitor plan	*Deleted*

The MES Student Handbook will be posted to the School District of Manawa website following Board of Education approval of substantive language changes as presented. The Manawa Board of Education will be notified of the date that this handbook is converted to a version considered compatible for use by individuals with visual impairments or limited vision as per the Office of Civil Rights requirements and posted to the School District of Manawa website. This OCR compatible conversion may impact the appearance of the document (i.e. change in fonts, font sizes, paging in the table of contents, etc.) resulting in technical changes but no substantive changes will be made. Should a substantive change be required, the handbook will be brought back to the Board of Education for approval.

# Student Handbook

2021-22



*Students choosing to excel; realizing their strengths.*

Manawa Elementary School  
School District of Manawa  
800 Beech Street  
Manawa, WI 54949

Telephone: (920) 596-2238 – Fax: (920) 596-5339

[www.manawaschools.org](http://www.manawaschools.org)



# **Manawa Elementary Handbook**

## **2021-22**



Dear Students and Parents:

Welcome to the 2021-22 school year. I am excited to work with you and your child this year. Please read and keep this handbook as a reference for any questions that may come up throughout the year. The handbook contains all of the necessary information about the day to day operation of our school. Once you have completed reading through the handbook, it is mandatory that you sign the last page and return it to the school office.

Should you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Ms. Danielle Brauer

- Ms. Danielle Brauer, Principal/Director of Special Education, (920) 596-2559
- Ms. LuAnne Ujazdowski, School Counselor, (920) 596-5703
- Mrs. Kris Thompson, Administrative Assistant, (920) 596-2238

Board of Education Approval:  
Student Handbook adopted June 2021

**MANAWA ELEMENTARY SCHOOL OFFICE STAFF**

<b>NAME</b>	<b>POSITION</b>	<b>EMAIL</b>
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MELISSA LOBIANCO	PARA-PROFESSIONAL
LAURA O'BRIEN	PARA-PROFESSIONAL

To reach any staff member by phone, please call the office at 596-2238 and our school secretary will re-direct your call. We ask that all non-emergency calls during teaching periods be directed to voice-mail.

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This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the District Administrator. 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 you have questions or would like more information about a specific issue, contact the school principal. A current version of this handbook can be found on the District webpage at: [www.manawaschools.org](http://www.manawaschools.org)

## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for future use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact LuAnne Ujazdowski, Guidance Counselor or Principal Danielle Brauer. You will find their phone numbers/e-mail addresses listed in the Staff Directory section of the handbook.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2021 the language in the most current policy or administrative guideline prevails. The current policies and guidelines are available on the District's website.

## **MISSION OF THE SCHOOL**

*MES is a supportive and encouraging environment where students and staff can learn and grow through a collaborative and positive approach. Staff and students will respect and listen to each other while sharing the responsibility of learning.*

## **NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATION OPPORTUNITY**

The 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.

This policy is intended to support and promote nondiscriminatory practices in all District and school activities, particularly in the following areas:

- A. use of objective bases for admission to any school, class, program, or activity;
- B. prohibition of harassment towards students and procedures for the investigation of claims (see Policy 5517);
- C. use of disciplinary authority, including suspension and expulsion authority;
- D. administration of gifts, bequests, scholarships and other aids, benefits, or services to students from private agencies, organizations, or persons;
- E. selection of instructional and library media materials in a nondiscriminatory manner and that reflect the cultural diversity and pluralistic nature of American society;
- F. design and implementation of student evaluation practices, materials, and tools, but not at the exclusion of implementing techniques to meet students' individual needs;
- G. design and configuration of facilities;
- H. opportunity for participation in extra-curricular and co-curricular activities, provided that separate programs for male and female students may be available provided comparable activities are made available to all in terms of type, scope, and District support; and
- I. the school lunch program and other school-sponsored food service programs.

The Board is also committed to equal employment opportunity in its employment policies and practices as they relate to students. The Board's policies pertaining to employment practices can be found in Policy 1422, Policy 3122, and Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

Any person who believes that the Manawa Elementary School or any staff member has discriminated against them in violation of this policy may file a complaint. A formal complaint can be made in writing to a School Compliance Officer/Title IX Coordinator listed below:

Dan Wolfgram  
Principal (920) 596-5310  
[dewolfgram@manawaschools.org](mailto:dewolfgram@manawaschools.org)

Carmen O'Brien  
Business Manager (920) 596-5332  
[cobrien@manawaschools.org](mailto:cobrien@manawaschools.org)

If at any time during the investigation process the investigator determines that the complaint is properly defined as bullying because the conduct at issue is not based on a student's protected characteristics, the investigator shall transfer the investigation to the appropriate building principal.

Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

Manawa Elementary School is committed to an educational environment that is free of harassment of any form. The school will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students

and disciplinary action against any other individual in the school district community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

### **Harassment Policy\***

*\*Parents/guardians and students are encouraged to read the full text of the Board of Education policy governing Anti-Harassment and Bullying available on the District web site or by contacting the school main office.*

### **Summary of Board of Education Policy**

It is the policy of the Board of Education to maintain an educational environment that is free from all forms of harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging and reporting any form of unlawful harassment. This policy applies to conduct occurring on school property or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

### **Definitions**

- Bullying (See the bullying policy immediately following this section)
- Harassment: Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student that:
  1. Places a student in reasonable fear of harm to his/her person or damage to his/ her property;
  2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
  3. Has the effect of substantially disrupting the orderly operation of a school.
- Sexual Harassment: Unwelcome sexual advances, requests of sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. Important...parent/guardians and students are encouraged to read the entire Board of Education policy with corresponding examples.
- Other forms of harassment such as race/color, religion, national origin, and disability are defined in the full text of the Board of Education policy.

### **Reporting Procedures**

Students and all other members of the School District community, as well as third parties, are encouraged to promptly report incidents of harassing conduct to a school staff member (teacher, counselor, or principal, for example) so the conduct can be addressed before it becomes severe, pervasive, or persistent. The District will investigate as described below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that is false.

The reporting procedures are as follows:

1. Any student, parent/guardian of a student, teacher, school staff member, or school community member is encouraged to report the alleged act(s) to the school principal or district compliance officer.

2. The reporting party shall be encouraged to use a report form (See Addendum A) available in each school main office, but oral reports shall be considered complaints as well.
3. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, each school's building principal will designate one male and one female staff person (designated as Complaint Coordinators) to receive reports of harassment prohibited by this policy.

### **Confidentiality**

The District will make all reasonable efforts to protect the rights of the complainant and the respondent. The District will respect the privacy of the complainant, the respondent, and all witnesses in a manner consistent with the District's legal obligation under state and federal law.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonable calculated to stop the harassment and prevent further such harassment. A violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension /expulsion of a student. All disciplinary action will be taken in accordance with applicable law and the ages and maturity levels of the students.

### **Retaliation**

Any act of retaliation against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation is prohibited.

**SCHOOL DISTRICT OF MANAWA HARASSMENT COMPLAINT FORM** – Addendum A at the end of this handbook.

### **Bullying Policy**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions that cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

### **Definitions**

#### **"Bullying"**

Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. The behavior may be motivated by an actual or perceived distinguishing

characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "'Cyberbullying' – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

The Board recognizes that cyberbullying can be particularly devastating to young people because:

1. Cyberbullies more easily hide behind the anonymity that the Internet provides;
2. Cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
3. Cyberbullies do not have to own their own actions, or fear punishment for their actions, as it is usually very difficult to identify cyberbullies;
4. Furthermore, the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased with cyberbullying;
5. Cyberbullies can impersonate others with the intent to embarrass or harm them or hacking into, or otherwise gaining access to, another's others' electronic accounts (emails, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

Cyberbullying includes, but is not limited to, the following:

1. posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs of students;
4. posting misleading or fake photographs of students on web sites.

**"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of sex, (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws. Harassment is prohibited by Policy **5517** – Student Anti-Harassment.

**"Staff"** includes all school employees and Board members.

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school



visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of hazing and instances that could possibly be construed as hazing, consult Policy **5516**.

### **Complaint Procedures**

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or the District Administrator.

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

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. If, during an investigation of a reported act of bullying in accordance with this Policy, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on sex (transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with Policy 5517 – Student Anti- Harassment.

Parents of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to, reprimand, suspension, or possible expulsion. Furthermore, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, of the remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e.,

to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying incidents. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliating and intentionally making a false report may result in disciplinary action.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to inform parents, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Notification**

Notice of this policy will be annually distributed to all students enrolled in the School District, their parents and/or guardians and employees. The policy will also be distributed to organizations in the community having cooperative agreements with the schools. Additionally, the policy will be posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. All new hires will be required to review and sign off on this policy and the related complaint procedure.

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

### **Records and Reports**

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

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

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The District Administrator shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines on bullying will be age and content appropriate.

## **SEXUAL HARASSMENT**

"Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of access to educational opportunities or program;
- B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education;
- C. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- D. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- E. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- F. unwelcome behavior or words directed at an individual because of gender;

Examples are:

- 1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
  - 2. rating a person's sexuality or attractiveness;
  - 3. staring or leering at various parts of another person's body;
  - 4. spreading rumors about a person's sexuality;
  - 5. letters, notes, telephone calls, or materials of a sexual nature;
  - 6. displaying pictures, calendars, cartoons, or other materials with sexual content.
- G. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life.

Boundary invasions may be appropriate or inappropriate. Appropriate boundary invasions make medical or educational sense. For example, a teacher or aide assisting a kindergartner after a toileting accident or a coach touching a student during wrestling or football can be appropriate. However other behaviors might be going too far, are inappropriate and may be signs of sexual grooming.

Inappropriate boundary invasions may include, but are not limited to the following:

1. hugging, kissing, or other physical contacts with a student;
2. telling sexual jokes to students;
3. engaging in talk containing sexual innuendo or banter with students;
4. talking about sexual topics that are not related to the curriculum;
5. showing pornography to a student;
6. taking an undue interest in a student (i.e. having a "special friend" or a "special relationship");
7. initiating or extending contact with students beyond the school day for personal purposes;
8. using e-mail, text messaging or websites to discuss personal topics or interests with students;
9. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
10. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
11. going to a student's home for non-educational purposes;
12. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of a student);
13. giving gifts or money to a student for no legitimate educational purpose;
14. accepting gifts or money from a student for no legitimate educational purpose;
15. being overly "touchy" with students;
16. favoring certain students by inviting them to come to the classroom at non-class times;
17. getting a student out of class to visit with the staff member;
18. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
19. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);
20. being alone with a student behind closed doors without a legitimate educational purpose;
21. telling a student "secrets" and having "secrets" with a student;
22. other similar activities or behavior:

Inappropriate boundary invasions are prohibited and must be reported promptly to one of the District Compliance Officers/Title IX Coordinators, as designated in this policy, the Building Principal or the District Administrator.

- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history; and
- I. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

It is also the policy of the Board that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the work place, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.

Not all behavior with sexual connotations constitutes sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's education, or such that it creates a hostile or abusive educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

## **SECTION 504/ADA COMPLAINT**

Any person who believes that the Manawa Elementary School or any staff member has discriminated against them in violation of the District's Section 504/ADA policy may file a complaint. A formal complaint can be made in writing to a School Compliance Officer listed below:

LuAnne Ujazdowski  
School Counselor, (920) 596-5703  
[lujazdowski@manawaschools.org](mailto:lujazdowski@manawaschools.org)

The complaint procedure is available in the School office.

## **SCHOOL DAY/BELL SCHEDULE**

### **MANAWA ELEMENTARY BELL SCHEDULE**

School begins promptly at **7:50 a.m. for Grades K through 5** and **7:40 a.m. for 4K and Early Childhood**. Students may be dropped off as early as 7:30 a.m. for breakfast. Please do not drop students off before 7:30 a.m. as we cannot guarantee adult supervision prior to this time.

#### **Daily Schedule**

7:30 a.m. Breakfast  
7:40 a.m. Students report to classrooms & Morning 4K and Early Childhood begins  
7:50 a.m. Classes begin K through 5  
10:50 a.m. Morning 4K & Early Childhood dismissal  
11:40 a.m. Afternoon 4K and Early Childhood begins  
2:50 p.m. Dismissal for 4K and Early Childhood through Grade 5 students

*\*4K and Early Childhood attend school Monday, Tuesday, Thursday, Friday.*

*\*Wednesday Early Dismissal will be 1:50 p.m., except on September 1<sup>st</sup> and June 1<sup>st</sup> dismissal will be 2:50 p.m.*

### **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of Manawa Elementary School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures will comply with the requirements of State and Federal law.

Parents/guardians have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, mail or hand delivery may be used to ensure contact. Parents/guardians are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the principal.

### **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify a staff person immediately.

All students must have an emergency medical card completed, signed by a parent/guardian or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper

documentation by a physician, to the school office.

### **INJURY AND ILLNESS**

All injuries must be reported to a teacher or to the office staff. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes injured or ill during the school day should request permission from the teacher to go to the office. The office staff will determine whether the student should remain in school or go home. No student will be released from school without proper parent/guardian permission.

### **HOMEBOUND INSTRUCTION**

The District may arrange for individual instruction to students of legal school age who are not able to attend classes because of a serious physical or emotional disability.

Parents/guardians should contact the principal regarding procedures for such instruction.

## **SECTION I - GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

Students generally enroll in the district in which they live. However, the Board will release a resident student who is accepted as a student in another school district under that district's open enrollment program.

Students who are new to Manawa Elementary School are required to enroll with their parent or legal guardian. When enrolling, the parent/guardian will need to bring:

- A. A birth certificate or similar document;
- B. Custody papers from a court (if appropriate);
- C. Proof of residency; and
- D. Proof of immunizations and/or an appropriate waiver.

In some cases, a temporary enrollment may be permitted. If that is done, the parent/guardians will be told what records are needed to complete the enrollment process.

Students enrolling from another accredited school will have their courses and grades evaluated by the guidance department. The office staff will assist parents/guardians in obtaining the official records from the other school.

Homeless students who meet the federal definition of homeless may enroll and will be under the direction of the Homeless Liaison with regard to enrollment procedures.

### **SCHEDULING AND ASSIGNMENT**

The principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the principal.

### **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent/guardian whose signature is on file in the school office or the parent/guardian coming to the school office to request the release. No student will be released to a person other than a custodial parent or guardian without a permission note signed by the custodial parent or guardian.

### **TRANSFER OUT OF THE DISTRICT**

If a student plans to transfer to another school, the parent/guardian must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due.

### **OPEN ENROLLMENT**

The School District of Manawa will participate in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the District, all as amended from time-to-time.



## **WITHDRAWAL FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parent/guardians and completion of any required forms.

## **IMMUNIZATIONS**

Each student must have the immunizations required by the Wisconsin Department of Health and Human Services or must have an authorized waiver. If a student does not have the necessary shots or waivers, s/he may be excluded from school as permitted by law. This is for the safety of all students and staff. Any questions about immunizations or waivers should be directed to the School Nurse.

## **STUDENT ACCIDENTS/ILLNESS/CONCUSSION**

The School District of Manawa believes that school personnel have certain responsibilities in case of accidents, illness or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, and notification of administration personnel, notification of parents/guardians, and the filing of accident reports.

## **EMERGENCY MEDICAL AUTHORIZATION**

Per Board policy, every student must have an Emergency Medical Authorization Form completed and signed by his/her parent/guardian in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The school has made the Emergency Medical Authorization Form available to every parent/guardian at the time of enrollment. A student's failure to return the completed form to school may jeopardize the student's participation in school activities.

## **ADMINISTRATION OF MEDICATIONS**

For purposes of this guideline:

- A. "Practitioner" shall include any physician, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any State.
- B. "Medication" shall include all drugs including those prescribed by a practitioner and any nonprescription drug products.
- C. "Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body.
- D. "Nonprescription drug product" means any non-narcotic drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

Nonprescription drug products include cough drops that contain active ingredients. These cough drops must be handled in the same manner as aspirin, Advil and Tylenol. If a cough drop contains only sugar, water, and some menthol, the procedures for handling nonprescription drug products are not required.

## **Prescribed Medications**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should determine with their practitioner's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours. This written and signed request form is to be submitted on an annual basis, or more often if changes in dosage occur, and will include:
  1. student's name and date of birth;
  2. medication and dosage or procedure required;
  3. times required;
  4. special instructions including storage and sterility requirements;
  5. date prescribed medication will be started;
  6. date prescribed medication will no longer be needed;
  7. practitioner's name, address, and telephone number;
  8. authorization for school personnel to administer the prescribed medication, if necessary, but only in the presence of an authorized staff member or parent;
  9. agreement to notify the school in writing if the medication, dosage, schedule, or procedure is changed or eliminated. A new request form must be submitted each school year or for each new medication.
- C. For each prescribed medication, the medication shall be in the original pharmacy-labeled package with the following information in a legible format:
  1. student's name
  2. practitioner's name
  3. date
  4. pharmacy name and telephone
  5. name of medication
  6. prescribed dosage and frequency
  7. special handling and storage directions
- D. All medications to be administered during school hours must be registered with the Principal's office. Upon receipt of the medication, the health aide shall verify the amount of medication brought to the school and indicate that amount on the student's medication log sheet.
- E. Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent. Two to four (2-4) weeks' supply of medication is recommended.

## **ASTHMA INHALERS AND EPI-PENS**

### **Use of Metered Dose or Dry Powder Inhalers**

Asthmatic students may, while in school, at a school-sponsored activity, or under the supervision of a school authority, possess and use a metered dose inhaler or dry powder inhaler when the following three (3) conditions are met.

1. The student is required to carry an inhaler for use prior to physical activity to prevent the onset of asthmatic symptoms or for use to alleviate asthmatic symptoms, and
2. the completed Parent Consent form for a minor student has been submitted to the Principal, and
3. the practitioner's order for medication administration has been submitted to the Principal authorizing the student to possess and use an inhaler.

Asthmatic students who are not required to carry an inhaler shall follow the guidelines which apply to all other prescription medications and their administration.

### **Use of Epi-pen**

Students who may suffer from severe allergic reactions may, while in school, at a school-sponsored activity, or under the supervision of a school authority, possess and use an epi-pen when three (3) conditions are met.

1. The student is required to carry the epi-pen for use to prevent the onset of an allergic reaction, and
2. the completed Parent Consent form for a minor student has been submitted to the Principal, and
3. the practitioner's order for medication administration has been submitted to the Principal authorizing the student to possess and use the epi-pen.

Students who may suffer from severe allergic reactions but are not required to carry an epi-pen shall follow the guidelines which apply to all other prescription medications and their administration.

School personnel are not required to administer a nonprescription drug product or prescription drug by means other than ingestion. However, personnel designated to administer medications may indicate a willingness to provide medications, in an emergency or special situation, by means other than ingestion. This is done only under the direction and delegation of the school nurse. The school nurse shall provide instruction and written protocols, as well as documentation that both were provided.

Dispensing of nonauthorized, nonprescription drug products by District employees to students served by the District is prohibited. Where investigation confirms such conduct, prompt corrective action shall be taken, up to and including dismissal.

To minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches should never dispense, supply or recommend the use of any drug, medication, or food supplement for performance-enhancing purposes.

School personnel trained to administer medications shall keep a copy of the Administration of Medication Policy and Guidelines in an accessible spot for quick reference and have the right to refuse to administer medication to students when the required authorization forms and signatures have not been completed.

### **USE OF NONPRESCRIBED (DRUG PRODUCTS)**

In those circumstances where a student must take a Nonprescription Drug Product during the school day, the following guidelines are to be observed:

- A. The Nonprescription Drug Product Request and Authorization Form must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours.
- B. For each nonprescription drug product, the container shall be the original manufacturer's package and the package must list in a legible format the ingredients and recommended therapeutic dose.

The parents request to administer a nonprescription drug product shall contain the following information:

- 1. student's name
- 2. date
- 3. name of medication
- 4. dosage and frequency
- 5. special handling and storage directions

### **HEAD LICE**

If a child in the District is found to have lice, the child's parent/guardian will be contacted to have the child treated and to pick him/her up immediately. After treatment and upon returning to school, the child will be examined by the school health staff or principal. The District practices a policy of "no live lice" and no nits as criteria for return to school.

### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. A teacher, nurse, or principal may send home a student who is suspected of having a communicable disease and will notify the parent/guardian of such action and the reason(s) it was taken. School officials may be required to notify local health officials if they suspect a student has a communicable disease as identified by the Wisconsin Department of Health Services. School officials will comply with notification requirements of the Department of Health and Family Services in addition to notifying the student's parent/guardian.

Examples of such diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Wisconsin Department of Health and Human Services.

Any student's removal from school will only be for the contagious period as specified in the school's administrative guidelines.

### **DIRECT CONTACT COMMUNICABLE DISEASES**

In the case of non-casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human

Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health and Human Services.

As required by Federal and State law, parent/guardians may be required to have their child's blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **INDIVIDUALS WITH DISABILITIES AND LIMITED ENGLISH PROFICIENCY**

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation and placement procedure. Parent/guardian involvement in this procedure is generally required. More important, the school encourages parents/guardians to be active participants. To inquire about special education programs and services, a parent/guardian should contact Ms. Danielle Brauer (920) 596-2238.

The district is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

Services are also available to students with limited English proficiency. To inquire about programs and services, a parent/guardian should contact Jackie Sernau at (920) 596-5738.

### **STUDENT RECORDS**

The origination and maintenance of appropriate student records are essential to the effective operation of the District and meeting the educational interests of students. The rights and responsibilities of students, parent/guardians and the District with respect to student records are governed by State and Federal law. Many student records are kept by teachers, counselors and administrative staff. There are two (2) basic kinds of student records -- directory information and confidential records.

Directory information can be given to any person or organization for non-commercial or non-business purposes when requested, unless the parent/guardians of the student object in writing to the disclosure as required under school policy and State and Federal law. Directory information generally includes student records that identify a student's name, photograph, participation in officially recognized activities and sports, weight and height for members of athletic teams, date of graduation, and degrees and awards received. Directory information also includes a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a district's electronic systems, if, standing alone, it cannot be used to access student education records, (i.e. a pin number, password, or other factor is also needed).

- If parents/guardians and eligible students do not submit their written objection to dissemination to the Board, directory information may be utilized by the District Administrator in District-wide publications, on the cable television educational access channel, or on the District's website. The directory information used will be properly verified and approved by the District Administrator.

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parent/guardians' consent in writing. However,

there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent/guardian's written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, please contact Dr. Melanie J. Oppor.

Parents/guardians and students are reminded of: 1) their rights to inspect, review and obtain copies of students records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; 4) the categories of student record information which have been designated as directory information and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, his/her parent/guardian, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or his/her parent/guardians;
- B. Mental or psychological problems of the student or his/her family;
- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or his/her parent/guardians; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents/guardians may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact Stephanie Flynn, Administrative Assistant, to inspect such materials.

Further, parents/guardians have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent/guardian will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The District Administrator will provide notice directly to parents/guardians of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the District Administrator is directed to notify parents/guardians of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. The administration of any survey by a third party that contains one or more of sensitive information contained in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA). Parents/guardians and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: [FERPA@ED.Gov](mailto:FERPA@ED.Gov); and [PPRA@ED.Gov](mailto:PPRA@ED.Gov).

### **STUDENT FEES, FINES, AND CHARGES**

The district fee for Kindergarten through Grade 5 students is \$15.00.

There is no district fee for 4K students.

The field trip fee for 4K through Grade 5 students is \$10.00.

A student athletic pass is available for optional purchase for \$5.00.

### **STUDENT FUND-RAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

- Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- A student will not be allowed to participate in a fund-raising activity for a group in which s/he is not a member without the approval of the student's teacher or counselor.
- No student may participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- House-to-house canvassing by any student is not allowed for any fundraising activity.
- Students under the age of nine (9) must be accompanied by a parent/guardian or person sixteen (16) years of age or older.
- Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.
- No student may participate in a fund-raising activity conducted by a parent/guardian group, booster club, or community organization on school property without the approval of the principal.
- Fundraising by students on behalf of school-related organizations whose funds are not managed by the District may be permitted on school grounds by the District Administrator. If the fundraising activity will involve students under age nine (9) or the group holding the fundraiser includes any students under age nine (9), the group shall secure permission from such students' parent/guardians to participate in the fundraising activity and shall assure that any such students are always accompanied by a parent/guardian or a person at least sixteen (16) years of age.

### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

## **REVIEW OF INSTRUCTIONAL MATERIALS**

Parents/guardians have the right to review any instructional materials related to the human growth and development curriculum and may also observe instruction in classes dealing with such subject matter. Any parent/guardian who wishes to review instructional materials or observe classroom instruction should contact the Principal to make the appropriate arrangements. Parents'/guardians' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

## **MEAL SERVICE**

The school participates in the National School Lunch Program and makes lunches available to students for a fee. Students may also bring their own lunch to school for consumption in the school's cafeteria.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. Extra applications can be obtained in the school office.

## **FIRE AND TORNADO DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, who are responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State.

Lock down drills in which the students are restricted to the interior of the school building and the building secured may occur during the school year.

## **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations:

WDUX ---Waupaca 92.7  
WFRV-CH 5  
WLUK-CH 11

WBAY-CH 2  
WSAW-CH 7  
NBC 26

If there is no announcement made on the radio and television stations, school will be open and the buses will be running. If the weather should turn severe during the day and buses are sent out early, an announcement to this effect will be made on the above stations. Parents/guardians will also have the option of receiving an alert to their phone or email account. It is the responsibility of the parent/guardian to ensure updated directory information. Parents/guardians and students are responsible for knowing about emergency closings and delays.

## **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used



in previous construction. A copy of the School District's Toxic Hazard Policy and asbestos management plan will be made available for inspection at the Board offices upon request.

### **VISITORS**

Visitors, particularly parents/guardians, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to prevent any loss of instructional time.

Visitors access to classrooms and instructional activities are subject to reasonable restrictions and limits. Please consult with the principal regarding these restrictions.

Students may not bring visitors to school without first obtaining advanced written permission from the principal.

### **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

### **LOST AND FOUND**

The lost and found area is outside the main office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

### **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the principal. Violation of this rule may lead to disciplinary action.

### **USE OF SCHOOL TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents/guardians to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

## **PERSONAL COMMUNICATION DEVICES**

### Electronic Communication Device Policy

"Personal communication devices" ("PCDs") as used in this policy are defined in Bylaw 0100.

Students may use PCDs before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after-school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

During after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent by an authorized adult is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person shall have their PCD confiscated and held until a parent picks it up, and may be directed to delete the audio and/or picture/video file while the parent is present. If the violation involves potentially illegal activity, the confiscated PCD may be turned over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create, in the mind of another person, an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2)

engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents during the school day.

LEGAL REF.: Section 118.28 Wisconsin Statutes

Students who violate this policy will face the following disciplinary consequences: (Any electronic device or combination thereof).

**1<sup>st</sup> offense** – Warning – device is requested to be turned off.

**2<sup>nd</sup> offense** – Teacher confiscates for the class period.

**3<sup>rd</sup> offense** – Phone is turned into the main office where a parent/guardian must pick up.

**Students refusing to relinquish their PCD may receive an in-school or out-of-school suspension. If they still refuse the proper authorities will be called.**

## **WEAPONS**

The Board of the School District of Manawa prohibits possession, use or threat to use, or storing of a weapon or look-alike weapon on school premises before, during, or after school, or at any school-sponsored activity. "School premises" includes a school building, school bus or vehicle, or any other school facility (including any school transportation facility, whether owned or contracted by the District). Students may not have live ammunition on the school site.

Determination of whether an item constitutes a weapon under this policy shall be made in accordance with established procedures. Exceptions to this policy include items which otherwise might be classified as weapons which are brought or transported to school premises or activities as part of a recognized activity for which the item is required, unless such is prohibited by law. (Examples might include but are not necessarily limited to guns handled by a staff member in a gun safety class, a look-alike gun which might be used in a dramatic activity, a gun bayonet which might be part of a history lesson, or a starting pistol used by a staff member in a track athletic event.)

Teachers should advise the appropriate building administrator beforehand of any activity or lesson necessitating the bringing to school of materials such as those described in this policy. Anyone found to be in violation of this policy is subject to discipline and/or legal action. If any part of this policy is held to be invalid under operation of the law, it shall not affect other parts of this policy which may be in compliance with the law.

## **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of twenty-four (24) hours' notice is required to ensure that the principal has the opportunity to review the announcement or posting.

The school has a central bulletin board located by the main school entrance hallway that may be used for posting notices after receiving permission from the principal.

## **VIDEO SURVEILLANCE**

The Board of Education has authorized the use of video surveillance and electronic monitoring equipment at various school sites throughout the school. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

## **SAFETY AND SECURITY**

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. The staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable. All District employees are to wear photo-identification badges while in District schools and offices or on District property.

**LUNCH PROGRAM**  
**Hot Lunch & Breakfast Prices for 2020-21 School Year:**

<b>Hot Lunch (Per Day)</b>	
Elementary	\$2.80
Adult	\$3.65
<b>Breakfast (Per Day)</b>	
Elementary	\$1.30
Adult	\$1.80
<b>Milk (Per Day)</b>	
	\$.40

Reduced price is **\$.30** for breakfast and **\$.40** for lunch for all qualifying students in the district.

**Free and Reduced Meal applications must be filled out each year. Forms are available in each school office, and the District Office. They can be filled out at ANY time throughout the year.**

## **SECTION II - ACADEMICS**

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parent/guardian consent.

Attendance rules, the Code of Conduct and the Search and Seizure policy apply to all field trips.

### **GRADES**

Teachers have a standard-based grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The term standards-based refers to systems of instruction, assessment, grading, and academic reporting that are based on students demonstrating understanding or mastery of the knowledge and skills they are expected to learn as they progress through their education. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

### **GRADING PERIODS**

Students shall receive a report card at the end of each 9-week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve the student's performance.

Parent/Guardian / Teacher Conferences: Parent/guardian/teacher conferences will be held for the purpose of evaluation of student progress in school. Parents/guardians are encouraged to communicate with staff members at any time throughout the school year concerning their child's progress. Any time a parent/guardian wishes to see his/her child's records or confer with a teacher s/he should make an appointment through the Elementary School office.

### **PROMOTION, PLACEMENT, AND RETENTION**

#### **Grades 5K-5 Level**

Criteria: To be promoted all students in grades 3-8 must demonstrate adequate progress in core subject areas. Literacy and numeracy are the foundation of all core subjects. To that end, adequate progress will be determined by end-of-year report card standard scores for core academic subjects at a score of "3". If adequate progress is not evident, based on the report card scores, multiple measures may be used to compile a complete student learning profile for promotion consideration.

The multiple measures to consider may include, but are not limited to:

- A. Wisconsin School Assessment System Examination scores
- B. Response to Intervention/Instruction documentation
- C. Local assessments
- D. Teacher recommendations
- E. Demonstrate adequate progress toward attainment of annual goals specified in the Individualized Education Plan (IEP), Section 504 Plans, or English Development Learning Plan (EDLP) as documented by the staff serving the student.

## **Remediation Opportunities**

School personnel shall make a concerted and repeated effort throughout the school year to notify the parents/guardians of students who are at-risk of not meeting grade-level expectations and thus, may not be eligible for promotion. Opportunities to support student learning will be suggested and encouraged. In this way, students, with the support of their parents/guardians, can take full advantage of Response to Intervention/Instruction (RtI) time, Summer School, or other remediation learning opportunities for the purpose of meeting the grade-level criteria as described above to be eligible for promotion. Students' progress in meeting grade-level criteria will be monitored using universal screeners. "Universal screening is the systemic assessment of all children within a given class, grade, school building, or school district, on academic and/or social-emotional indicators that the school personnel and community have agreed are important" (Ikeda, Neessen, & Witt, 2009).

Universal screeners are administered in fall, winter, and spring. If:

- A student scores below the cut score, differentiation instruction within the classroom will take place. The Building Consultation Team (BCT) supports the teacher in this process.
- The student continues not meeting the target growth; the BCT reviews additional data (formative, summative, and observational). The team then consults with the relevant staff and the parent/guardian is contacted. The team and parents review STAR data, Fountas and Pinnell Benchmark results, and teacher data.
- A BCT meets to identify appropriate evidence-based practices on the intervention plan. The teacher documents frequency, duration, and method of data collection. The progress monitoring data is brought to the BCT throughout the intervention. Tier 2 (small group instruction) will be put in place.
- If the intervention was successful, Tier 2 instruction is discontinued and the teacher continues to monitor progress for four (4) to six (6) weeks to ensure progress is maintained.
- If the intervention was not successful, then the BCT meets and reviews fidelity and intensity of the intervention. The plan will be modified and Tier 3 (intensive intervention) will be put in place.
- If this is unsuccessful, the BCT will reconvene and review the fidelity and intensity of the intervention. The plan will be modified and the appropriateness of a special education referral will be considered

## **Appeal Process**

Parents/guardians of the student recommended for retention may appeal to the District Administrator or designee. Such appeals shall be filed in writing no later than five (5) days after receiving the official letter of retention. The appeal petition must include reasons why the parent/guardian believes the student should be promoted. The District Administrator or designee shall respond with a decision in writing fifteen (15) days after receipt of the appeal.

## **HOMEWORK**

Teachers will clearly convey homework assignments and expectations to the students. Teachers will exercise flexibility in assigning homework with regard to total school curriculum workload.

Students at Manawa Elementary School will be provided with a student agenda or a similar recording/communication tool. Agendas will be used to keep track of assignments and long-term projects as well as a communication tool for both teachers and parents.

Students must accept, as their own responsibility, obtaining homework assignments missed due to absences. Homework completion of high quality is an essential part of the learning process.

### **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides technology resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District technology resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access to services through its technology resources to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the District Administrator, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be



disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Board utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image, graphic image file, or other visual depiction that:

- A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- B. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- C. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

At the discretion of the Board or the District Administrator, the technology protection measure may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measure may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Technology Director may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measure.

The Technology Director may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent in the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online;
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District technology resources (and their parents if they are minors) are required to sign a written agreement or acknowledging during the annual student registration process they will abide by the terms and conditions of this policy and its accompanying guidelines.

Beginning in grade three (3) students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students may only use District technology resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District technology resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the District Administrator and Technology Director as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District technology resources.

### **Synchronous Education – Student Accountability and Conduct**

The School District of Manawa expects students participating in remote learning to follow school rules during synchronous instruction and when interacting with staff and students in a virtual setting. Students may be disciplined for violating school rules during virtual instruction even though the student is not present on District property.

#### Synchronous Instruction Accountability and Internet Safety

Synchronous instruction requires students to access their educational program online. There are certain risks inherent in all online activities. Students must comply with the following standards and expectations to protect themselves and others.

- The District's Acceptable Use policy applies to all students participating in the District's virtual educational programs and online class activities.
- Use only one (1) username and password.
- Use an appropriate profile picture for any virtual accounts.

- Do not share your username or password with anyone. Each student is responsible for all activities associated with his or her username and password.
- Do not interfere with other student's ability to access virtual instruction or disclose anyone's password to others.
- Do not publicly post personal contact information, including the personal contact information for others.
- Do not use the District's virtual instruction resources for any illegal activities.
- Do not use District virtual instruction resources to send unsolicited electronic-mail messages not pertaining to class (e.g., SPAM).
- Do not use the District's virtual instruction resources to access inappropriate programs, applications, or websites.
- Do not share classroom/small group video or classroom/small group recorded video with third parties (parent(s)/guardian(s) and siblings, excluded) – This includes private messages from staff or others.
- Do not agree to meet in-person with anyone met exclusively on the Internet.

### Conduct During Synchronous Instruction

Synchronous instruction is similar to in-person instruction but presents unique opportunities and challenges. Students are expected to be engaged and courteous to others during synchronous instruction and other class activities as they would during in-person instruction in a classroom. The District's Student Code of Conduct applies to all students participating in the District's synchronous instruction and online class activities. Students are expected to obey the following standards and expectations, as well:

- Sign-in for virtual instruction and activities using the appropriate, designated username and password.
- Do not allow siblings or other members of the household to participate in virtual instruction unless authorized by the virtual class teacher (they may observe but notice should be provided they are doing so).
- Review typed messages before sending them to remove easily misinterpreted language and proofread for typos.
- Private messages during virtual instruction should be kept to a minimum.
- Engage in virtual instruction discussions in a respectful manner that abides by the following standards:
  - Avoid sarcasm, jargon, and slang;
  - Vulgarity is not acceptable;
  - Do not use images, "GIFs," or "Memes" in place of written responses or comments, unless specifically directed to do so by a staff member;
  - Focus responses on the questions or issues being discussed, not on the individuals involved.
- Do not make inappropriate comments verbally or via direct messages. Inappropriate messages include, but are not limited to, those that contain:
  - threatening messages or images;
  - insults or attacks of any kind against a person;
  - obscene, degrading or profane language or images;
  - repeatedly sent unwelcome messages or images that harass the recipient; and
  - material that is defamatory or intended to annoy, intimidate, or bully others.

If a student or his/her parent(s)/guardian(s) has any questions about the rules, standards, and expectations applicable to students participating in the District's synchronous educational programs and online class activities, the student should contact the Principal immediately.

### **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and District policy.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

- If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent/guardian consent may need to be obtained. The assessment program will not violate the rights of consent and privacy of a student participating in any form of evaluation.

## **SECTION III - STUDENT ACTIVITIES**

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Students have the opportunity to broaden their learning through curricular-related activities.

The school has many student groups that are approved by the Board of Education such as Student Council.

### **CO-CURRICULAR ACTIVITIES**

Co-curricular activities will include, but are not limited to, Club Sports.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. For further information, contact the Booster Club.

## **SECTION IV - STUDENT CONDUCT ATTENDANCE**

The school requires all students to attend school regularly in accordance with the laws of Wisconsin. The school's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose.

### **Compulsory Student Attendance**

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays exempted, that the school is in session. All students must attend until the end of the term, quarter or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception outlined in the District's Administrative Guidelines. A child who is enrolled in five-(5) year-old kindergarten shall attend school regularly, religious holidays exempted, during the full period and hours that kindergarten is in session until the end of the school term.

- Attendance is also defined as participation in the various forms of distance learning including videoconference, satellite, Internet or other electronic information and telecommunications technologies.

### **Excuse for Absence**

A parent/guardian of a student who is absent shall provide a written, dated, signed statement indicating the reason for and the time period of the absence. This statement must be submitted prior to the absence if the absence is foreseeable. If the absence is not foreseeable, the statement must be provided prior to the student's readmission to school. The statement shall be submitted to the School Principal who serves as the School Attendance Officer and filed in the student's school record. The District reserves the right to verify statements and investigate absences from school.

### **Excused Absences**

A student shall be excused from school for the following reasons:

#### Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program. If the absence exceeds 5 days, the inability of the student to attend school due to a physical or mental condition must be certified in writing by a licensed physician, dentist, chiropractor, optometrist or psychologist or Christian Science practitioner living and residing in Wisconsin, who is listed in the Christian Science Journal. The time period for which the certification is valid may not exceed thirty [30] days.

#### Obtaining Religious Instruction

Students may wish to obtain religious instruction outside the school during the required school period. The time period or periods of absence shall be determined by the principal. Such absences must be at least 60 minutes but not more than 180 minutes per week. Requests for absence under this paragraph shall be denied if the student fails to attend religious instruction after requesting to be absent from his or her regular school. The supervisor of such religious instruction shall report monthly, to the principal of the school regularly attended, the names of the students who attended such weekly religious instruction.

#### Permission of Parent or Guardian

The student may be excused by his or her parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

- professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside the school day
- to attend the funeral of a relative
- legal proceedings that require the student's presence
- vacations
- weather related- As parents, you are the final authority as to whether you believe it is safe for your child to get to school. If you believe that it is too cold or the snow is too deep or the weather is too unsettled, your decision may be to keep your child home. You have the right and responsibility to make attendance decisions for your children based on your individual circumstances. Please notify your student's school as you would for any other absence.

Parents/guardians are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents/guardians should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements.

#### Religious Holiday

The student wishes to observe a religious holiday consistent with the student's creed or belief.

#### Suspension or Expulsion

The student has been suspended or expelled.

A student may be excused from school, as determined by the School Attendance Officer, for the following reasons:

- Quarantine: Quarantine of the student's home by a public health officer.
- Illness of an Immediate Family Member
- Emergency: An emergency that requires the student to be absent because of family responsibilities or other appropriate reasons.

**Pre-Arranged Absence:** Students absent for reasons other than the above will be considered unexcused with this exception: parents may PRE-EXCUSE their child for any reason for up to ten days per year. This means that any absence for reasons other than the above may be excused providing there is a WRITTEN PRE-ARRANGED FORM. (Forms may be picked up in the office prior to the date of absence.) If it is not PRE-ARRANGED, it will be considered UNEXCUSED.

### **Truancy**

A student will be considered truant if he or she is 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 of the legal cause of such absence by the parent/guardian or guardian of the absent student. A student will also be considered truant if he or she has been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute – Sec. 118.15, Wis. Stat.

When a student is truant, the School Attendance Officer shall ensure that all applicable

provisions of the District's Truancy Plan are carried out.

### **Unexcused Absences**

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The principal will determine on a case-by-case basis the appropriate methods to deal with unexcused absences.

Approved Absences: Personal illnesses, a death in the family, religious holidays, or extreme emergencies are acceptable reasons for an absence. A **valid** excuse written by a parent/guardian must be presented to the office upon return to school, or a phone call from a parent/guardian on the day of absence, documenting the reason for the absence must be made to the school office. For a definition of a "**invalid**" excuse, see the following examples:

#### Examples of Unexcused Absences:

- Oversleeping
- Stayed home to finish homework
- Missing the bus/car wouldn't start
- Shopping/haircut/pictures
- Leaving school without permission

### **Habitual Truancy**

A student is considered a habitual truant if he or she 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. When a student initially becomes a habitual truant, the School Attendance Officer shall ensure that all applicable provisions of the Districts' Truancy Plan are carried out.

#### Parent/Guardian Responsibilities

It is the responsibility of the student's parent/guardian to ensure that their child attends school regularly. Parents/guardians are expected to provide an excuse for all absences.

#### Student Responsibilities.

Students are required to attend all classes and other school activities on their daily schedule, unless they have been excused from school.

**Notification:** When a student's attendance for the day is unexcused, contact will be made to the parent/guardian. A message may be left on an answering machine. The parent/guardian will then have 2 days to notify the school office, either by phone or written note, stating the reason for the absence. If after 2 days the office has not received notification for the unexcused absence, the student then becomes truant and will be referred to administration for disciplinary action.

### **TARDINESS**

- a. Students who are not in their homeroom or in class when the late bell rings are considered tardy.
- b. Students who attend any part of the class shall be recorded as present.
- c. Elementary School: All students who are tardy to school must report to the office upon arrival and get an admit slip to class.

**Cases of truancy/tardiness will be referred to the school principal to plan options for addressing the truancy concern.**



## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are safe, it is strongly advised that students be accompanied by a parent/guardian or adult chaperone when they attend the event.

- The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.
- The school will continue to provide adequate supervision for all students who are participants in a school activity.

## **CODE OF CONDUCT**

Participants/athletes are reminded that they represent the school both at athletic contests and elsewhere. All participants/athletes are expected to follow all school rules and to display high standards of behavior, including good sportsmanship, respect for others, and use of appropriate language and dress at all times. Participants/athletes must refrain from any conduct at any time that would reflect unsatisfactorily on him or her or the school. This code applies to all school activities, both curricular and extracurricular, that occur outside of the normal school day.

Conduct that would reflect unsatisfactory on a participant/athlete or on the school includes, but is not limited to, the following:

- Any crime dealing with, but not limited to, sexual behavior, vandalism or property damage, theft.
- Possession, use, sale or purchase of any controlled substance/intoxicant or drug paraphernalia. Controlled substances/intoxicants include, but are not limited to: anabolic steroids or prescribed medications used in a manner other than that for which they were prescribed.
- Purchase, use, or possession of tobacco products or E-cigarettes or anything that resembles them.
- The possession of any weapon or look-alike weapons.
- Hosting, sponsoring, or organizing a party/gathering at which alcohol or drugs are being used, consumed or offered. Students who knowingly or unknowingly attend a party/gathering where alcohol is being used illegally or drugs are present, are expected to remove themselves immediately from the residence. Students are encouraged to report the scenario to a school administrator immediately.

### **Sportsmanship**

All students and parents/guardians are required to practice good sportsmanship during all school-related events. Poor sportsmanship may result in removal from sporting events.

## **DRESS AND GROOMING**

While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a

safety risk will not be permitted. Personal expression is permitted within these general guidelines.

We take pride in the appearance of our students. All students are expected to dress and groom themselves neatly in clothing that is seasonably suitable for school activities. Students wearing inappropriate clothing, such as but not limited to: clothing with alcohol/tobacco reference, inappropriate slogans and suggestive in nature may be asked to return home to make necessary changes.

- Clothing must cover all undergarments. Shorts, skirts and dresses must reach fingertip in length.
- There will be no midriff showing, no low cut tops, cut-out/ripped t-shirts underneath the arm exposing the torso, spaghetti straps, or strapless garments worn.
- Straps on tank tops must be at least 2 inches wide.
- Hats, caps, jackets/coats, bulky outerwear, large chains, jewelry with sharp objects, low riding pants, etc., are not allowed to be worn in the school.
- It is encouraged to wear shoes with a back strap to keep children safe for playground running and play.

Students should consider the following questions when dressing for school:

1. Does my clothing expose too much? (No)
2. Does my clothing advertise something that is prohibited to minors? (No)
3. Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)
4. Would I interview for a job in this outfit? (Yes)
5. Am I dressed appropriately for the weather? (Yes)
6. Do I feel comfortable with my appearance? (Yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, s/he may be removed from the educational setting.

#### Reporting Concerns:

Anyone in violation will be sent to the office.

If a dress code violation occurs, the following steps will be taken:

- **First Occurrence:** Student will be asked to correct the problem by changing clothes, turning a shirt inside out, putting on shoes, etc.,
- **Second Occurrence:** Student will be asked to correct the problem by changing clothes, turning a shirt inside out, putting on shoes, etc., and a parent/guardian will be notified by phone.

Students attending after school events need to follow the dress. This includes, but not limited to sporting events, and school concerts.

Students who are representing our school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

### **CARE OF PROPERTY**

Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parent/guardians.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student or

his/her parent/guardian will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct.

## **STUDENT CONDUCT**

School rules apply at school, on school property, at school-sponsored events, and on school transportation.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Disciplinary action will be decided on a case-by-case basis and imposed after review of the facts and/or special circumstances of the situation.

Each of the behaviors described below may subject the student to disciplinary action including, but not limited to, suspension and/or expulsion from school.

1. Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons.
2. Being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy.
3. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment.
4. Arguing, taunting, baiting, bullying, cyber-bullying, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations.
5. Disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations.
6. Pushing, striking, or other inappropriate physical contact with a student or staff member.
7. Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means.
8. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder.
9. Restricting another person's freedom to properly utilize classroom facilities or equipment.
10. Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions.
11. Throwing objects in the classroom.
12. Repeated disruptions or violations of classroom rules, or excessive or disruptive talking.
13. Behavior that causes the teacher or other students fear of physical or psychological harm.
14. Willful damage to or theft of school property or the property of others.
15. Repeated use of profanity.
16. Using tobacco.
17. Failure to report knowledge of a weapon, bullying or threat of violence.
18. Purposely setting a fire.
19. Gambling.
20. Plagiarism and falsification of identification or school documents.
21. Issuing a false alarm or false report.
22. Trespassing.
23. Persistent absence or tardiness.
24. Unauthorized use of School or personal property.
25. Assisting another person to violate a School rule.
26. Inappropriate public displays of affection.
27. Violation of specific classroom or activity rules.
28. Violation of bus rules.

29. Refusal to accept discipline.
30. Criminal conduct

### **DRUG ABUSE PREVENTION**

The administration and staff recognize that the misuse/abuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. As educational institutions of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

- For purposes of this policy, "drugs" shall mean: dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- All chemicals that release toxic vapors;
- All alcoholic beverages;
- Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- "Look-alikes":
- Anabolic steroids;
- Any other illegal substances so designated and prohibited by law.

The use, possession, concealment, or distribution of any drug, drug look-alike and any drug-paraphernalia at any time on school property or at any school-related event is prohibited. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines.

### **USE OF TOBACCO AND NICOTINE IS PROHIBITED**

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and non-users are well established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, the Board prohibits students from using or possessing tobacco in any form on District premises, in District vehicles, within any indoor facility owned or while leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

### **STUDENT CODE OF CLASSROOM CONDUCT**

The School District of Manawa is committed to maintaining an orderly and safe academic atmosphere. Teachers are expected to create a positive learning environment and to maintain proper order in the classroom. Students are expected to behave in the classroom in a manner that allows teachers to effectively carry out their lessons and allows students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the School and their classroom teachers.

To ensure adherence to these expectations and principles, the Board of Education has adopted this Code of Classroom Conduct, which applies to all students.

## **GROUNDINGS FOR REMOVAL OF A STUDENT FROM CLASS**

Disturbances that interrupt the learning process cannot be permitted by any teacher. A teacher may temporarily remove a student from the teacher's class if the student violates the Code of Classroom Conduct. Additionally, the student may be removed from the class for a longer period of time within the discretion of the principal. A student removed from class may also be placed in an alternative education setting.

Removal of a student from class for violating the Code of Classroom Conduct or placement of the student in an alternative educational setting does not prohibit the school from further disciplining the student for the conduct that caused removal or placement including, but not limited to, suspending or expelling the student.

It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are examples of reasons a student may be removed from class. A teacher may remove a student from class for conduct or behavior that:

- A. Would result in suspension or expulsion under the Board's policies and procedures;
- B. Violates the behavioral rules and expectations of the school;
- C. Is dangerous, disruptive or unruly. Such behavior includes, but is not limited to, the following:
  - 1. Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom
  - 2. Being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy
  - 3. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment
  - 4. Arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations
  - 5. Disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations
  - 6. Pushing, striking, or other inappropriate physical contact with a student or staff member
  - 7. Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means
  - 8. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder
  - 9. Restricting another person's freedom to properly utilize classroom facilities or equipment
  - 10. Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions
  - 11. Throwing objects in the classroom
  - 12. Repeated disruptions or violations of classroom rules, or excessive or disruptive talking
  - 13. Behavior that causes the teacher or other students fear of physical or psychological harm
  - 14. Willful damage to or theft of school property or the property of others
  - 15. Repeated use of profanity
- D. Interferes with the ability of the teacher to teach effectively. Such conduct includes, but is not limited to, the following:

1. Repeated reporting to class without bringing necessary materials to participate in class activities
  2. Possession of personal property by school rules or otherwise disruptive to the teaching and learning of others
- E. Shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior;
- F. Is inconsistent with class decorum and the ability of other to learn. Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

### **PROCEDURE FOR STUDENT REMOVAL FROM CLASS**

When a student is removed from class, the teacher shall send or escort the student to the principal and inform the principal of the reason for the student's removal from class. The teacher shall provide the principal with a written explanation of the reasons for the removal of the student within twenty-four (24) hours of the student's removal from class.

The principal will generally give the student an opportunity to briefly explain the situation. The principal shall then determine the appropriate educational placement for the student.

### **Student Placement**

The principal shall place the student, who has been removed from a class by a teacher, in one of the following alternative educational settings:

- A. An alternative education program approved by the Board under State law;
- B. Another instructional setting, time-out, in-school suspension or out-of-school suspension; or
- C. The class from which the student was removed if, after weighing the interests of the student, the other students in the class, and the teacher, the principal determines that readmission to the class is the best or only alternative.

### **Parent/Guardian Notification Procedures**

The principal shall provide the parent/guardian of a student removed from class-with written notice of the removal and the reason(s) for the removal. The notification shall be made as soon as practicable, but no later than two (2) school days after the student's removal from class. The notice shall also include the reasons for the student's removal and the placement made by the principal. If the removal from class and change of educational placement involves a student with a disability, the parent/guardian notification shall be made consistent with State and Federal laws and regulations applicable to disabled students.

If the student removed from a class is subject to disciplinary action, up to and including suspension or expulsion for the particular classroom conduct and/or other disciplinary incidents, the parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

### **Students with Disabilities**

A student with a disability under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and Section 115.758, Wis. Stat. may be removed from class and placed in an alternative educational setting only to the extent authorized under the laws.

### **Definitions**

“Student” means any student enrolled in the District, an exchange student, or a student visitor to the District’s schools.

“Teacher” means a person holding a license or permit issued by the State Superintendent whose employment by a school district requires that he or she hold that license or permit.

“Class” or “classroom” means any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the District. This definition of “class” includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch, or recess. “Class” also includes regularly scheduled District-sponsored extracurricular activities, either during or outside of school hours. Such activities include, by example and without limitation, District sponsored field trips, after-school clubs, and sporting activities.

### **OTHER FORMS OF DISCIPLINE**

It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

#### **Informal Discipline**

Informal discipline takes place within the school. It includes:

- Writing assignments;
- Change of seating or location;
- Lunch-time detention;
- In-school restriction

### **SUSPENSION AND EXPULSION**

#### **A. Suspension**

##### **1. Duration and Grounds for Suspension**

The principal or a person designated by the principal may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days or ten (10) consecutive school days if the student is eligible for special education services under Chapter 115, Wis. Stats., if the suspension is reasonably justified and based upon any of the following misconduct:

- a. Noncompliance with school or School Board rules;
- b. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- c. Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others;
- d. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others

- at school or under the supervision of a school authority;
- e. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of any employee or School Board member of the school district in which the student is enrolled.
  - f. Under paragraphs c, d, and e above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The District Administrator, or any principal or teacher designated by the District Administrator shall suspend a student if the student possessed a firearm while at school or while under the supervision of a school authority.

The suspension period applies to “school days.” Thus, a suspension period does not include weekend days or vacation days.

## **2. Suspension Procedure**

Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student will be advised orally or in writing of the reason for the proposed suspension and given an opportunity to explain his or her conduct.

The principal, within his or her discretion, may also inform the student’s parent or guardian of the reason for the proposed suspension prior to suspending the student.

## **3. Notice of Suspension**

The parent or guardian of a suspended minor student shall be given prompt written notice of the suspension and the reason for the suspension by mail and by sending a copy of the notice home with the student. Oral notice may also be given to the student’s parent or guardian; however, it will be confirmed in writing.

## **4. Sending a student home on the day of the Suspension**

Generally, the student should remain in school on the day of the suspension until school is dismissed for the day. Except as provided below:

- If the situation requires that the student be removed from the premises before school is dismissed, the principal shall attempt to contact the student’s parent or guardian to request that s/he pick up the student. If the parent/guardian is unable to pick up the student, the student should remain under the school’s supervision until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision.

## **5. Opportunity to Complete School Work**

A suspended student shall not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete course work missed during the suspension period. Such work shall be completed pursuant to the procedures established by the School Board.

## **6. Reference to the Suspension in the Student’s Record**

The student’s suspension from school shall be entered in the student’s record



as required by the rules adopted by the School Board concerning the content of student records.

The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator or his or her designee, who shall be someone other than a principal, administrator or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records.

Reference to the suspension in the student's school record shall be removed if the District Administrator finds that:

- The student was suspended unfairly or unjustly;
- The suspension was inappropriate, given the nature of the alleged offense; or
- The student suffered undue consequences or penalties as a result of the suspension.

The District Administrator, or the administrator's designee, shall make his or her finding within fifteen (15) days of the conference.

## **7. Co-Curricular or Extra-Curricular Participation**

A student's participation in co-curricular or extra-curricular activities during a suspension shall be determined on a case-by-case basis.

## **B. Expulsion**

### **1. Grounds for Expulsion**

The School Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and it finds that the student:

- Repeatedly refused or neglected to obey the rules established by the School District;
- Knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- Engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health or safety of others;
- Engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or School Board member of the School District in which the student is enrolled; or
- Was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion.

Under this section, conduct that endangers a person or property includes threatening the health or safety of a person or threatening to damage property.

## **2. Expulsion for Bringing a Firearm to School**

The School Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

## **3. Expulsion Hearing**

Prior to expelling a student, the School Board shall provide the student with a hearing. Prior written notice of the expulsion hearing must be sent separately both to the student and his/her parent/guardian(s) if the student is a minor; otherwise just to the student. The notice will comply with the requirements of State law.

The student, or the student's parent/guardian if the student is a minor, has the right to request a closed hearing or the Board may choose to close the hearing. The student and, if the student is a minor, the student's parent or guardian may be represented at the hearing by counsel.

## **4. Expulsion Order**

The Board shall reduce its decision to writing in the form of a written order. If expulsion is ordered, the order must state the length of time that the student is to be expelled. The order should also state specific findings of fact and conclusions of law in support of the decision.

## **5. Student Records**

The student's expulsion from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

### **Discipline of Disabled Students**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.)

#### **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

Students are provided lockers, desks, and other equipment in which to store materials. This equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is

confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

No strip searches will be conducted by any employee of the District, but may be conducted by law enforcement officials, if deemed necessary.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

### **STUDENT'S RIGHTS OF EXPRESSION**

Manawa Elementary School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
  - 1. Is obscene to minors, libelous, indecent, or vulgar,
  - 2. Advertises any product or service not permitted to minors by law,
  - 3. Intends to be insulting or harassing,
  - 4. Intends to incite fighting or presents a likelihood of disrupting school or a school event.
  - 5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
  
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

### **STUDENT SUGGESTIONS AND COMPLAINTS**

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student council.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the principal or to the student council.

## **SECTION V - TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

Bus transportation is provided for all eligible students. The bus schedule and route are available by contacting Kobussen Buses at 920-389-1500.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a written request from a parent/guardian is submitted to the principal stating the reason for the request and the duration of the change and the principal approves.

### **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required all school rules.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following rules and behaviors are expected of all students:

#### **Previous to loading, during the trip, and leaving the bus**

Each student shall:

- Be on time at the designated loading zone (10 minutes prior to scheduled stop);
- Stay off the road at all times while walking to and waiting for the bus;
- Line up single file off the roadway to enter;
- Wait until the bus is completely stopped before moving forward to enter;
- Refrain from crossing a highway until the bus driver signals it is safe;
- Go immediately to a seat and be seated.
- It is the parent/guardians' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

#### **During the trip**

Each student shall:

- Listen to the bus driver;
- Remain seated while the bus is in motion;
- Keep head, hands, arms, and legs inside the bus at all times;
- Not litter in the bus or throw anything from the bus;
- Keep books, packages, coats, and all other objects out of the aisle;
- Be courteous to the driver and to other bus riders;
- Not eat, play games or play cards, etc.;
- Not tamper with the bus or any of its equipment;
- Keep aisle clear;
- Keep hands to self;
- Use respectful voices/volume.

#### **Leaving the bus**

- Each student shall:
- Remain seated until the bus has stopped;
- Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

### **VIDEOTAPES ON SCHOOL BUSES**

All buses are equipped with video and audio recording devices for the purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus the Principal may request the tape and it may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with State and Federal law.

### **PENALTIES FOR INFRACTIONS**

A student who engages in misconduct on a bus shall be subject to discipline and may be deprived of the privilege of riding on the bus.

### **SELF-TRANSPORTATION TO SCHOOL**

- Riding a bike to school is a privilege which can be revoked at any time. A bicycle rack is located in the front area of school. Riding bicycles on the school property during school hours is not permitted except during events or special occasions that involve bicycles.
- The school district is not responsible for lost or stolen bicycles. We encourage students in kindergarten and first grade to ride with a buddy or sibling to ensure safety

**ADDENDUM A**

**SCHOOL DISTRICT OF MANAWA**

**HARASSMENT COMPLAINT FORM**

(Attach additional sheets if necessary)

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Who did the harassment? \_\_\_\_\_

Describe the harassment. Include time, dates, and location for each incident:

\_\_\_\_\_  
\_\_\_\_\_

What was your reaction or what action did you take?

\_\_\_\_\_  
\_\_\_\_\_

List any witnesses or anyone else who has information relevant to this complaint:

\_\_\_\_\_  
\_\_\_\_\_

I understand these incidents will be investigated and that this form will be kept confidential as much as possible.

No person shall provide false information at any time. If a person provides false information to school district officials regarding a complaint, proceeding, employment application, or other matter, appropriate disciplinary action may be taken against the individual who provided the false information.

\_\_\_\_\_  
(Signature)

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE REVIEW THE ATTACHED STUDENT INFORMATION,  
READ THIS PAGE CAREFULLY THEN SIGN THE BOTTOM.**

For the protection and safety of your child, you are being asked to carefully review the attached student registration/emergency form. Please do each of the following:

- Line-out and make legible corrections (preferably using a colored pen)
- Provide current insurance information
- Update all contact information

My signature at the bottom of the page indicates that the health information is correct and/or all needed corrections have been noted on the form.

---

**In the event of a medical emergency, during my absence, I hereby give consent for treatment, administration of anesthesia, and surgical intervention for my (son/daughter) \_\_\_\_\_ as deemed necessary by the attending physician. This consent is extended to the physician, nursing staff, and hospital and will remain in effect until revoked in writing by the undersigned. The parent's recommendation will be respected as far as possible. I understand that in the final disposition of an emergency, the judgment of school authorities and medical staff will prevail. Anytime the above information changes, I will notify the school. Completed information is to be confidentially shared with school staff as medically indicated.**

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2021-22 Student/Parent/Guardian Handbook, Co-Curricular Code of Conduct Acknowledgement:

I have been given the opportunity to view and/or obtain any of the above information for review. My child(ren) and I have read and understand the information contained in each section. By signing below, we agree to follow the rules and guidelines within the Student/Parent/Guardian Handbook, including Co-Curricular Code of Conduct. I am aware that the Handbook and Code of Conduct are available on the School District of Manawa website, in each student's offline Google Drive folder, and available in paper form at each District building.

Student Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Students choosing to excel; realizing their strengths.**

To: Dr. Melanie J. Oppor, Manawa Board of Education  
 From: Dan Wolfgram  
 Date: 5/24/2021  
 Re: 2021-2022 MS Handbook Revisions

The purpose of this memo is to highlight the changes in the MS Handbook as follows:

<b><i>Page #</i></b>	<b><i>Current Language (If applicable.)</i></b>	<b><i>Proposed Change or Addition</i></b>
Cover	2020-2021	2021-2022
2	Athletic Director, Dawn Millard (920) 596-5816  Krystal Draeger, Health & Attendance Paraprofessional  Board of Education Approval: Student Handbook adopted July 2020	Athletic Director, Brad Johnson & Dan Wolfgram (920) 596-5818  Krystal Draeger, SDM Paramedical Specialist / Attendance Paraprofessional  Board of Education Approval: Student Handbook adopted June 2021
	Krystal Draeger, Health & Attendance Paraprofessional	Krystal Draeger SDM Paramedical Specialist
5	2020-2021 School Calendar	2021-2022 School Calendar
6	HEALTH / ATTENDANCE PARAPROFESSIONAL  JACI GRIGNON DISTRICT NURSE	SDM PARAMEDICAL SPECIALIST / ATTENDANCE PARAPROFESSIONAL  _____ JACI GRIGNON DISTRICT NURSE
7	RITA GIPP - CAREERS AND TECHNOLOGY TEACHER  BRAD JOHNSON - MIDDLE SCHOOL TEACHER/PHY. ED	MERIA WRIGHT - CAREERS AND TECHNOLOGY TEACHER  BRAD JOHNSON - MIDDLE SCHOOL TEACHER/PHY. ED / ATHLETIC DIRECTOR
8	● JENNY BESSETTE	● JENNY BESSETTE



	<ul style="list-style-type: none"> <li>• TORI GAST - LIBRARY PARAPROFESSIONAL</li> <li>• RITA GIPP</li> <li>• ANN WARNING</li> <li>• MIKE THOMACK</li> </ul>	<ul style="list-style-type: none"> <li>• TORI GAST - GUIDANCE ADMINISTRATIVE ASSISTANT</li> <li>• MERIA WRIGHT</li> <li>• ARTY PETHKE - CUSTODIAN MAINTENANCE</li> <li>• ANYA WILSON - FOOD SERVICE</li> <li>• MARIE ZIRBEL - LIBRARY PARAPROFESSIONAL</li> </ul>
35	<p>Due to the COVID-19 pandemic, visitors are restricted starting at the beginning of the 2020-21 school year. Visitors will be limited to only essential visits. Parents will be asked not to enter the building past the office. Anyone picking up students will be asked to wait outside and call the office to let the building secretary know when they have arrived. Only visitors with prior approval will be entering the main school building. Examples of reasons for approval are IEP meetings or scheduled staff/parent meetings.</p> <p>When COVID-19 restrictions have been lifted regular visitor procedures will return as follows:</p>	<p><del>Due to the COVID-19 pandemic, visitors are restricted starting at the beginning of the 2020-21 school year. Visitors will be limited to only essential visits. Parents will be asked not to enter the building past the office. Anyone picking up students will be asked to wait outside and call the office to let the building secretary know when they have arrived. Only visitors with prior approval will be entering the main school building. Examples of reasons for approval are IEP meetings or scheduled staff/parent meetings.</del></p> <p><del>When COVID-19 restrictions have been lifted regular visitor procedures will return as follows:</del></p>
42	<p>PROMOTION, PLACEMENT, AND RETENTION</p> <p>Grades 5K-8 Level</p> <p>Criteria: To be promoted all students in grades 3-8 must demonstrate adequate progress in core subject areas. Literacy and numeracy are the foundation of all core subjects. To that end, adequate progress will be determined by end-of-year report card standard scores for core academic subjects at a score of "S" in grades one and two or a "D" or higher in grades three through eight. If adequate progress is not evident, based on the report care scores, multiple measures may be used to compile a</p>	<p>PROMOTION, PLACEMENT, AND RETENTION</p> <p>Grades 6-8 Level</p> <p>Criteria: To be promoted all students in grades 6-8 must demonstrate adequate progress in core subject areas. Literacy and numeracy are the foundation of all core subjects. To that end, adequate progress will be determined by end-of-year report card standard scores for core academic subjects at a score of "S" in grades <del>one and two</del> or a "D" or higher in grades <del>three</del> <b>six</b> through eight. If adequate progress is not evident, based on the report care scores, multiple measures may be used to compile a complete</p>

	complete student learning profile for promotion consideration.	student learning profile for promotion consideration.
43	An educational assessment may be completed upon recommendation of the SAT BCT.	An educational assessment may be completed upon recommendation of the <del>SAT</del> BCT.
53	Qualifications: <ul style="list-style-type: none"> <li>• GPA of 2.75 or higher</li> </ul> Honor Pass Revocation <ul style="list-style-type: none"> <li>• Ten tardies</li> <li>• Three Discipline Referral</li> </ul>	Qualifications: <ul style="list-style-type: none"> <li>• GPA of 3.00 or higher</li> </ul> Honor Pass Revocation <ul style="list-style-type: none"> <li>• Five tardies in a semester</li> <li>• One Discipline Referral</li> <li>• No unexcused absences</li> </ul>
55	<b>Code of Conduct</b>  Any crime dealing with, but not limited to, fighting/assault sexual behavior, vandalism or property damage, theft.  If a student records more than 10 tardies in a semester, the student shall serve a code of conduct violation.	<b>Code of Conduct</b> Possession or use of any alcoholic substance.  Any crime dealing with, but not limited to, <b>fighting/assault</b> , sexual behavior, vandalism or property damage, theft.  <del>If a student records more than 10 tardies in a semester, the student shall serve a code of conduct violation.</del>
56	Second Offense: suspension from 50% of the contests in the present season or a minimum of five (5) contests. Percentages of games lost due to code infractions is based on the total number of games in the season, not what may remain in the rest of that season.  The above co-curricular rules/violations will pertain to all athletes in grades seventh through twelve.	Second Offense: suspension from 50% of the contests in the present season. <del>or a minimum of five (5) contests.</del> Percentages of games lost due to code infractions is based on the total number of games in the season, not what may remain in the rest of that season.  The above co-curricular rules/violations will pertain to all athletes in grades <b>sixth</b> through twelve.
61	3. School-issued equipment is school property and is used during a particular season/event only. At the conclusion of a season/event equipment must be turned in to the coach/advisor in charge. Parent/guardian assistance in this matter will be greatly appreciated. It is the responsibility of the student/athlete and	3. School-issued equipment is school property and is used during a particular season/event only. At the conclusion of a season/event equipment must be turned in to the coach/advisor in charge <b>on the team equipment turn-in day or within two weeks of the final competition or practice. Bills for missing equipment will be sent</b>

	the parent/guardian to have equipment turned in at the proper time.	<b>out one week after the team equipment turn-in day.</b> Parent/guardian assistance in this matter will be greatly appreciated. It is the responsibility of the student/athlete and the parent/guardian to have equipment turned in at the proper time.
62	<p>Athletic Awards (Athletic Activities)</p> <ol style="list-style-type: none"> <li>1. A letter “M” and certificate will be awarded the first time to the athlete who fulfills the varsity requirements set forth by the coach, provided he/she has not been expelled from athletic participation due to training rule violations and finishes the season in good standing.</li> <li>2. Any athlete who earns additional varsity letters shall be presented with a certificate and bar pin signifying this honor.</li> <li>3. Participation certificates are awarded to all athletes who successfully complete a season, but who do not earn a varsity letter.</li> <li>4. All awards will be received and displayed with honor, pride and dignity.</li> <li>5. Any “M” which becomes too shabby to be worn while an award winner is still in school may be turned in to the athletic director for a new letter.</li> <li>6. Any student having a code violation will forfeit the privilege of having their name submitted for any special awards (conference, state, etc.) or honors during the season in which the code violation was committed and/or served.</li> </ol>	<p><del>Athletic Awards (Athletic Activities)</del></p> <ol style="list-style-type: none"> <li><del>1. A letter “M” and certificate will be awarded the first time to the athlete who fulfills the varsity requirements set forth by the coach, provided he/she has not been expelled from athletic participation due to training rule violations and finishes the season in good standing.</del></li> <li><del>2. Any athlete who earns additional varsity letters shall be presented with a certificate and bar pin signifying this honor.</del></li> <li><del>3. Participation certificates are awarded to all athletes who successfully complete a season, but who do not earn a varsity letter.</del></li> <li><del>4. All awards will be received and displayed with honor, pride and dignity.</del></li> <li><del>5. Any “M” which becomes too shabby to be worn while an award winner is still in school may be turned in to the athletic director for a new letter.</del></li> <li><del>6. Any student having a code violation will forfeit the privilege of having their name submitted for any special awards (conference, state, etc.) or honors during the season in which the code violation was committed and/or served.</del></li> </ol>
64	Face coverings are required to prevent the spread of COVID-19. “Face covering” means a piece of cloth or other material that is worn to cover the nose and mouth completely. A “face covering”	<del>Face coverings are required to prevent the spread of COVID-19. “Face covering” means a piece of cloth or other material that is worn to cover the nose and mouth completely. A “face covering” includes</del>

<p>includes but is not limited to a bandana, a cloth face mask, a disposable or paper mask, a neck gaiter, or a religious face covering. A “face covering” does not include face shields.</p>	<p><del>but is not limited to a bandana, a cloth face mask, a disposable or paper mask, a neck gaiter, or a religious face covering. A “face covering” does not include face shields.</del></p>
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The Manawa Middle School Student Handbook will be posted to the School District of Manawa website following Board of Education approval of substantive language changes as presented. The Manawa Board of Education will be notified of the date that this handbook is converted to a version considered compatible for use by individuals with visual impairments or limited vision as per the Office of Civil Rights requirements and posted to the School District of Manawa website. This OCR compatible conversion may impact the appearance of the document (i.e. change in fonts, font sizes, paging in the table of contents, etc.) resulting in technical changes but no substantive changes will be made. Should a substantive change be required, the handbook will be brought back to the Board of Education for approval.

# Student Handbook

## 2021-2022



**Preparing students academically, socially, and emotionally  
for future success.**

**Manawa Middle School**  
School District of Manawa  
515 E. Fourth Street  
Manawa, WI 54949

Telephone: (920) 596-2524 – Fax: (920) 596-2655

[www.manawaschools.org](http://www.manawaschools.org)

# **Manawa Middle School Student Handbook 2021-2022**



Dear Students and Parent/Guardians:

Welcome to the 2021-2022 school year. We are extremely excited about this school year. As a middle school staff, we believe in focusing on students' academic, social, and emotional needs as they navigate the "Middle" between elementary school and high school. This handbook has been designed to help answer your questions about the procedures used in this district and specifically this building. Once you have completed reading through the handbook, it is mandatory that you sign the last page and return it to the school office. I look forward to a tremendous year working together.

Yours in education,

Dan Wolfgram

- Dan Wolfgram, Principal (920) 596-5310
- Danielle Brauer, Elementary Principal & Director of Special Education, (920) 596-5301
- Athletic Director, Brad Johnson & Dan Wolfgram (920) 596-5831
- Janine Connolly, School Counselor (920) 596-5802
- Carrie Koehn, Administrative Assistant, (920) 596-5800
- Krystal Draeger, Health & Attendance Paraprofessional (920) 596-5801
- Jeff Bortle, Dean of Students, 920-596-5806

Board of Education Approval:  
Student Handbook adopted June 2021

**MANAWA MIDDLE SCHOOL  
SOCIAL AND EMOTIONAL LEARNING FOCUS**

**What is social and emotional learning?**

Social and emotional learning focuses on helping students learn and apply skills in the following areas:

- **Understanding and managing emotions**
- **Setting and achieving positive goals**
- **Feeling and showing empathy for others**
- **Establishing and maintaining positive relationships**
- **Making responsible decisions**

**How will middle school students be given this instruction?**

Middle school staff have been trained in providing direct instruction, embedding lessons into content areas, and modeling behaviors to assist students in their learning.

**Why is social and emotional learning important?**

The Wisconsin Department of Public Instruction has implemented Social Emotional Learning practices in order to help all students in Wisconsin become college and career ready by being academically prepared, socially competent, and emotionally competent. Social and Emotional Learning skills are life-long and something that students will use their entire life.

**What is the foundation for Social and Emotional Learning?**

At Manawa Middle School, we believe that RELATIONSHIPS are the key to social and emotional learning. This means positive relationships between students, staff, and families. We strive to build these relationships first and continue to build these throughout middle school and beyond.

**What will students focus on for their Social and Emotional Learning?**

The Wisconsin Department of Public Instruction along with the Collaborative for Academic, Social and Emotional Learning (CASEL) has five domains that students will focus on:

- **Self-Awareness**
- **Self-Management**
- **Social Awareness**
- **Responsible Decision Making**
- **Relationship Skills**

# SEL Core Competencies

- Self-Management**
- Regulating one's emotions
  - Managing stress
  - Self-control
  - Self-motivation
  - Stress management
  - Setting and achieving goals

- Self-Awareness**
- Labeling one's feelings
  - Relating feelings and thoughts to behavior
  - Accurate self-assessment of strengths and challenges
  - Self-efficacy
  - Optimism



- Social Awareness**
- Perspective taking
  - Empathy
  - Respecting diversity
  - Understanding social and ethical norms of behavior
  - Recognizing family, school, and community supports

- Responsible Decision-Making**
- Considering the well-being of self and others
  - Recognizing one's responsibility to behave ethically
  - Basing decisions on safety, social and ethical considerations
  - Evaluating realistic consequences of various actions
  - Making constructive, safe choices for self, relationships and school

- Relationship Skills**
- Building relationships with diverse individuals and groups
  - Communicating clearly
  - Working cooperatively
  - Resolving conflicts
  - Seeking help

Sources: CASEL, Acknowledge Alliance



# School District of Manawa 2021-2022 Calendar



JULY '21						
S	M	T	W	T	F	S
				1	<del>2</del>	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
2 Contracted Teacher Floating Wk Days New Curriculum Floating Wk Day						
July 2 Independence Day Observed						
21 student days						

AUGUST '21						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Aug 25 New Teacher Orientation Aug 26, 30 Teacher In-Service Aug 31 All District Staff In-Service						
Aug 31 Back to School Night 3:30-6:30						
21 student days						

SEPTEMBER '21						
S	M	T	W	T	F	S
			1	2	3	4
5	<del>6</del>	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
Sept 1 First Day of School - Full Day Sept 6 No School						
21 student days						

OCTOBER '21						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	<del>29</del>	30
31						
Oct 28 Half Day & P/T Conf 12:30-7:30 Oct 29 No School						
19.5 student days						

NOVEMBER '21						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	<del>25</del>	<del>26</del>	27
28	29	30				
Nov 24 Half Day Nov 25-26 No School						
19.5 student days						
Nov 5 First Quarter ends (45.5 days)						

DECEMBER '21						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	<del>23</del>	<del>24</del>	25
26	<del>27</del>	<del>28</del>	<del>29</del>	<del>30</del>	<del>31</del>	
Dec 23-31 No School						
16 student days						

JANUARY '22						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	<del>24</del>	25	26	27	28	29
30	31					
Jan 24 No School Jan 24 Teacher In-Service/Records Day						
20 student days						
Jan 21 Second Quarter ends (45.5 days)						

FEBRUARY '22						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	<del>21</del>	22	23	24	25	26
27	28					
Feb 3 & 10 P/T Conf 3:30 - 7:30 Feb 21 No School Feb 21 Teacher In-Service						
19 student days						

MARCH '22						
S	M	T	W	T	F	S
		1	2	3	4	5
6	<del>7</del>	<del>8</del>	<del>9</del>	<del>10</del>	<del>11</del>	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
March 7-11 No School						
18 student days						

APRIL '22						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	<del>15</del>	16
17	<del>18</del>	19	20	21	22	23
24	25	26	27	28	29	30
Apr 15 No School Apr 18 No School / 1st Make-Up Day						
19 student days						
Apr 1 Third Quarter ends (43 days)						

MAY '22						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	<del>30</del>	31				
May 28 Commencement May 30 No School						
21 student days						

JUNE '22						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
June 1 Full Day June 3 Last Day of School - Full Day June 3 Teacher After School Records						
4th Quarter 42 days						

Wednesdays - 1 Hour Early Dismissal for Professional Development (marked in green)						
176 Student Days						
The first three snow days are not made up. In the event of a fourth snow day, April 18 will become a student day.						

BOE Approved 4/26/2021

**OFFICE STAFF**

NAME	CONTENT AREA	EMAIL
DANIELLE BRAUER	ELEMENTARY PRINCIPAL / DIRECTOR OF SPECIAL EDUCATION	<a href="mailto:dbrauer@manawaschools.org">dbrauer@manawaschools.org</a>
	DIRECTOR OF TECHNOLOGY	
KRYSTAL DRAEGER	SDM PARAMEDICAL SPECIALIST / ATTENDANCE PARAPROFESSIONAL	<a href="mailto:kdraeger@manawaschools.org">kdraeger@manawaschools.org</a>
CARRIE KOEHN	ADMINISTRATIVE ASSISTANT	<a href="mailto:ckoehn@manawaschools.org">ckoehn@manawaschools.org</a>
BRAD JOHNSON & DAN WOLFGRAM	ATHLETIC DIRECTOR	<a href="mailto:bjohnson@manawaschools.org">bjohnson@manawaschools.org</a>
CARMEN O'BRIEN	BUSINESS MANAGER	<a href="mailto:carmen.obrien@manawaschools.org">carmen.obrien@manawaschools.org</a>
MELANIE J. OPPOR, PhD	DISTRICT ADMINISTRATOR	<a href="mailto:moppor@manawaschools.org">moppor@manawaschools.org</a>
VAL PARI	INTERVENTIONIST	<a href="mailto:vpari@manawaschools.org">vpari@manawaschools.org</a>
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BRENDA SUEHS	FOOD SERVICE MANAGER	<a href="mailto:bsuehs@manawaschools.org">bsuehs@manawaschools.org</a>
DAN WOLFGRAM	HIGH AND MIDDLE SCHOOL PRINCIPAL	<a href="mailto:dwolfgram@manawaschools.org">dwolfgram@manawaschools.org</a>

**MANAWA MIDDLE SCHOOL STAFF**

<b>NAME</b>	<b>CONTENT AREA</b>	<b>EMAIL</b>
	SPANISH TEACHER	
SARAH BORTLE	6 <sup>TH</sup> GRADE ART TEACHER	<a href="mailto:sbortle@manawschools.org">sbortle@manawschools.org</a>
TRACY BREAKER	MIDDLE SCHOOL TEACHER	<a href="mailto:tbreaker@manawaschools.org">tbreaker@manawaschools.org</a>
CARRIE GRUMAN	VOCAL MUSIC TEACHER	<a href="mailto:cgruman@manawaschools.org">cgruman@manawaschools.org</a>
JANINE CONNOLLY	SCHOOL COUNSELOR	<a href="mailto:jconnolly@manawaschools.org">jconnolly@manawaschools.org</a>
MARY ECK	AT RISK COORDINATOR/MATH TEACHER	<a href="mailto:meck@manawaschools.org">meck@manawaschools.org</a>
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JILL KRAUSE	PHY ED/ADAPTED PHY ED/HEALTH TEACHER	<a href="mailto:jkrause@manawaschools.org">jkrause@manawaschools.org</a>
JENNIFER KRUEGER	DISTRICT MEDIA SPECIALIST/WEB MASTER	<a href="mailto:jkrueger@manawaschools.org">jkrueger@manawaschools.org</a>
DAWN MILLARD	MIDDLE SCHOOL TEACHER	<a href="mailto:dmillard@manawaschools.org">dmillard@manawaschools.org</a>
KEVIN MURPHY	PHY ED/HEALTH TEACHER	<a href="mailto:kmurphy@manawaschools.org">kmurphy@manawaschools.org</a>
AUSTIN ROHAN	INSTRUMENTAL MUSIC TEACHER	<a href="mailto:arohan@manawaschools.org">arohan@manawaschools.org</a>
	SPECIAL EDUCATION TEACHER	
MERIA WRIGHT	CAREERS AND TECHNOLOGY TEACHER	<a href="mailto:mwright@manawaschools.org">mwright@manawaschools.org</a>
NANCY ZABLER	ART TEACHER	<a href="mailto:nzabler@manawaschools.org">nzabler@manawaschools.org</a>
NATE ZIEMER	MIDDLE SCHOOL TEACHER	<a href="mailto:nziemer@manawaschools.org">nziemer@manawaschools.org</a>

**VALUABLE MEMBERS OF MANAWA MIDDLE SCHOOL**

SHARON BALDWIN	FOOD SERVICE
RENEE BEHNKE	PARA-PROFESSIONAL
JENNY BESSETTE	GUIDANCE ADMINISTRATIVE ASSISTANT
DENISE BUSCHKE	FOOD SERVICE
DANA BONIKOWSKE	PARA-PROFESSIONAL
TORI GAST	GUIDANCE ADMINISTRATIVE ASSISTANT
JESSIE ORT	PARA-PROFESSIONAL
ARTY PETHKE	CUSTODIAN / MAINTENANCE
COLEEN PHELAN	PARA-PROFESSIONAL
DONNA WHEELER	FOOD SERVICE
ANYA WILSON	FOOD SERVICE
MARY WILSON	CUSTODIAN
MARIE ZIRBEL	LIBRARY PARAPROFESSIONAL

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This Student/Parent/guardian Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the District Administrator. 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 you have questions or would like more information about a specific issue, contact your school principal.

## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parent/guardians may have during a school year. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for future use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal Dan Wolfgram or the School Counselor. You will find their e-mail addresses listed in the Staff Directory section of the handbook.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. If any of the policies or administrative guidelines referenced herein are revised after JULY 2021

the language in the most current policy or administrative guideline prevails. The current policies and guidelines are available on the District's website.

### **MISSION OF THE MANAWA MIDDLE SCHOOL**

***Preparing students academically, socially, and emotionally for future success***

#### **WHAT WE VALUE AS A MIDDLE SCHOOL**

Manawa Middle School recognizes that its students are “in the middle”, not quite high school students, but no longer elementary school students. The middle school staff recognizes the challenges of this age level and also looks to celebrate their uniqueness as individuals. The emphasis in middle school is on social and emotional learning, or learning that takes into account the social, emotional, academic, and physical needs of middle school students. The primary goal of the middle school staff is to BUILD RELATIONSHIPS with students and to then focus on their learning.

The middle school will function on a step-by-step model to increase responsibility. What does this mean? This means that with all expectations, students are first taught the expectation and given ample time to practice their new skills. As the school year progresses, students will take more responsibility for their learning and behaviors. The goal for middle school students is to build new habits that will make them successful socially, emotionally, and academically in high school and beyond.

#### **NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATION OPPORTUNITY**

The 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.

This policy is intended to support and promote nondiscriminatory practices in all District and school activities, particularly in the following areas:

- A. use of objective bases for admission to any school, class, program, or activity;
- B. prohibition of harassment towards students and procedures for the investigation of claims (see Policy 5517);
- C. use of disciplinary authority, including suspension and expulsion authority;
- D. administration of gifts, bequests, scholarships and other aids, benefits, or services to students from private agencies, organizations, or persons;
- E. selection of instructional and library media materials in a nondiscriminatory manner and that reflect the cultural diversity and pluralistic nature of American society;
- F. design and implementation of student evaluation practices, materials, and tools, but not at the exclusion of implementing techniques to meet students' individual needs;
- G. design and configuration of facilities;
- H. opportunity for participation in extra-curricular and co-curricular activities, provided that separate programs for male and female students may be available provided comparable activities are made available to all in terms of type, scope, and District support; and
- I. the school lunch program and other school-sponsored food service programs.

The Board is also committed to equal employment opportunity in its employment policies and practices as they relate to students. The Board's policies pertaining to employment practices can be found in Policy 1422, Policy 3122, and Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

Any person who believes that the MANAWA Middle School or any staff person has discriminated against them in violation of this policy may file a complaint. A formal complaint can be made in writing to a School Compliance Officer/Title IX Coordinator listed below:

Dan Wolfgram  
Principal (920) 596-5310  
[dwolfgram@manawaschools.org](mailto:dwolfgram@manawaschools.org)

Carmen O'Brien  
Business Manager (920) 596-5332  
[carmen.obrien@manawaschools.org](mailto:carmen.obrien@manawaschools.org)

If at any time during the investigation process the investigator determines that the complaint is properly defined as bullying because the conduct at issue is not based on a student's protected characteristics, the investigator shall transfer the investigation to the appropriate building principal.

Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

Little Wolf High School is committed to an educational environment that is free of harassment of any form. The school will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the school district community. Additionally, appropriate



action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

### **Harassment Policy\***

*\*Parent/guardians and students are encouraged to read the full text of the Board of Education policy governing Anti-Harassment and bullying available on the District web site or by contacting the school main office.*

### **Summary of Board of Education Policy**

It is the policy of the Board of Education to maintain an educational environment that is free from all forms of harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging and reporting any form of unlawful harassment. This policy applies to conduct occurring on school property or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

### **Definitions**

- Bullying (See the bullying policy immediately following this section)
- Harassment: Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student that:
  1. Places a student in reasonable fear of harm to his/her person or damage to his/ her property;
  2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
  3. Has the effect of substantially disrupting the orderly operation of a school.
- Sexual Harassment: Unwelcome sexual advances, requests of sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. Important...parent/guardians and students are encouraged to read the entire Board of Education policy with corresponding examples.
- Other forms of harassment such as race/color, religion, national origin, and disability are defined in the full text of the Board of Education policy.

### **Reporting Procedures**

Students and all other members of the School District community, as well as third parties, are encouraged to promptly report incidents of harassing conduct to a school staff member (teacher, counselor, or principal, for example) so the conduct can be addressed before it becomes severe, pervasive, or persistent. The District will investigate as described below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that is false.

The reporting procedures are as follows:

1. Any student, parent/guardian of a student, teacher, school staff member, or school community member is encouraged to report the alleged act(s) to the school principal or district compliance officers/ Title IX Coordinator.
2. The reporting party shall be encouraged to use a report form (See Addendum A) available in each school main office, but oral reports shall be considered complaints as well.
3. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, each school's building principal will designate one male and one female staff person (designated as Complaint Coordinators/ Title IX Coordinator) to receive reports of harassment prohibited by this policy.

### **Confidentiality**

The District will make all reasonable efforts to protect the rights of the complainant and the respondent. The District will respect the privacy of the complainant, the respondent, and all witnesses in a manner consistent with the District's legal obligation under state and federal law.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonable calculated to stop the harassment and prevent further such harassment. A violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension /expulsion of a student. All disciplinary action will be taken in accordance with applicable law and the ages and maturity levels of the students.

### **Retaliation**

Any act of retaliation against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation is prohibited.

**SCHOOL DISTRICT OF MANAWA HARASSMENT COMPLAINT FORM** – Addendum A at the end of this handbook.

### **Bullying Policy**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions that cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

### **Definitions**

#### **"Bullying"**

Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of

power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional wellbeing. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

The Board recognizes that cyberbullying can be particularly devastating to young people because:

- 1. Cyberbullies more easily hide behind the anonymity that the Internet provides;
- 2. Cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
- 3. Cyberbullies do not have to own their own actions, or fear punishment for their actions, as it is usually very difficult to identify cyberbullies;
- 4. Furthermore, the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased with cyberbullying;
- 5. Cyberbullies can impersonate others with the intent to embarrass or harm them or hacking into, or otherwise gaining access to, another's others' electronic accounts (emails, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

Cyberbullying includes, but is not limited to the following:

- 1. posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
- 2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
- 3. using a camera phone to take and send embarrassing photographs of students;
- 4. posting misleading or fake photographs of students on web sites.

**"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of sex, (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical,

mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws. Harassment is prohibited by Policy [5517](#) – Student Anti-Harassment.

**"Staff"** includes all school employees and Board members.

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of hazing and instances that could possibly be construed as hazing, consult Policy [5516](#).

### **Complaint Procedures**

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or the District Administrator.

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

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. If, during an investigation of a reported act of bullying in accordance with this Policy, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on sex (transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with Policy 5517 – Student Anti- Harassment.

Parents of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to, reprimand, suspension, or possible expulsion. Furthermore, the result of an investigation that finds that bullying has occurred may result in discharge for employees,

exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, of the remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying incidents. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliating and intentionally making a false report may result in disciplinary action.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to inform parents, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Notification**

Notice of this policy will be annually distributed to all students enrolled in the School District, their parents and/or guardians and employees. The policy will also be distributed to organizations in the community having cooperative agreements with the schools. Additionally, the policy will be posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. All new hires will be required to review and sign off on this policy and the related complaint procedure.

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

### **Records and Reports**

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

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

## **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The District Administrator shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines on bullying will be age and content appropriate.

## **SEXUAL HARASSMENT**

"Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of access to educational opportunities or program;
- B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education;
- C. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- D. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- E. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- F. unwelcome behavior or words directed at an individual because of gender;

Examples are:

- 1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
  - 2. rating a person's sexuality or attractiveness;
  - 3. staring or leering at various parts of another person's body;
  - 4. spreading rumors about a person's sexuality;
  - 5. letters, notes, telephones calls, or materials of a sexual nature;
  - 6. displaying pictures, calendars, cartoons, or other materials with sexual content.
- G. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life.

Boundary invasions may be appropriate or inappropriate. Appropriate boundary invasions make medical or educational sense. For example, a teacher or aide assisting a kindergartner after a toileting accident or a coach touching a student during wrestling or football can be

appropriate. However other behaviors might be going too far, are inappropriate and may be signs of sexual grooming.

Inappropriate boundary invasions may include, but are not limited to the following:

1. hugging, kissing, or other physical contacts with a student;
2. telling sexual jokes to students;
3. engaging in talk containing sexual innuendo or banter with students;
4. talking about sexual topics that are not related to the curriculum;
5. showing pornography to a student;
6. taking an undue interest in a student (i.e. having a "special friend" or a "special relationship");
7. initiating or extending contact with students beyond the school day for personal purposes;
8. using e-mail, text messaging or websites to discuss personal topics or interests with students;
9. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
10. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
11. going to a student's home for non-educational purposes;
12. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of a student);
13. giving gifts or money to a student for no legitimate educational purpose;
14. accepting gifts or money from a student for no legitimate educational purpose;
15. being overly "touchy" with students;
16. favoring certain students by inviting them to come to the classroom at non-class times;
17. getting a student out of class to visit with the staff member;
18. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
19. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);
20. being alone with a student behind closed doors without a legitimate educational purpose;
21. telling a student "secrets" and having "secrets" with a student;
22. other similar activities or behavior:

Inappropriate boundary invasions are prohibited and must be reported promptly to one of the District Compliance Officers, as designated in this policy, the Building Principal, Title IX Coordinator, or the District Administrator.

- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history; and
- I. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

It is also the policy of the Board that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the work place, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.

Not all behavior with sexual connotations constitutes sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's education, or such that it creates a hostile or abusive educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

#### **SECTION 504/ADA COMPLAINT**

Any person who believes that the Manawa Middle School or any staff person has discriminated against them in violation of the District's Section 504/ADA policy may file a complaint. A formal complaint can be made in writing to a School Compliance Officer listed below:

Janine Connolly  
School Counselor, (920) 596-5802  
[jconnolly@manawaschools.org](mailto:jconnolly@manawaschools.org)

The complaint procedure is available in the school office.



# **SCHOOL DAY/BELL SCHEDULES**

## **MANAWA MIDDLE SCHOOL BELL SCHEDULE**

**Warning Bell: 7:40**

### **Middle School**

**Period 1 7:45 – 8:35**

**Period 2 8:39 – 9:29**

**Period 3 9:33 – 10:23**

**Period 4 10:27 - 11:17**

**Lunch 11:17 – 11:47**

**Period 5 11:51 – 12:41**

**Period 6 12:45 – 1:35**

**Period 7 1:39 – 2:29**

**RtI 2:33 – 3:05**

## **EARLY RELEASE BELL SCHEDULE**

**Warning Bell 7:40**

### **Middle School**

**Period 1 7:45 - 8:26**

**Period 2 8:30 - 9:11**

**Period 3 9:15 - 9:56**

**Period 4 10:00 - 10:41**

**Lunch 10:41 - 11:11**

**Period 5 11:15 - 11:56**

**Period 6 12:00 - 12:41**

**Period 7 12:45 - 1:26**

**RtI 1:30 - 2:05**

*\*Wednesday Early Dismissal will be 2:05 p.m., except on  
September 1<sup>st</sup> and June 1<sup>st</sup> - dismissal will be at 3:05 p.m.*

## **20 - Minute HOMEROOM SCHEDULE**

**Warning Bell: 7:40 Middle School**

### **Middle School**

**Homeroom 7:45 – 8:05**

**Period 1 8:09 – 8:56**

**Period 2 9:00 – 9:47**

**Period 3 9:51 – 10:37**

**Period 4 10:41 - 11:28**

**Lunch 11:28 – 11:58**

**Period 5 12:02 – 12:49**

**Period 6 12:53 – 1:40**

**Period 7 1:44 – 2:31**

**RtI 2:35 – 3:05**

## **EARLY RELEASE ½ DAY BELL SCHEDULE**

**Warning Bell 7:40 Middle School**

### **Middle School**

**Period 1 7:45 – 8:11**

**Period 2 8:15 – 8:41**

**Period 3 8:45 – 9:11**

**Period 4 9:15 - 9:41**

**Period 5 9:45 – 10:11**

**Period 6 10:15 – 10:41**

**Lunch 10:41 – 11:11**

**Period 7 11:15 – 11:41**

**RtI 11:45 – 12:15**

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of Manawa Middle School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures will comply with the requirements of State and Federal law.

Parents/guardians have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, mail or hand delivery may be used to ensure contact. Parents/guardians are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the principal.

- Adult students (age eighteen (18) or older) are expected to follow all school rules. If residing at home, adult students should include their parent/guardians in their educational program.

## **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify a staff person immediately.

All students must have an emergency medical card completed, signed by a parent/guardian or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or to the office staff. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes injured or ill during the school day should request permission from the teacher to go to the office. The office staff will determine whether the student should remain in school or go home. No student will be released from school without proper parent/guardian permission.

## **HOMEBOUND INSTRUCTION**

The District may arrange for individual instruction to students of legal school age who are not able to attend classes because of a serious physical or emotional disability.

Parents/guardians should contact the principal regarding procedures for such instruction.

## **SECTION I - GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

Students generally enroll in the district in which they live. However, the Board will release a resident student who is accepted as a student in another school district under that district's open enrollment program.

Students who are new to Manawa Middle School are required to enroll with their parent or legal guardian unless eighteen (18). When enrolling, the parents/guardians will need to bring:

- A. A birth certificate or similar document;
- B. Custody papers from a court (if appropriate);
- C. Proof of residency; and
- D. Proof of immunizations and/or an appropriate waiver.

In some cases, a temporary enrollment may be permitted. If that is done, the parent/guardian will be told what records are needed to complete the enrollment process.

Students enrolling from another accredited school will have their courses and grades evaluated by the counseling department. The office staff will assist parents/guardians in obtaining the official records from the other school.

Homeless students who meet the federal definition of homeless may enroll and will be under the direction of the Homeless Liaison with regard to enrollment procedures.

Adult students (eighteen (18) years of age or older) may enroll themselves, but if residing with their parent/guardians, are encouraged to include them in the process. Adult students do carry the responsibilities of both the student and parent/guardian and are expected to follow all School rules.

### **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the school counselor. Student requests for schedule changes should be made within the first week of class. It is important to note that some courses may be denied because of limited space or the need to complete prerequisites courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

### **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent/guardian whose signature is on file in the school office or the parent/guardian coming to the school office to request the release. No student will be released to a person other than a custodial parent or guardian without a permission note signed by the custodial parent-or guardian.

### **TRANSFER OUT OF THE DISTRICT**

If a student plans to transfer to another school, the parent/guardian must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. Parents/guardians are encouraged to contact the school counselor for specific details.

## **OPEN ENROLLMENT**

The School District of Manawa will participate in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the District, all as amended from time-to-time.

## **WITHDRAWAL FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parent/guardian and completion of any required forms.

## **IMMUNIZATIONS**

Each student must have the immunizations required by the Wisconsin Department of Health and Human Services or must have an authorized waiver. If a student does not have the necessary shots or waivers, s/he may be excluded from school as permitted by law. This is for the safety of all students and staff. Any questions about immunizations or waivers should be directed to the School Nurse, Terri Brooks.

## **STUDENT ACCIDENTS/ILLNESS/CONCUSSION**

The School District of Manawa believes that school personnel have certain responsibilities in case of accidents, illness or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, and notification of administration personnel, notification of parent/guardian, and the filing of accident reports.

## **EMERGENCY MEDICAL AUTHORIZATION**

Per Board policy, every student must have an Emergency Medical Authorization Form completed and signed by his/her parent/guardian in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The school has made the Emergency Medical Authorization Form available to every parent/guardian at the time of enrollment. A student's failure to return the completed form to school may jeopardize the student's participation in school activities.

## **ADMINISTRATION OF MEDICATIONS**

For purposes of this guideline:

- A. "Practitioner" shall include any physician, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any State.
- B. "Medication" shall include all drugs including those prescribed by a practitioner and any nonprescription drug products.
- C. "Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body.
- D. "Nonprescription drug product" means any non-narcotic drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

Nonprescription drug products include cough drops that contain active ingredients.

These cough drops must be handled in the same manner as aspirin, Advil and Tylenol. If a cough drop contains only sugar, water, and some menthol, the procedures for handling nonprescription drug products are not required.

### **Prescribed Medications**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should determine with their practitioner's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours. This written and signed request form is to be submitted on an annual basis, or more often if changes in dosage occur, and will include:
  1. student's name and date of birth;
  2. medication and dosage or procedure required;
  3. times required;
  4. special instructions including storage and sterility requirements;
  5. date prescribed medication will be started;
  6. date prescribed medication will no longer be needed;
  7. practitioner's name, address, and telephone number;
  8. authorization for school personnel to administer the prescribed medication, if necessary, but only in the presence of an authorized staff member or parent;
  9. agreement to notify the school in writing if the medication, dosage, schedule, or procedure is changed or eliminated. A new request form must be submitted each school year or for each new medication.
- C. For each prescribed medication, the medication shall be in the original pharmacy-labeled package with the following information in a legible format:
  1. student's name
  2. practitioner's name
  3. date
  4. pharmacy name and telephone
  5. name of medication
  6. prescribed dosage and frequency
  7. special handling and storage directions
- D. All medications to be administered during school hours must be registered with the Principal's office. Upon receipt of the medication, the health aide shall verify the amount of medication brought to the school and indicate that amount on the student's medication log sheet.
- E. Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent. Two to four (2-4) weeks' supply of medication is recommended.



## **ASTHMA INHALERS AND EPI-PENS**

### **Use of Metered Dose or Dry Powder Inhalers**

Asthmatic students may, while in school, at a school-sponsored activity, or under the supervision of a school authority, possess and use a metered dose inhaler or dry powder inhaler when the following three (3) conditions are met.

1. The student is required to carry an inhaler for use prior to physical activity to prevent the onset of asthmatic symptoms or for use to alleviate asthmatic symptoms, and
2. the completed Parent Consent form for a minor student has been submitted to the Principal, and
3. the practitioner's order for medication administration has been submitted to the Principal authorizing the student to possess and use an inhaler.

Asthmatic students who are not required to carry an inhaler shall follow the guidelines which apply to all other prescription medications and their administration.

### **Use of Epi-pen**

Students who may suffer from severe allergic reactions may, while in school, at a school-sponsored activity, or under the supervision of a school authority, possess and use an epi-pen when three (3) conditions are met.

1. The student is required to carry the epi-pen for use to prevent the onset of an allergic reaction, and
2. the completed Parent Consent form for a minor student has been submitted to the Principal, and
3. the practitioner's order for medication administration has been submitted to the Principal authorizing the student to possess and use the epi-pen.

Students who may suffer from severe allergic reactions but are not required to carry an epi-pen shall follow the guidelines which apply to all other prescription medications and their administration.

School personnel are not required to administer a nonprescription drug product or prescription drug by means other than ingestion. However, personnel designated to administer medications may indicate a willingness to provide medications, in an emergency or special situation, by means other than ingestion. This is done only under the direction and delegation of the school nurse. The school nurse shall provide instruction and written protocols, as well as documentation that both were provided.

Dispensing of nonauthorized, nonprescription drug products by District employees to students served by the District is prohibited. Where investigation confirms such conduct, prompt corrective action shall be taken, up to and including dismissal.

To minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches should never dispense, supply or recommend the use of any drug, medication, or food supplement for performance-enhancing purposes.

School personnel trained to administer medications shall keep a copy of the Administration of Medication Policy and Guidelines in an accessible spot for quick reference and have the right to

refuse to administer medication to students when the required authorization forms and signatures have not been completed.

### **USE OF NONPRESCRIBED (DRUG PRODUCTS)**

In those circumstances where a student must take a Nonprescription Drug Product during the school day, the following guidelines are to be observed:

- A. The Nonprescription Drug Product Request and Authorization Form must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours.
- B. For each nonprescription drug product, the container shall be the original manufacturer's package and the package must list in a legible format the ingredients and recommended therapeutic dose.

The parents request to administer a nonprescription drug product shall contain the following information:

1. student's name
2. date
3. name of medication
4. dosage and frequency
5. special handling and storage directions

### **HEAD LICE**

If a child in the District is found to have lice, the child's parent/guardian will be contacted to have the child treated and to pick him/her up immediately. After treatment and upon returning to school, the child will be examined by the school health staff or principal. The District practices a policy of "no live lice" and no nits as criteria for return to school.

### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. A teacher, nurse, or principal may send home a student who is suspected of having a communicable disease and will notify the parent/guardian of such action and the reason(s) it was taken. School officials may be required to notify local health officials if they suspect a student has a communicable disease as identified by the Wisconsin Department of Health Services. School officials will comply with notification requirements of the Department of Health and Family Services in addition to notifying the student's parent/guardian.

Examples of such diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Wisconsin Department of Health and Human Services.

Any student's removal from school will only be for the contagious period as specified in the school's administrative guidelines.

### **DIRECT CONTACT COMMUNICABLE DISEASES**

In the case of non-casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have

his/her status reviewed by a panel of resource people to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health and Human Services.

As required by Federal and State law, parents/guardians may be required to have their child's blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **INDIVIDUALS WITH DISABILITIES AND LIMITED ENGLISH PROFICIENCY**

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation and placement procedure. Parent/guardian involvement in this procedure is generally required. More important, the school encourages parents/guardians to be active participants. To inquire about special education programs and services, a parent/guardian should contact Danni Brauer (920) 596-5301.

The district is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

Services are also available to students with limited English proficiency. To inquire about programs and services, a parent/guardian should contact Jacki Sernau at (920) 596-5738.

### **STUDENT RECORDS**

The origination and maintenance of appropriate student records are essential to the effective operation of the District and meeting the educational interests of students. The rights and responsibilities of students, parent/guardians and the District with respect to student records are governed by State and Federal law. Many student records are kept by teachers, counselors and administrative staff. There are two (2) basic kinds of student records -- directory information and confidential records.

Directory information can be given to any person or organization for educational purposes or non-business purposes when requested, unless the parent/guardians of the student object in writing to the disclosure as required under school policy and State and Federal law. Directory information generally includes student records that identify a student's name, photograph, participation in officially recognized activities and sports, weight and height for members of athletic teams, date of graduation, and degrees and awards received. Directory information also includes a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a district's electronic systems, if, standing alone, it cannot be used to access student education records, (i.e. a pin number, password, or other factor is also needed).

- If parents/guardians and eligible students do not submit their written objection to dissemination to the Board, directory information may be utilized by the District Administrator in District-wide publications, on the cable television educational access channel, or on the District's website. The directory information used will be properly verified and approved by the District Administrator.

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parent's/guardian's consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent's/guardian's written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, please contact Dr. Melanie J. Oppor.

Parents/guardians and students are reminded of: 1) their rights to inspect, review and obtain copies of students records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; 4) the categories of student record information which have been designated as directory information and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, his/her parents/guardians, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or his/her parent/guardians;
- B. Mental or psychological problems of the student or his/her family;
- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or his/her parent/guardians; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents/guardians may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the Manawa Business Office to inspect such materials.

Further, parent/guardians have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent/guardian will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The District Administrator will provide notice directly to parents/guardians of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the District Administrator is directed to notify parents/guardians of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- The administration of any survey by a third party that contains one or more of sensitive information contained in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA). Parents/guardians and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW 20202-4605  
 Washington, D.C.  
[www.ed.gov/offices/OM/fpc](http://www.ed.gov/offices/OM/fpc)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: [FERPA@ED.Gov](mailto:FERPA@ED.Gov); and [PPRA@ED.Gov](mailto:PPRA@ED.Gov).

### **STUDENT FEES, FINES, AND CHARGES**

Fees will be charged for the following non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

#### **MANAWA MIDDLE SCHOOL FEES**

##### **FEES FOR EVERY STUDENT**

<b>District Fee</b>	<b>\$20.00</b>
<b>6<sup>th</sup> Grade Class</b>	<b>\$ 5.00</b>
<b>7<sup>th</sup> Grade Class</b>	<b>\$ 5.00</b>
<b>8<sup>th</sup> Grade Class</b>	<b>\$ 5.00</b>

<b>Student Snowmobile Parking Permits: New permit required each school year.</b>	<b>Required for all snowmobiles parked on district property (snowmobiles must be registered with the DNR and helmets must be D.O.T. approved).</b>	<b>\$ 5.00</b>
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##### **OPTIONAL FEES**

<b>Student Athletic Pass</b>		<b>\$ 5.00</b>
<b>Yearbook</b>		<b>\$12.00</b>
<b>Sports Fees</b>	<b>Student Max \$60 / Family Max \$150</b>	<b>\$15.00/Sport</b>

Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Students who fail to pay fines, fees, or charges may be denied participation in graduation ceremonies.

### **STUDENT FUND-RAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

- Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- A student will not be allowed to participate in a fund-raising activity for a group in which s/he is not a member without the approval of the student's teacher or counselor.
- No student may participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- House-to-house canvassing by any student is not allowed for any fundraising activity.
- Students under the age of nine (9) must be accompanied by a parent/guardian or person sixteen (16) years of age or older.
- Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.
- No student may participate in a fund-raising activity conducted by a parent/guardian group, booster club, or community organization on school property without the approval of the principal.
- Fundraising by students on behalf of school-related organizations whose funds are not managed by the District may be permitted on school grounds by the District Administrator. If the fundraising activity will involve students under age nine (9) or the group holding the fundraiser includes any students under age nine (9), the group shall secure permission from such students' parents/guardians to participate in the fundraising activity and shall assure that any such students are always accompanied by a parent/guardian or a person at least sixteen (16) years of age.

### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. Students are expected to use school-issued locks for use during physical education classes.

### **REVIEW OF INSTRUCTIONAL MATERIALS**

Parents/guardians have the right to review any instructional materials related to the human growth and development curriculum and may also observe instruction in classes dealing with such subject matter. Any parent/guardian who wishes to review instructional materials or observe classroom instruction should contact the Principal to make the appropriate arrangements. Parents'/guardians' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

## **MEAL SERVICE**

The school participates in the National School Lunch Program and makes lunches available to students for a fee. Ala carte items are available. Students may also bring their own lunch to school for consumption in the school's cafeteria.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. Extra applications can be obtained in the school office.

## **FIRE AND TORNADO DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, who are responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State.

Lock down drills in which the students are restricted to the interior of the school building and the building secured may occur during the school year.

## **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations:

WDUX ---Waupaca 92.7

WBAY-CH 2

WSAW-CH 7

NBC 26

WFRV-CH 5

WLUK-CH 11

If there is no announcement made on the radio and television stations, school will be open and the buses will be running. If the weather should turn severe during the day and buses are sent out early, an announcement to this effect will be made on the above stations. Parents/guardians will also have the option of receiving an alert to their phone or email account. It is the responsibility of the parent/guardian to ensure updated directory information. Parents/guardians and students are responsible for knowing about emergency closings and delays.

## **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Toxic Hazard Policy and asbestos management plan will be made available for inspection at the Board offices upon request.

## **VISITORS**

Visitors, particularly parent/guardians, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to prevent any loss of instructional time.

Visitors access to classrooms and instructional activities are subject to reasonable restrictions and limits. Please consult with the principal regarding these restrictions.

Students may not bring visitors to school without first obtaining advanced written permission from the principal.

### **USE OF THE LIBRARY**

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian/library aide. Books and periodicals (*not the most recent issue*) on the shelves may be checked out for a period of three weeks. To check out any other materials, contact the librarian/library aide. To avoid fees, all materials checked out of the library must be returned to the library by the end of each term.

### **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

### **LOST AND FOUND**

The lost and found area is in the main office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

### **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the principal. Violation of this rule may lead to disciplinary action.

### **USE OF SCHOOL TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

- Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents/guardians to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

### **SCHOOL DISTRICT OF MANAWA PERSONAL COMMUNICATION DEVICES**

#### **Electronic Communication Device Policy**

"Personal communication devices" ("PCDs") as used in this policy are defined in Bylaw 0100.

Students may use PCDs before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after-school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time



is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

During after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent by an authorized adult is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person shall have their PCD confiscated and held until a parent picks it up, and may be directed to delete the audio and/or picture/video file while the parent is present. If the violation involves potentially illegal activity, the confiscated PCD may be turned over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create, in the mind of another person, an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents during the school day.

LEGAL REF.: Section 118.28 Wisconsin Statutes

Students who violate this policy will face the following disciplinary consequences: (Any electronic device or combination thereof).

**1<sup>st</sup> offense** – Warning – device is requested to be turned off.

**2<sup>nd</sup> offense** – Teacher confiscates for the class period.

**3<sup>rd</sup> offense** – Phone is turned into the main office where a parent/guardian must pick up.

**Students refusing to relinquish their PCD may receive an in-school or out-of-school suspension. If they still refuse the proper authorities will be called.**

## **WEAPONS**

The Board of the School District of Manawa prohibits possession, use or threat to use, or storing of a weapon or look-alike weapon on school premises before, during, or after school, or at any school-sponsored activity. "School premises" includes a school building, school bus or vehicle, or any other school facility (including any school transportation facility, whether owned or contracted by the District). Students may not have live ammunition on the school site.

Determination of whether an item constitutes a weapon under this policy shall be made in accordance with established procedures. Exceptions to this policy include items which otherwise might be classified as weapons which are brought or transported to school premises or activities as part of a recognized activity for which the item is required, unless such is prohibited by law.

(Examples might include but are not necessarily limited to guns handled by a staff member in a gun safety class, a look-alike gun which might be used in a dramatic activity, a gun bayonet which might be part of a history lesson, or a starting pistol used by a staff member in a track athletic event.)

Teachers should advise the appropriate building administrator beforehand of any activity or lesson necessitating the bringing to school of materials such as those described in this policy. Anyone found to be in violation of this policy is subject to discipline and/or legal action. If any part of this policy is held to be invalid under operation of the law, it shall not affect other parts of this policy which may be in compliance with the law.

### ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of twenty-four (24) hours' notice is required to ensure that the principal has the opportunity to review the announcement or posting.

The school has a central bulletin board located across from the main office which may be used for posting notices after receiving permission from the principal.

### VIDEO SURVEILLANCE

The Board of Education has authorized the use of video surveillance and electronic monitoring equipment at various school sites throughout the school. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

### SAFETY AND SECURITY

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. The staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable. All District employees are to wear photo-identification badges while in District schools and offices or on District property.

### LUNCH PROGRAM

#### Hot Lunch & Breakfast Prices for 2021-2022 School Year:

<b>Hot Lunch (Per Day)</b>	
Manawa Middle School	\$3.00
<b>Breakfast (Per Day)</b>	
Manawa Middle School	\$1.50
<b>Milk (Per Day) *</b>	\$.40

Reduced price is **\$.30** for breakfast and **\$.40** for lunch **for all qualifying students in the district.**

**Free and Reduced Breakfast and Lunch forms must be filled out each year. Forms are available in each school office, and the District Office. They can be filled out at ANY time throughout the year.**

## SECTION II - ACADEMICS

### FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parent/guardian consent.

Attendance rules, the Code of Conduct and the Search and Seizure policy apply to all field trips.

### GRADES

The Teachers have a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The School uses the following grading system:

#### Grading Scale for all students:

A	95-100
A-	92-94
B+	89-91
B	86-88
B-	83-85
C+	80-82
C	77-79
C-	74-76
D+	71-73
D	68-70
D-	65-67
F	0-64

#### Marking System:

(A)	Excellent
(B)	Good
(C)	Average
(D)	Below Average
(F)	Failure

If a student receives an "F" in a required subject, he/she must repeat and pass that subject to fulfill graduation requirements. Ordinarily, a student who receives an "F" in a course, which is part of a sequence, must repeat and pass that course to continue in the sequence.

(I) Incomplete: When a student's work is not completed by the end of the quarter due to the student's absence from school, he/she receives an "I". This work, in most cases, must be made up within two weeks after the end of the quarter. Exceptions to the two-week period must be cleared through the principal. If work is not made up in the allowed time, the "I" becomes an "F".

(W) Withdrew: A student receives this grade when he/she drops a course with administrative approval.

NOTE: A student withdrawing from a course after the fifth week of the semester will do so with an F unless granted administrative exception.

## **GRADING PERIODS**

Report Cards: At the end of each semester, students receive report cards containing their final semester grades in all of their courses. The grades on the semester report card become a part of each student's permanent record.

At the end of the nine-week period a report card indicating quarterly grades is issued. This quarterly grade is a progress report to give students, parent/guardians, and the counselor an idea of the student's work at that point. The quarterly grade is not an official grade. It does not appear on any official record and in no way affects credits, average, or rank in class.

Parent/guardian / Teacher Conferences: Parent/guardian/teacher conferences will be held for the purpose of evaluation of student progress in school. Parents/guardians are encouraged to communicate with staff members at any time throughout the school year concerning their child's progress. Any time a parent/guardian wishes to see his/her child's records or confer with a teacher they should make an appointment through the High School office.

## **PROMOTION, PLACEMENT, AND RETENTION**

### **Grades 6-8 Level**

Criteria: To be promoted all students in grades 6-8 must demonstrate adequate progress in core subject areas. Literacy and numeracy are the foundation of all core subjects. To that end, adequate progress will be determined by end-of-year report card standard scores for core academic subjects at a score of "D" or higher in grades six through eight. If adequate progress is not evident, based on the report card scores, multiple measures may be used to compile a complete student learning profile for promotion consideration.

The multiple measures to consider may include, but are not limited to:

- A. Wisconsin School Assessment System Examination scores
- B. Response to Intervention/Instruction documentation
- C. Local assessments
- D. Teacher recommendations
- E. Demonstrate adequate progress toward attainment of annual goals specified in the Individualized Education Plan (IEP), Section 504 Plans, or English Development Learning Plan (EDLP) as documented by the staff serving the student.

### **Remediation Opportunities**

School personnel shall make a concerted and repeated effort throughout the school year to notify the parents/guardians of students who are at-risk of not meeting grade-level expectations and thus, may not be eligible for promotion. Opportunities to support student learning will be suggested and encouraged. In this way, students, with the support of their parents/guardians, can take full advantage of Response to Intervention/Instruction (Rtl) time, Summer School, or other remediation learning opportunities for the purpose of meeting the grade-level criteria as described above to be eligible for promotion. Students' progress in meeting grade-level criteria will be monitored using universal screeners.

Referral shall be based on failing grades at the middle of the first quarter.

- The BCT shall meet to problem-solve the relevant behavior and educational issues regarding the student and implement strategies to help the student improve his/her failing grades or performance. The student's grades or performance shall be monitored throughout the second quarter by the BCT. An educational assessment may be completed upon recommendation of the BCT. The student's parents/guardians shall be notified.
- If, at the end of the first semester, the student continues to receive less than a "D" or less in core area subjects, the BCT will review and revise the previous plan and implement new strategies to help improve the student's failing grades or performance. An educational assessment shall be completed unless this was already done during the second quarter of the school year. The student's parent/guardians/guardians shall be notified.
- The BCT shall monitor student progress bi-weekly during the third quarter. The BCT will make a promotion or retention recommendation to the building principal by the end of third quarter. The student's parent/guardians/guardians will be kept informed of student progress and the preliminary recommendation. The district administrator shall be informed.
- Final determination of a retention, promotion, or promotion conditioned on a remediation plan shall be made by the building principal and reported to the district administrator and be based, in part, on the 4th quarter mid-term grades or performance. The principal shall provide a written notice of the decision to the parents/guardians at least 4 weeks before the end of the school year.

**Appeal Process**

Parents/guardians of the student recommended for retention may appeal to the District Administrator or designee. Such appeals shall be filed in writing no later than five (5) days after receiving the official letter of retention. The appeal petition must include reasons why the parent/guardian believes the student should be promoted. The District Administrator or designee shall respond with a decision in writing fifteen (15) days after receipt of the appeal.

**RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Guidance Department.

**Honor Roll**

**High Honor** 4.00    **Honor** 3.50 – 3.99    **Honorable Mention** 3.00 – 3.49

## **ATHLETIC AWARDS**

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach.

## **HOMEWORK**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the standardized tests and graduation.

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

## **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides technology resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District technology resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access to services through its technology resources to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines



and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the District Administrator, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Board utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image, graphic image file, or other visual depiction that:

- A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- B. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- C. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

At the discretion of the Board or the District Administrator, the technology protection measure may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measure may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Technology Director may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measure.

The Technology Director may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent in the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online;
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District technology resources (and their parents if they are minors) are required to sign a written agreement or acknowledging during the annual student registration process they will abide by the terms and conditions of this policy and its accompanying guidelines.

Beginning in grade three (3) students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students may only use District technology resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District technology resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the District Administrator and Technology Director as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District technology resources.

## **SYNCHRONOUS EDUCATION – STUDENT ACCOUNTABILITY AND CONDUCT**

The School District of Manawa expects students participating in remote learning to follow school rules during synchronous instruction and when interacting with staff and students in a virtual setting. Students may be disciplined for violating school rules during virtual instruction even though the student is not present on District property.

### Synchronous Instruction Accountability and Internet Safety

Synchronous instruction requires students to access their educational program online. There are certain risks inherent in all online activities. Students must comply with the following standards and expectations to protect themselves and others.

- The District's Acceptable Use policy applies to all students participating in the District's virtual educational programs and online class activities.
- Use only one (1) username and password.
- Use an appropriate profile picture for any virtual accounts.
- Do not share your username or password with anyone. Each student is responsible for all activities associated with his or her username and password.
- Do not interfere with other student's ability to access virtual instruction or disclose anyone's password to others.
- Do not publicly post personal contact information, including the personal contact information for others.
- Do not use the District's virtual instruction resources for any illegal activities.
- Do not use District virtual instruction resources to send unsolicited electronic-mail messages not pertaining to class (e.g., SPAM).
- Do not use the District's virtual instruction resources to access inappropriate programs, applications, or websites.
- Do not share classroom/small group video or classroom/small group recorded video with third parties (parent(s)/guardian(s) and siblings, excluded) – This includes private messages from staff or others.
- Do not agree to meet in-person with anyone met exclusively on the Internet.

### Conduct During Synchronous Instruction

Synchronous instruction is similar to in-person instruction, but presents unique opportunities and challenges. Students are expected to be engaged and courteous to others during synchronous instruction and other class activities as they would during in-person instruction in a classroom. The District's Student Code of Conduct applies to all students participating in the District's synchronous instruction and online class activities. Students are expected to obey the following standards and expectations, as well:

- Sign-in for virtual instruction and activities using the appropriate, designated username and password.
- Do not allow siblings or other members of the household to participate in virtual instruction unless authorized by the virtual class teacher (they may observe but notice should be provided they are doing so).
- Review typed messages before sending them to remove easily misinterpreted language and proofread for typos.
- Private messages during virtual instruction should be kept to a minimum.
- Engage in virtual instruction discussions in a respectful manner that abides by the following standards:
  - Avoid sarcasm, jargon, and slang;

- Vulgarity is not acceptable;
- Do not use images, “GIFs,” or “Memes” in place of written responses or comments, unless specifically directed to do so by a staff member;
- Focus responses on the questions or issues being discussed, not on the individuals involved.
- Do not make inappropriate comments verbally or via direct messages. Inappropriate messages include, but are not limited to, those that contain:
  - threatening messages or images;
  - insults or attacks of any kind against a person;
  - obscene, degrading or profane language or images;
  - repeatedly sent unwelcome messages or images that harass the recipient; and
  - material that is defamatory or intended to annoy, intimidate, or bully others.

If a student or his/her parent(s)/guardian(s) has any questions about the rules, standards, and expectations applicable to students participating in the District’s synchronous educational programs and online class activities, the student should contact the Principal immediately.

### **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and District policy.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

- If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent/guardian consent may need to be obtained. The assessment program will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained from the Guidance office.

## **SECTION III - STUDENT ACTIVITIES**

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Students have the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The school has many student groups that are approved by the Board of Education. Authorized groups include:

#### **CO-CURRICULAR ACTIVITIES**

Co-curricular activities will include but are not limited to the following:

FOR Club, Ski Club, Forensics, Solo & Ensemble, Class Officers, Yearbook, Bowling Club, Archery Club

Extra-curricular activities do not reflect the school curriculum but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

### **NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, no school staff person is actively involved in the event, the event will not interfere with school activities, and non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

No non-district-sponsored organization may use the name of the school or the school mascot.

### **SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS**

The Board of Education sponsors student publications and productions as a means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society.

### **ATHLETICS**

A variety of athletic activities are available in which students may participate providing they meet eligibility requirements that may apply. The following is a list of activities currently being offered. For further information, contact the Athletic Director, at (920) 596-5831.

Basketball	Wrestling	Cross Country	Football
Track and Field	Volleyball		

## **SECTION IV - STUDENT CONDUCT**

### **ATTENDANCE**

The school requires all students to attend school regularly in accordance with the laws of Wisconsin. The school's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose.

#### **Compulsory Student Attendance**

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays exempted, that the school is in session. All students must attend until the end of the term, quarter or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception outlined in the District's Administrative Guidelines.

- Attendance is also defined as participation in the various forms of distance learning including videoconference, satellite, Internet or other electronic information and telecommunications technologies.

#### **Excuse for Absence**

A parent/guardian of a student who is absent shall provide a written, dated, signed statement indicating the reason for and the time period of the absence. This statement must be submitted prior to the absence if the absence is foreseeable. If the absence is not foreseeable, the statement must be provided prior to the student's readmission to school. The statement shall be submitted to the principal, Mr. Wolfgram, who serves as the School Attendance Officer and filed in the student's school record. The District reserves the right to verify statements and investigate absences from school.

#### **Excused Absences**

A student shall be excused from school for the following reasons:

##### Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program. If the absence exceeds 5 days, the inability of the student to attend school due to a physical or mental condition must be certified in writing by a licensed physician, dentist, chiropractor, optometrist or psychologist or Christian Science practitioner living and residing in Wisconsin, who is listed in the Christian Science Journal. The time period for which the certification is valid may not exceed thirty [30] days.

##### Obtaining Religious Instruction

Students may wish to obtain religious instruction outside the school during the required school period. The time period or periods of absence shall be determined by the principal. Such absences must be at least 60 minutes but not more than 180 minutes per week. Requests for absence under this paragraph shall be denied if the student fails to attend religious instruction after requesting to be absent from his or her regular school. The supervisor of such religious instruction shall report monthly, to the principal of the school regularly attended, the names of the students who attended such weekly religious instruction.

#### Permission of Parent/Guardian

The student may be excused by his or her parent/guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

- professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside the school day
- to attend the funeral of a relative
- legal proceedings that require the student's presence
- college visits
- job fairs
- vacations
- weather related - As parents, you are the final authority as to whether you believe it is safe for your child to get to school. If you believe that it is too cold or the snow is too deep or the weather is too unsettled, your decision may be to keep your child home. You have the right and responsibility to make attendance decisions for your children based on your individual circumstances. Please notify your student's school as you would for any other absence.

Parents/guardians are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents/guardians should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements.

#### Religious Holiday

The student wishes to observe a religious holiday consistent with the student's creed or belief.

#### Suspension or Expulsion

The student has been suspended or expelled.

#### Program or Curriculum Modification

Students may be excused from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

#### High School Equivalency – Secured Facilities

A student may be excused from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child-caring institution, a secure detention facility, or a juvenile portion of a county jail. The student and his/her parent/guardian or guardian must agree that the student will continue to participate in such a program.

#### Child at Risk

The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

A student may be excused from school, as determined by the School Attendance Officer, for the following reasons:

- Quarantine: Quarantine of the student's home by a public health officer.
- Illness of an Immediate Family Member

- **Emergency:** An emergency that requires the student to be absent because of family responsibilities or other appropriate reasons.

**Pre-Arranged Absence:** Students absent for reasons other than the above will be considered unexcused with this exception: parents may PRE-EXCUSE their child for any reason for up to ten days per year. This means that any absence for reasons other than the above may be excused providing there is a WRITTEN PRE-ARRANGED FORM. (Forms may be picked up in the office prior to the date of absence.) If it is not PRE-ARRANGED, it will be considered UNEXCUSED.

### **Truancy**

A student will be considered truant if he or she is 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 of the legal cause of such absence by the parent or guardian of the absent student. A student will also be considered truant if he or she has been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute – Sec. 118.15, Wis. Stat.

When a student is truant, the School Attendance Officer shall ensure that all applicable provisions of the District’s Truancy Plan are carried out.

### **Unexcused Absences**

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The principal will determine on a case-by-case basis the appropriate methods to deal with unexcused absences. If a student is unexcused or without prior approval of the absence, the student-athlete is not allowed to practice or play in an athletic event that evening.

Approved Absences: Personal illnesses, a death in the family, religious holidays, or extreme emergencies are acceptable reasons for an absence. A **valid** excuse written by a parent must be presented to the office upon return to school, or a phone call from a parent/guardian on the day of absence, documenting the reason for the absence must be made to the school office. For a definition of a **“invalid”** excuse, see the following examples:

#### Examples of Unexcused Absences:

- Oversleeping
- Stayed home to finish homework
- Working
- Missing the bus/car wouldn’t start
- Job hunting
- Shopping/haircut/pictures
- Leaving school without permission

### **Habitual Truancy**

A student is considered a habitual truant if he or she 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. When a student initially becomes a habitual truant, the School Attendance Officer shall ensure that all applicable provisions of the Districts’ Truancy Plan are carried out.

#### Parent/Guardian Responsibilities



It is the responsibility of the student's parent/guardian to ensure that their child attends school regularly. Parent/guardians are expected to provide an excuse for all absences.

Student Responsibilities.

Students are required to attend all classes and other school activities on their daily schedule, unless they have been excused from school.

### **Students Leaving School During the School Day**

**Closed Campus:** Manawa Middle School operates under a closed campus policy.

#### **Honor Pass**

The Honor Pass is a program that has been designed collaboratively with staff and students that provides student choice and incentivize academics and positive behavior. The staff and students believe that this program helps to support the school's Positive Behavior Interventions and Supports (PBIS) program as well as prepare students for the rigors, responsibilities, and privileges of adult life. The Honor Pass system is designed to utilize school, community, and parental oversight to provide students with choices and rewards while at school.

#### **Qualifications:**

- GPA of 3.00 or higher
- Completed Application Form
- Teacher recommendations
- Parental approval

#### **Privileges:**

- Opportunity to go to the gym, commons, or the student lounge in the library during RtI. (grades 6-12)
- Opportunity to meet with an instructor of their choice for enrichment, remediation, homework assistance.

#### **Honor Pass Revocation**

Honor Passes can be revoked by any School District of Manawa staff member for the following reasons listed below. Parents and the police also have the option of revoking the privilege by contacting the school.

- Failing grades
- Five tardies in a semester
- One Discipline Referrals
- Parental request
- No unexcused absences

Administrative discretion may be used for honor pass appeals and reapplication procedures.

No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parent/guardians.

No student will be released to any government agency without proper warrant or written parent/guardian permission except in the event of an emergency as determined by principal.

**Notification:** When a student's attendance for the day is unexcused, contact will be made to the parent/guardian. A message may be left on an answering machine. The parent/guardian will then have 2 days to notify the school office, either by phone or written note, stating the reason

for the absence. If after 2 days the office has not received notification for the unexcused absence, the student then becomes truant and will be referred to administration for disciplinary action.

### **Make-Up Course Work and Examinations**

A student whose absence from school was excused or unexcused shall be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility to contact his or her teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work and examination. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

### **Unexcused Absences**

Credit in a course or subject shall not be denied solely because of a student's unexcused absence from school.

A student whose absence from school was unexcused shall be permitted to make-up course work and quarterly, semester or grading period examinations missed during the absence if the student is at risk of receiving no credit in a course or subject if the work is not made up.

Subject to the immediately preceding two paragraphs, credit may, but is not required to be given for the completion of make-up work. Further, credit for make-up work may be given only after the student has satisfied consequences imposed for unexcused absences. The extent to which make-up credit is given shall be determined on a case-by-case basis by the principal and the respective teachers.

If make-up work is allowed, it is the student's responsibility to contact his or her teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

### **TARDINESS**

- a. Students who are not in their homeroom or in class when the late bell rings are considered tardy.
- b. Students who attend any part of the class shall be recorded as present.
- c. All students who are tardy to school must report to the attendance office to sign in.
- d. When a teacher detains a student after class, s/he shall issue a late pass for the student's next class.

Teachers are requested to refer cases of chronic tardiness to the principal.

**Cases of truancy/tardiness will be referred to the school principal to plan options for addressing the truancy concern.**

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

On the day of an event, students must attend school or be pre-excused from school by a parent/guardian for admission into an athletic/nonathletic activity. Final decision to be rendered by the administration. (Exception: acceptable absences as they fall under Wisconsin State Statute 118 regarding compulsory education)

However, in order to ensure that students attending evening events as nonparticipants are safe, it is strongly advised that students be accompanied by a parent/guardian or adult chaperone when they attend the event.

- The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.
- The school will continue to provide adequate supervision for all students who are participants in a school activity.

## **CODE OF CONDUCT**

Participants/athletes are reminded that they represent the school both at athletic contests and elsewhere. All participants/athletes are expected to follow all school rules and to display high standards of behavior, including good sportsmanship, respect for others, and use of appropriate language and dress at all times. Participants/athletes must refrain from any conduct at any time that would reflect unsatisfactorily on him or her or the school. This code applies to all Manawa Middle School students on a year-round basis. This code applies to all school activities, both curricular and extracurricular, that occur outside of the normal school day.

Conduct that would reflect unsatisfactorily on a participant/athlete or on the school includes, but is not limited to, the following:

- Possession or use of any alcoholic substance.
- Any crime dealing with, but not limited to, fighting/assault, sexual behavior, vandalism or property damage, theft.
- Possession, use, sale or purchase of any controlled substance/intoxicant or drug paraphernalia. Controlled substances/intoxicants include but are not limited to: anabolic steroids or prescribed medications used in a manner other than that for which they were prescribed.
- Purchase use or possession of tobacco products or E-cigarettes or anything that resembles them.
- The possession of any weapon or look-alike weapons.
- Hosting, sponsoring, or organizing a party/gathering at which alcohol or drugs are being used, consumed, or offered.
- Being in the presence of others who are illegally possessing or using alcohol or controlled substances. It is the expectation of this code that a student will leave the premises the moment they become aware of others illegally possessing and/or using alcohol or controlled substances, even if the student is not consuming or using the illegal substances.
- If a student accumulates 5 or more referrals in a semester, the student shall serve a code of conduct violation.

Code violations may be presented, in writing, to the Administration by any staff member, liaison officer and/or credible person who has knowledge of a possible infraction. A confidential complaint will be investigated to the extent possible.

Violations of the school rules/conduct shall also be a violation of the Extra-Curricular Code and the participant/athlete is to be disciplined accordingly as established by the principal, athletic director, and/or advisor.

### **Violation of Training Rules**

#### **Athletic Activities:**

- An athlete who is charged with a violation of training rules or any WIAA regulation shall be suspended until such time as his/her violation is reviewed by his/her coach, the athletic director and the principal. The athlete must participate for the entire season in order for the suspension to be considered served.

#### **Athletic & Non-Athletic Activities:**

- A student/athlete will be determined to have committed a violation of the Co-Curricular Code if any of the following have occurred:
  - a. The student/athlete admits the conduct constituting a violation
  - b. The building administrator or designee obtains information, which in his/her judgment is clear and convincing evidence that the student/athlete engaged in conduct constituting a violation.
- All students/athletes attending the School District of Manawa schools must abide by the rules and regulations of this handbook.
- The Athletic Director will maintain an ongoing record of all co-curricular violations to the rules of this handbook.

### **Penalties for Violation of Co-Curricular Activities Rules**

#### **Athletic Activities**

- First offense: suspension from 25% of the contests in the present season or a minimum of two (2) contests. Percentages of games lost due to code infractions is based on the total number of games in the season, not what may remain in the rest of that season.
- Second Offense: suspension from 50% of the contests in the present season or a minimum of five (5) contests. Percentages of games lost due to code infractions is based on the total number of games in the season, not what may remain in the rest of that season.
- Third and subsequent offenses: suspension from all activities for one (1) calendar year.
- Grade violations will follow the evaluation identified under academics of this handbook.
- The above co-curricular rules/violations will pertain to all athletes in grades sixth through twelve. Code of conduct violations will stay with incoming freshman from the Middle School until the entirety of the suspension is fulfilled. Once a middle school infraction is fulfilled, future infractions as a high school student will be treated as a first offense.
- Students who must serve an In-School Suspension (ISS) are not allowed to leave school for any sport or co-curricular activity during the school day.

Listed below is the number of contests students would have to sit out if they violated the co-curricular activities rules. There will be a twenty-five percent (25%) penalty for the first violation, fifty percent (50%) for second violations, and one-calendar year (1) suspension for third and subsequent violations.

Number of Contests	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Percentage	Number of Contests Penalized																					
*25%	1	1	1	1	1	1	1	2	2	2	2	3	3	3	3	4	4	4	4	5	5	5
*50%	1	1	1	2	3	3	3	4	4	5	5	6	6	7	7	8	8	9	9	10	10	10

- All fractions of percentages have been rounded down to the next full number. Any enforcement of individual or multi-game/meet date will be considered as individual games scheduled. Other types of tournaments, when not individual or dual tournaments will count as one game or meet scheduled.
- Teams that automatically qualify for Regional competition are counted in the total number of competitions.

#### **Completion of Suspension**

Any remaining percentage of the suspension not served during the initial sports season shall be applied toward the season of the next sport in which the athlete participates (for example, if an athlete is suspended for a percentage of football games with less than the percentage remaining in the season, he/she will be suspended from a percentage of contests of the next sport in which he/she competes) A suspension will need to be repeated if a student who is on suspension for part of the season does not complete the season of his/her sport or activity. Students who join a sport after the first contest, and are fulfilling a current suspension, must have 100% attendance and complete the sport in order for the suspension to be satisfied.

#### **Non-Athletic Activities**

- Other co-curricular students will abide by suspension expectations specific to the activities they're involved with during the school year.
- For those activities with limited scheduled events, a violation could result in exclusion from that activity. Administrative discretion regarding specific penalties may have to be applied to those situations where students are participating in only one event.

#### **Athletic & Non-Athletic Activities**

- Any student, who in good faith, refer themselves or parents/guardians who refer their son or daughter for violations of the co-curricular rules may have their penalty reduced by one (1) event/contest if deemed appropriate by the building administrator or athletic director.

#### **Appeal Procedure**

- The parent of a student/athlete may apply in writing within ten (10) calendar days from the date of student/parent notification to the building principal for an appeal to the Appeal Board. The Appeal Board will consist of the Principal, Athletic Director, and two faculty members and a co-curricular advisor who are not directly involved with the individual student's co-curricular activities. Disciplinary action administered for academic reasons will not be heard in appeal. The Appeal Board will be selected by the building principal. The right to appeal will not serve as a pardon for participation

purposes or suspend the enforcement of the suspension. All decisions rendered by the appeal board are considered final.

### **Sportsmanship**

All students and parents/guardians are required to practice good sportsmanship during all school-related events. Poor sportsmanship may result in removal from sporting events.

### **Membership**

As stated in the WIAA High School Handbook – Article VII – Health and Behavior/Compliance:  
Section 1 – Required Documentation

- A. A student may not practice for or participate in interscholastic athletics until the school has written evidence on file in its office attesting to:
- 1) Yearly parent/guardian permission, including an acknowledgment of receiving the school athletic code.
  - 2) Acknowledgement of receiving the WIAA rules of Eligibility.
  - 3) Current physical exam form to participate in sports or alternate year card
  - 4) Sports fee paid or fee waive turned into school office.
  - 5) Concussion information sheet must be obtained by athletic director.

Section 2 – Physical Examination

- A. A current physical exam card to participate in sports as determined by a licensed physician or advanced practice nurse prescriber (APNP) no less than every other school year with April 1 the earliest date of examination. School policy determines when an athlete may return to competition following an injury, except where rule book or WIAA tournament policies apply.
- B. Physical examinations are good for two years from the date the physical was given.
- **Be an amateur in all sports. You violate your amateur status if you: “Accept any amount of money or merchandise, awards for athletic services, or sign a contract for athletic services.” Example: League Teams, Golf outings – “hole in one win a car”**
  - Student athletes and a parent/guardian must attend the summer parent/athlete meeting. If they are unable to attend other arrangements must be made.

### **Academic Eligibility**

Eligibility requirements will begin with the initial enrollment in the first co-curricular activity. In order to be academically eligible for co-curricular activities, a student must meet all the District and DPI requirements defining a full-time student. Additionally, each student must have passed or be currently passing all classes as stated in the following academic requirements:

- Athletes who earn an “F” at the conclusion of a midterm, will be allowed 5 school days from the date of notification to the student to get the grade to passing. If the athlete is unable to raise the grade to passing, the athlete will be ineligible to participate in 25% of the total games or appearances of that sport’s full season. If the suspension is not completed in the current sport/activity, the remainder of the suspension will be carried over into the next athletic sport or activity in that grade period. The athlete will be placed on academic probation until the next quarter grades are posted or the day the suspension

ends and grades are all passing. The athlete will not be allowed to leave school early for any event in that sport until all grades are passing.

- Athletes who receive one “F” at the conclusion of a nine-week grading period will be ineligible to participate in 25% of the total games or appearances of that sport or activity’s full season. If the suspension is not completed in the current sport/activity, the remainder of the suspension will be carried over into the next athletic sport or activity in that grade period. The athlete will be placed on academic probation until the next quarter grades are posted or the day the suspension ends and grades are all passing. The athlete will not be allowed to leave school early for any event in that sport until all grades are passing.
- Athletes who receive two “F’s” at the conclusion of a nine-week grading period will be ineligible to participate in 50% of the total games or appearances of that sport or activity’s full season. If the suspension is not completed in the current sport/activity, the remainder of the suspension will be carried over into the next athletic sport or activity in that grade period. The athlete will be placed on academic probation until the next quarter grades are posted or the day the suspension ends and grades are all passing. The athlete will not be allowed to leave school early for any event in that sport until all grades are passing.
- Athletes who receive three or more “F’s” during a nine-week grading period will be ineligible to participate in all games or appearances of that sport for the entire 9 week grading period. This does not prohibit an athlete from practicing or assisting with the activity, with the coach’s approval. If the athlete is in mid-season, the consequence will move forward into the next athletic season to fulfill the 9-week rule. The athlete will not be allowed to leave school early for any event in that sport until all grades are passing.
- An athlete who is enrolled in any state-approved Exceptional Educational Needs program, and who receives no usual grades for such courses, may be eligible if he/she is making satisfactory progress in his/her total school program as indicated by his/her IEP.
- Athletes who attend summer school for remediation, must receive the grade of “pass” to be eligible for any failure infraction and penalty. See the rules stated above as they apply.

**Attendance: (Athletic & Non-Athletic Activities)**

**Student Athletes must attend a full school day to participate in athletics that evening or provide an excuse from a doctor or have prior administrative approval. School-related absences do not apply. Exceptions to this are excused school-related activities and appointments that are approved in advance by Administration and/or a written doctor’s excuse.**

- **(Exception: acceptable absences as they fall under Wisconsin State Statute 118 regarding compulsory education)**
- If a student is truant from an assigned class period or is displaying a pattern of habitual tardiness to a specific class, he/she will be referred to the principal and will not be allowed to compete until the situation is resolved.

**Students may not compete, perform, practice or attend on days of an out-of-school suspension.**

- Students suspended from co-curricular activities are expected to remain as part of the team or group. Due to the diversity of co-curricular activities, it will be up to the advisor or coach to determine what level of involvement the student will have in the group and whether or not the student will be required to attend all contests and activities. Members of athletic teams are required to attend all practices and be non-participants during the time of their suspension.

### **Travel and Conduct on Trips**

1. Students/athletes who participate in activities outside of the School District of Manawa will conduct themselves as responsible young adults. This includes but is not limited to the following
  - Show appropriate respect for all adults and authority figures.
  - Show courteous and well-mannered behavior.
  - Show appropriate sportsmanship at all times.
2. It is the student/athlete's responsibility to represent our school and community in a positive manner.
3. Non-athletic activities must have a Field Trip form filled out and signed by a parent/guardian and returned to the advisor prior to their field trip.(forms may be picked up from an advisor or in the main office)
4. A student/athlete may ride home from away events with their parent/legal guardian provided they sign the student out with the coach. Student athletes may NOT ride home with emergency contacts, siblings, friends, or other adults.
5. If no prior approval, permission by a parent/guardian/guardian must be given to the coach and/or advisor at the event and abide by provisions of rule five (5).

### **Injuries, Accident Reports and Insurance Coverage**

1. The school has purchased a group insurance policy, but it will not cover any interscholastic sports injuries. If a parent would like to purchase a voluntary interscholastic athletic insurance plan that would be available at the school offices upon request.
2. All injuries must be reported immediately to the coach and/or advisor. Coaches and advisors should be notified prior to any medical treatment on the part of the student/athlete whenever possible or as soon as possible after treatment. The injury must also be reported immediately to the office by the coach or advisor for insurance purposes. The report should be handed into the Manawa Middle School office.
3. It is the policy of WIAA and the School District of Manawa to have a medical release from a medical physician following any severe injury.
4. All head injuries severe enough to have received medical treatment require a medical release from a medical physician before the athlete may return to any practice or competition. (please refer to the W.I.A.A. for further requirements for head injuries/concussions).

### **Care of Equipment**

1. Each student/athlete is responsible for the proper care and safekeeping of equipment issued to him/her. Lockers should be securely locked during and after every practice/game/event.
2. Equipment issued to a student/athlete shall be the responsibility of that individual. These individuals shall pay for any equipment not returned at the current replacement cost.



3. School issued equipment is school property and is used during a particular season/event only. At the conclusion of a season/event equipment must be turned in to the coach/advisor on the team equipment turn-in day or within two weeks of the final competition or practice. Bills for missing equipment will be sent out one week after the team equipment turn-in day.in charge. Parent/guardian assistance in this matter will be greatly appreciated. It is the responsibility of the student/athlete and the parent/guardian to have equipment turned in at the proper time.
4. A student/athlete will not participate in another activity until all equipment is returned and fines have been paid.
5. A student/athlete will not receive any “end of the season” awards until all equipment is returned and fines have been paid.

### **Practice, Competition, Contests (Athletic & Non-Athletic Activities)**

1. All athletes/members are expected to attend all practices and events of that activity unless excused by their coach/advisor, principal or athletic director.
2. Violations such as being late for practices, missing practice and disrespect shall be dealt with at the coach/advisor, principal or athletic director’s discretion.
3. All athletes/members and/or parent/guardians/guardians are asked to give each coach and/or advisor a **24-hour courtesy time limit** prior to discussing an issue or concern following an event.

### **Changing a Sport/Activity**

A student/athlete may not quit one sport/activity and begin another during the same season without the consent of both head coaches/advisors involved in the change and permission from the athletic director, advisor and principal. Any disciplinary actions that are in place will remain in place in the new activity.

### **Multi-Sport Participation**

The Multi-Sport Participation Policy allows students to participate in two (2) sports/organizations during the same season, regardless if the sports are individual or team-oriented. If a student desires to participate in multiple sports during the school year, they must do the following prior to the start of any season:

1. Submit a completed contract to the Athletic Director prior to the first scheduled contest. This form includes:
  - Permission from his/her parent or guardian to compete in multiple sports in the same season.
  - Declaration by the student of the priority sport for tournaments in the event of scheduling conflicts.
  - Approval by the Head Coach(s) of each sport.
  - Signature of student’s agreement to coordinate the practice/contest schedule for the season in coordination with the coaches.
  - Signature of the Athletic Director.
2. The athlete must participate in at least one regular season event in the secondary sport so that they are eligible to participate in the conference tournament in that sport.

3. The Athletic Director will share the list of multi-sport athletes with the Central Wisconsin Conference Commissioner and the other CWC Athletic Directors prior to the start of each season.

It is the goal of the Athletic Department to have continuous communication between student athletes, coaching staff, and the Athletic Department to avoid putting athletes in difficult situations.

If a student quits a primary sport, the student will need consent from both coaches to participate in any of the secondary sports from that point forward that season. If a student quits a secondary sport, the student will only be able to participate in the primary sport from that point forward that season.

The following Multi- Sport Priorities have been established for the benefit of all athletes:

1. Games come before practices.
2. Tournaments come before games.
3. Districts come before games and tournaments.
4. State comes before all else.

### **Pre-Season Meeting**

Portions of this Student Handbook shall be presented to each student during a mandatory pre-season meeting and/or the first day that he/she reports for a co-curricular activity. A physical card, Emergency Form, Concussion Form and Athletic Fee information shall be distributed at this time as well. The original signed form for the Student Handbook, physical card, Concussion Form, and Emergency Form shall be kept on file in the Manawa Middle School office. The Pre-Season Meeting shall be offered in the fall prior to the beginning of the co-curricular season.

### **Parent/Guardian Involvement**

Parent/guardian attendance at pre-season meetings is required and involvement throughout the season is encouraged. If a parent/guardian cannot attend they are required to check view the presentation either on DVD or online if available.

## **ATHLETIC CO-CURRICULAR ACTIVITY FEES 2021-2022**

Following is the list of Athletic Co-Curricular Activities and their fees for the Middle School:

Basketball (7 <sup>th</sup> and 8 <sup>th</sup> grades)	\$15.00
Cross Country (6 <sup>th</sup> , 7 <sup>th</sup> , and 8 <sup>th</sup> grades)	\$15.00
Football (7 <sup>th</sup> and 8 <sup>th</sup> grades)	\$15.00
Track (6 <sup>th</sup> , 7 <sup>th</sup> , and 8 <sup>th</sup> grades)	\$15.00
Volleyball (7 <sup>th</sup> and 8 <sup>th</sup> grades)	\$15.00
Wrestling Club (6 <sup>th</sup> , 7 <sup>th</sup> and 8 <sup>th</sup> grades)	\$15.00

**Maximum per Middle School student** **\$30.00 per year**

Fees are to be made out to Manawa Middle School

## DRESS AND GROOMING

While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

We take pride in the appearance of our students. All students are expected to dress and groom themselves neatly in clothing that is seasonably suitable for school activities. Students wearing inappropriate clothing, such as but not limited to: clothing with alcohol/tobacco reference, inappropriate slogans and suggestive in nature may be asked to return home to make necessary changes.

- Clothing must cover all undergarments. Shorts, skirts and dresses must reach fingertip in length.
- There will be no midriff showing, no low cut tops, cut-out/ripped t-shirts underneath the arm exposing the torso, spaghetti straps, strapless, or off the shoulder garments worn.
- Hats, caps, headwear, jackets/coats, bulky outerwear, large chains, jewelry with sharp objects, low riding pants, hoods, etc., are not allowed to be worn in the school.

Students should consider the following questions when dressing for school:

1. Does my clothing expose too much? (No)
2. Does my clothing advertise something that is prohibited to minors? (No)
3. Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)
4. Would I interview for a job in this outfit? (Yes)
5. Am I dressed appropriately for the weather? (Yes)
6. Do I feel comfortable with my appearance? (Yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, s/he may be removed from the educational setting.

### Reporting Concerns:

Anyone in violation will be sent to the office.

If a dress code violation occurs, the following steps will be taken:

- **First Occurrence:** Student will be asked to correct the problem by changing clothes, turning a shirt inside out, putting on shoes, etc.,
- **Second Occurrence:** Student will be asked to correct the problem by changing clothes, turning a shirt inside out, putting on shoes, etc., and a parent/guardian will be notified by phone.

Students attending after school events need to follow the dress. This includes, but not limited to sporting events, and school concerts.

Students who are representing our school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

## CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Valuables such as jewelry or irreplaceable items

should not be brought to school. The school may confiscate such items and return them to the student's parent/guardians.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student or his/her parents/guardians will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct.

## **STUDENT CONDUCT**

School rules apply at school, on school property, at school-sponsored events, and on school transportation.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Disciplinary action will be decided on a case-by-case basis and imposed after review of the facts and/or special circumstances of the situation.

Each of the behaviors described below may subject the student to disciplinary action including, but not limited to, suspension and/or expulsion from school.

1. Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons.
2. Being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy.
3. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment.
4. Arguing, taunting, baiting, bullying, cyber-bullying, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations.
5. Disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations.
6. Pushing, striking, or other inappropriate physical contact with a student or staff member.
7. Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means.
8. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder.
9. Restricting another person's freedom to properly utilize classroom facilities or equipment.
10. Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions.
11. Throwing objects in the classroom.
12. Repeated disruptions or violations of classroom rules, or excessive or disruptive talking.
13. Behavior that causes the teacher or other students fear of physical or psychological harm.
14. Willful damage to or theft of school property or the property of others.
15. Repeated use of profanity.
16. Using tobacco.
17. Failure to report knowledge of a weapon, bullying or threat of violence.
18. Purposely setting a fire.
19. Gambling.
20. Plagiarism and falsification of identification or school documents.
21. Issuing a false alarm or false report.
22. Trespassing.
23. Persistent absence or tardiness.
24. Unauthorized use of School or personal property.

25. Assisting another person to violate a School rule.
26. Inappropriate public displays of affection.
27. Violation of specific classroom or activity rules.
28. Violation of bus rules.
29. Refusal to accept discipline.
30. Criminal conduct.
31. Academic cheating/plagiarism

### **DRUG ABUSE PREVENTION**

The administration and staff recognize that the misuse/abuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

- As educational institutions of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.
- For purposes of this policy, "drugs" shall mean:
  - All dangerous controlled substances as so designated and prohibited by Wisconsin statute;
  - All chemicals that release toxic vapors;
  - All alcoholic beverages;
  - Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
  - "Look-alikes": Anabolic steroids;
  - Any other illegal substances so designated and prohibited by law.

The use, possession, concealment, or distribution of any drug, drug look-alike and any drug-paraphernalia at any time on school property or at any school-related event is prohibited. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines.

### **USE OF TOBACCO IS PROHIBITED**

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and non-users are well established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, the Board prohibits students from using or possessing tobacco in any form on District premises, in District vehicles, within any indoor facility owned or while leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

### **STUDENT CODE OF CLASSROOM CONDUCT**

The School District of Manawa is committed to maintaining an orderly and safe academic atmosphere. Teachers are expected to create a positive learning environment and to maintain proper order in the classroom. Students are expected to behave in the classroom in a manner that allows teachers to effectively carry out their lessons and allows students to participate in

classroom learning activities. Students are also expected to abide by all rules of behavior established by the School and their classroom teachers.

To ensure adherence to these expectations and principles, the Board of Education has adopted this Code of Classroom Conduct, which applies to all students.

### **GROUNDINGS FOR REMOVAL OF A STUDENT FROM CLASS**

Disturbances that interrupt the learning process cannot be permitted by any teacher. A teacher may temporarily remove a student from the teacher's class if the student violates the Code of Classroom Conduct. Additionally, the student may be removed from the class for a longer period of time within the discretion of the principal. A student removed from class may also be placed in an alternative education setting.

Removal of a student from class for violating the Code of Classroom Conduct or placement of the student in an alternative educational setting does not prohibit the school from further disciplining the student for the conduct that caused removal or placement including, but not limited to, suspending or expelling the student.

It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are examples of reasons a student may be removed from class. A teacher may remove a student from class for conduct or behavior that:

- A. Would result in suspension or expulsion under the Board's policies and procedures;
- B. Violates the behavioral rules and expectations of the school;
- C. Is dangerous, disruptive or unruly. Such behavior includes, but is not limited to, the following:
  1. Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom
  2. Being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy
  3. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment
  4. Arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations
  5. Disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations
  6. Pushing, striking, or other inappropriate physical contact with a student or staff member
  7. Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means
  8. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder
  9. Restricting another person's freedom to properly utilize classroom facilities or equipment
  10. Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions
  11. Throwing objects in the classroom
  12. Repeated disruptions or violations of classroom rules, or excessive or disruptive talking

13. Behavior that causes the teacher or other students fear of physical or psychological harm
  14. Willful damage to or theft of school property or the property of others
  15. Repeated use of profanity
- D. Interferes with the ability of the teacher to teach effectively. Such conduct includes, but is not limited to, the following:
1. Repeated reporting to class without bringing necessary materials to participate in class activities
  2. Possession of personal property by school rules or otherwise disruptive to the teaching and learning of others
- E Shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior;
- F. Is inconsistent with class decorum and the ability of other to learn. Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

### **PROCEDURE FOR STUDENT REMOVAL FROM CLASS**

When a student is removed from class, the teacher shall send or escort the student to the principal and inform the principal of the reason for the student's removal from class. The teacher shall provide the principal with a written explanation of the reasons for the removal of the student within twenty-four (24) hours of the student's removal from class. The teacher will also contact the parent/guardian as to the reason for the removal.

The principal will generally give the student an opportunity to briefly explain the situation. The principal shall then determine the appropriate educational placement for the student.

#### **Student Placement**

The principal shall place the student, who has been removed from a class by a teacher, in one of the following alternative educational settings:

- A. An alternative education program approved by the Board under State law;
- B. Another instructional setting, time-out, in-school suspension or out-of-school suspension; or
- C. The class from which the student was removed if, after weighing the interests of the student, the other students in the class, and the teacher, the principal determines that readmission to the class is the best or only alternative.

#### **Parent/Guardian Notification Procedures**

The principal shall provide the parent or guardian of a student removed from class-with written notice of the removal and the reason(s) for the removal. The notification shall be made as soon as practicable, but no later than two (2) school days after the student's removal from class. The notice shall also include the reasons for the student's removal and the placement made by the principal. If the removal from class and change of educational placement involves a student with a disability, the parent/guardian notification shall be made consistent with State and Federal laws and regulations applicable to disabled students.

If the student removed from a class is subject to disciplinary action up to and including suspension or expulsion for the particular classroom conduct and/or other disciplinary incidents

the parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

### **Students with Disabilities**

A student with a disability under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and Section 115.758, Wis. Stat. may be removed from class and placed in an alternative educational setting only to the extent authorized under the laws.

### **Definitions**

“Student” means any student enrolled in the District, an exchange student, or a student visitor to the District’s schools.

“Teacher” means a person holding a license or permit issued by the State Superintendent whose employment by a school district requires that he or she hold that license or permit.

“Class” or “classroom” means any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the District. This definition of “class” includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch, or recess. “Class” also includes regularly scheduled District-sponsored extracurricular activities, either during or outside of school hours. Such activities include, by example and without limitation, District sponsored field trips, after-school clubs, and sporting activities.

### **OTHER FORMS OF DISCIPLINE**

It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

### **Informal Discipline**

Informal discipline takes place within the school. It includes:

- Change of seating or location;
- Lunch-time & after-school detention;
- In-school restriction
- Possible use of Saturday School – Saturday morning detention

### **Detentions**

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents/guardians one day's notice. The student or his/her parents/guardians are responsible for transportation.

### **In-School Discipline**

The following rules shall apply to In-School Restriction.

- Students are required to have class assignments with them.



- Students are not to communicate with each other unless given special permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No radios, cell phones, personal gaming/music devices, cards, magazines, or other recreational articles shall be allowed in the room.
- No food or beverages shall be consumed.
- Students who must serve an In-School Suspension (ISS) are not allowed to leave school for any sport or co-curricular activity during the school day.

## **SUSPENSION AND EXPULSION**

### **A. Suspension**

#### **1. Duration and Grounds for Suspension**

The principal or a person designated by the principal may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days or ten (10) consecutive school days if the student is eligible for special education services under Chapter 115, Wis. Stats., if the suspension is reasonably justified and based upon any of the following misconduct:

- a. Noncompliance with school or School Board rules;
- b. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- c. Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others;
- d. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority;
- e. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of any employee or School Board member of the school district in which the student is enrolled.
- f. Under paragraphs c, d, and e above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The District Administrator, or any principal or teacher designated by the District Administrator shall suspend a student if the student possessed a firearm while at school or while under the supervision of a school authority.

The suspension period applies to “school days.” Thus, a suspension period does not include weekend days or vacation days.

#### **2. Suspension Procedure**

Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student will be advised orally or in writing

of the reason for the proposed suspension and given an opportunity to explain his or her conduct.

The principal, within his or her discretion, may also inform the student's parent/guardian of the reason for the proposed suspension prior to suspending the student.

3. **Notice of Suspension**

The parent/guardian of a suspended minor student shall be given prompt written notice of the suspension and the reason for the suspension by mail and by sending a copy of the notice home with the student. Oral notice may also be given to the student's parent/guardian; however, it will be confirmed in writing.

4. **Sending a Student Home on the day of the Suspension**

Generally, the student should remain in school on the day of the suspension until school is dismissed for the day. Except as provided below:

- If the situation requires that the student be removed from the premises before school is dismissed, the principal shall attempt to contact the student's parent/guardian to request that s/he pick up the student. If the parent/guardian is unable to pick up the student, the student should remain under the school's supervision until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision.

5. **Opportunity to Complete School Work**

A suspended student shall not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete course work missed during the suspension period. Such work shall be completed pursuant to the procedures established by the School Board.

6. **Reference to the Suspension in the Student's Record**

The student's suspension from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

The suspended student or the student's parent/guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator or his or her designee, who shall be someone other than a principal, administrator or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records.

Reference to the suspension in the student's school record shall be removed if the District Administrator finds that:

- The student was suspended unfairly or unjustly;
- The suspension was inappropriate, given the nature of the alleged offense; or
- The student suffered undue consequences or penalties as a result of the suspension.

The District Administrator, or the administrator's designee, shall make his or her finding within fifteen (15) days of the conference.

7. **Co-Curricular or Extra-Curricular Participation**  
A student's participation in co-curricular or extra-curricular activities during a suspension shall be determined on a case-by-case basis.

B. **Expulsion**

1. **Grounds for Expulsion**

The School Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and it finds that the student:

- Repeatedly refused or neglected to obey the rules established by the School District;
- Knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- Engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health or safety of others;
- Engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or School Board member of the School District in which the student is enrolled; or
- Was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion.

Under this section, conduct that endangers a person or property includes threatening the health or safety of a person or threatening to damage property.

2. **Expulsion for Bringing a Firearm to School**

The School Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

3. **Expulsion Hearing**

Prior to expelling a student, the School Board shall provide the student with a hearing. Prior written notice of the expulsion hearing must be sent separately both to the student and his/her parent/guardian if the student is a minor; otherwise just to the student. The notice will comply with the requirements of State law.

The student, or the student's parent/guardian if the student is a minor, has the right to request a closed hearing or the Board may choose to close the hearing. The student and, if the student is a minor, the student's parent/guardian may be represented at the hearing by counsel.

4. **Expulsion Order**

The Board shall reduce its decision to writing in the form of a written order. If expulsion is ordered, the order must state the length of time that the student is to be expelled. The order should also state specific findings of fact and conclusions of law in support of the decision.

5. **Student Records**

The student's expulsion from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

### **Discipline of Disabled Students**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

### **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

Students are provided lockers, desks, and other equipment in which to store materials. This equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

No strip searches will be conducted by any employee of the District, but may be conducted by law enforcement officials, if deemed necessary.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

## **STUDENT'S RIGHTS OF EXPRESSION**

Manawa Middle School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
  - 1. Is obscene to minors, libelous, indecent, or vulgar,
  - 2. Advertises any product or service not permitted to minors by law,
  - 3. Intends to be insulting or harassing,
  - 4. Intends to incite fighting or presents a likelihood of disrupting school or a school event.
  - 5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
  
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

## **STUDENT SUGGESTIONS AND COMPLAINTS**

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal or to the student council.

## **SECTION V - TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

Bus transportation is provided for all eligible students.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a written request from a parent/guardian is submitted to the principal stating the reason for the request and the duration of the change and the principal approves.

## **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

### **Previous to loading (on the road and at school)**

Each student shall:

- Be on time at the designated loading zone (10 minutes prior to scheduled stop);
- Stay off the road at all times while walking to and waiting for the bus;
- Line up single file off the roadway to enter;
- Wait until the bus is completely stopped before moving forward to enter;
- Refrain from crossing a highway until the bus driver signals it is safe;
- Go immediately to a seat and be seated.
- It is the parent/guardians' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

### **During the trip**

Each student shall:

- Remain seated while the bus is in motion;
- Keep head, hands, arms, and legs inside the bus at all times;
- Not litter in the bus or throw anything from the bus;
- Keep books, packages, coats, and all other objects out of the aisle;
- Be courteous to the driver and to other bus riders;
- Not eat, play games or play cards, etc.;
- Not tamper with the bus or any of its equipment.

### **Leaving the bus**

- Each student shall:
- Remain seated until the bus has stopped;
- Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

## **VIDEOTAPES ON SCHOOL BUSES**

The Board of Education may authorize the installation of video cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with State and Federal law.

## **PENALTIES FOR INFRACTIONS**

A student who engages in misconduct on a bus shall be subject to discipline and may be deprived of the privilege of riding on the bus.

### **SELF-TRANSPORTATION TO SCHOOL**

- Driving to school is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parent/guardians assume full responsibility for any transportation to and from School not officially provided by the school.
- The following rules shall apply.
- Parking lot speed limit is 5 mph.
- **SNOWMOBILE PERMIT \$ 5.00**

A new snowmobile permit is required every year. It must be displayed on the side of the snowmobile visible for the police to see. There will be a fine for students not displaying the snowmobile permit.

- If a student's permit is suspended, no fees will be refunded. Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.
- When the school provides transportation, students shall not drive to school-sponsored activities, unless written permission is granted by their parent/guardians and approved by the Principal.
- No other students can be driven to a school-sponsored activity by the approved student driver without a note from parent/guardians of passenger students granting permission and approval by the Principal.

**Addendum A**

**SCHOOL DISTRICT OF MANAWA**

HARASSMENT COMPLAINT FORM (Attach additional sheets if necessary)

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent/guardian

Name: \_\_\_\_\_

Who did the harassment? \_\_\_\_\_

Describe the harassment. Include time, dates, and location for each incident:

\_\_\_\_\_  
\_\_\_\_\_

What was your reaction or what action did you take?

\_\_\_\_\_  
\_\_\_\_\_

List any witnesses or anyone else who has information relevant to this complaint:

\_\_\_\_\_  
\_\_\_\_\_

I understand these incidents will be investigated and that this form will be kept confidential as much as possible.

No person shall provide false information at any time. If a person provides false information to school district officials regarding a complaint, proceeding, employment application, or other matter, appropriate disciplinary action may be taken against the individual who provided the false information.

\_\_\_\_\_  
(Signature)

Received by: \_\_\_\_\_

Date: \_\_\_\_\_



Please review the attached student information, read this page carefully then sign at the bottom.



For the protection and safety of your child, you are being asked to carefully review the attached student registration/emergency form. Please do each of the following:

- Line-out and make legible corrections (preferably using a colored pen)
- Provide current insurance information
- Update all contact information

*My signature at the bottom of page indicates that the health information is correct and/or all needed corrections have been noted on the form.*

In the event of a medical emergency, during my absence, I hereby give consent for treatment, administration of anesthesia, and surgical intervention for my (son / daughter) \_\_\_\_\_ as deemed necessary by the attending physician. This consent is extended to the physician, nursing staff, and hospital and will remain in effect until revoked in writing by the undersigned. The parent's recommendation will be respected as far as possible. I understand that in the final disposition of an emergency, the judgment of school authorities and medical staff will prevail. Anytime the above information changes, I will notify the school. Completed information is to be confidentially shared with school staff as medically indicated.

My signature at the bottom of this form gives consent as stated above.

**2021 – 2022 Student/Parent/Guardian Handbook, Co-Curricular Code of Conduct Acknowledgement:**

I have been given the opportunity to view and/or obtain any of the above information for review. My child(ren) and I have read and understand the information contained in each section. By signing below, we agree to follow the rules and guidelines within the Student/Parent/Guardian Handbook, Including Co-Curricular Code of Conduct. I am aware that the Handbook and Code of Conduct are available on the School District of Manawa website, in each student's offline Google Drive folder, and available in paper form at each District building.

Student Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Student

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Students choosing to excel; realizing their strengths.**

To: Dr. Melanie J. Oppor, Manawa Board of Education  
 From: Dan Wolfgram  
 Date: 5/24/2021  
 Re: 2021- 2022 LWHS Handbook Revisions

The purpose of this memo is to highlight the changes in the LWHS Handbook as follows:

<b>Page #</b>	<b>Current Language (If applicable.)</b>	<b>Proposed Change or Addition</b>
Cover	2020-2021	2021-2022
2	<p>Athletic Director, Dawn Millard (920) 596-5816</p> <p>Krystal Draeger, Health &amp; Attendance Paraprofessional</p> <p>Board of Education Approval: Student Handbook adopted July 2020</p>	<p>Athletic Director, Brad Johnson &amp; Dan Wolfgram (920) 596-5818</p> <p>Krystal Draeger, SDM Paramedical Specialist / Attendance Paraprofessional</p> <p>Board of Education Approval: Student Handbook adopted June 2021</p>
	Krystal Draeger, Health & Attendance Paraprofessional	Krystal Draeger SDM Paramedical Specialist
3	2020-2021 School Calendar	2021-2022 School Calendar
5	<p>HEALTH / ATTENDANCE PARAPROFESSIONAL</p> <p>JACI GRIGNON DISTRICT NURSE</p> <ul style="list-style-type: none"> <li>● JENNY BESSETTE</li> <li>● GEN BRUNNER</li> <li>● TORI GAST - LIBRARY PARAPROFESSIONAL</li> <li>● RITA GIPP</li> <li>● ANN WARNING</li> </ul>	<p>SDM PARAMEDICAL SPECIALIST / ATTENDANCE PARAPROFESSIONAL</p> <p><del>JACI GRIGNON DISTRICT NURSE</del></p> <ul style="list-style-type: none"> <li>● TORI GAST - GUIDANCE ADMINISTRATIVE ASSISTANT</li> <li>● GEN GUNDERSON</li> <li>● MERIA WRIGHT</li> <li>● BETH TRICE</li> </ul>
6	<ul style="list-style-type: none"> <li>● MIKE THOMACK</li> </ul>	<ul style="list-style-type: none"> <li>● ARTY PETHKE - CUSTODIAL / MAINTENANCE</li> </ul>

		<ul style="list-style-type: none"> <li>● ANYA WILSON - FOOD SERVICE</li> <li>● MARIE ZIRBEL - LIBRARY PARAPROFESSIONAL</li> </ul>
33	<p>Due to the COVID-19 pandemic, visitors are restricted starting at the beginning of the 2020-21 school year. Visitors will be limited to only essential visits. Parents will be asked not to enter the building past the office. Anyone picking up students will be asked to wait outside and call the office to let the building secretary know when they have arrived. Only visitors with prior approval will be entering the main school building. Examples of reasons for approval are IEP meetings or scheduled staff/parent meetings.</p> <p>When COVID-19 restrictions have been lifted regular visitor procedures will return as follows:</p>	<p><del>Due to the COVID-19 pandemic, visitors are restricted starting at the beginning of the 2020-21 school year. Visitors will be limited to only essential visits. Parents will be asked not to enter the building past the office. Anyone picking up students will be asked to wait outside and call the office to let the building secretary know when they have arrived. Only visitors with prior approval will be entering the main school building. Examples of reasons for approval are IEP meetings or scheduled staff/parent meetings.</del></p> <p><del>When COVID-19 restrictions have been lifted regular visitor procedures will return as follows:</del></p>
40	<p>An educational assessment may be completed upon recommendation of the SAT BCT.</p> <p>Grades 5K-8 Level</p> <p>Criteria: To be promoted all students in grades 3-8 must demonstrate adequate progress in core subject areas. Literacy and numeracy are the foundation of all core subjects. To that end, adequate progress will be determined by end-of-year report card standard scores for core academic subjects at a score of "S" in grades one and two or a "D" or higher in grades three through eight. If adequate progress is not evident, based on the report care scores, multiple measures may be used to compile a complete student learning profile for promotion consideration.</p> <p>The multiple measures to consider may include, but are not limited to:</p>	<p>An educational assessment may be completed upon recommendation of the SAT BCT.</p> <p>Grades 5K-8 Level</p> <p><del>Criteria: To be promoted all students in grades 3-8 must demonstrate adequate progress in core subject areas. Literacy and numeracy are the foundation of all core subjects. To that end, adequate progress will be determined by end-of-year report card standard scores for core academic subjects at a score of "S" in grades one and two or a "D" or higher in grades three through eight. If adequate progress is not evident, based on the report care scores, multiple measures may be used to compile a complete student learning profile for promotion consideration.</del></p> <p><del>The multiple measures to consider may include, but are not limited to:</del></p>

	<p>A. Wisconsin School Assessment System Examination scores  B. Response to Intervention/Instruction documentation  C. Local assessments  D. Teacher recommendations  E. Demonstrate adequate progress toward attainment of annual goals specified in the Individualized Education Plan (IEP), Section 504 Plans, or English Development Learning Plan (EDLP) as documented by the staff serving the student.</p>	<p><del>A. Wisconsin School Assessment System Examination scores  B. Response to Intervention/Instruction documentation  C. Local assessments  D. Teacher recommendations  E. Demonstrate adequate progress toward attainment of annual goals specified in the Individualized Education Plan (IEP), Section 504 Plans, or English Development Learning Plan (EDLP) as documented by the staff serving the student.</del></p>
41	<p>4. All required courses shall be successfully completed, and any failure shall be made up before a diploma will be issued.</p> <p>7. Post-Secondary Course Work  Post-secondary course work to be applied toward a high school diploma must be taken through a(n):</p>	<p>4. All required courses shall be successfully completed, and any failure shall be made up before a diploma will be issued, <b>and before you can participate in the graduation ceremony.</b></p> <p>7. Post-Secondary Course Work  <del>Post-secondary course work</del> (Redundant) to be applied toward a high school diploma must be taken through a(n):</p>
49	<p>Powerlifting Club, Bowling Club, Archery Club</p>	<p>Move Powerlifting Club, Bowling Club, Archery Club to pg 48 -  <b>CO-CURRICULAR ACTIVITIES</b></p>
53	<p>Qualifications:</p> <ul style="list-style-type: none"> <li>• GPA of 2.75 or higher</li> </ul> <p>Honor Pass Revocation</p> <ul style="list-style-type: none"> <li>• Ten tardies</li> <li>• Three Discipline Referral</li> </ul>	<p>Qualifications:</p> <ul style="list-style-type: none"> <li>• GPA of 3.25 or higher</li> </ul> <p>Honor Pass Revocation</p> <ul style="list-style-type: none"> <li>• Five tardies in a semester</li> <li>• One Discipline Referral</li> <li>• No unexcused absences</li> </ul>
55	<p>The school will not be able to supervise unaccompanied students not will it be responsible for students who arrive without an adult chaperone.</p> <p><b>Code of Conduct</b></p>	<p>The school will not be able to supervise unaccompanied students <b>nor</b> will it be responsible for students who arrive without an adult chaperone.</p> <p><b>Code of Conduct:</b></p> <p>Possession or use of any alcoholic substance.</p>

	Any crime dealing with, but not limited to, fighting/assault sexual behavior, vandalism or property damage, theft.	Any crime dealing with, but not limited to, <b>fighting/assault</b> , sexual behavior, vandalism or property damage, theft.  <del>If a student records more than 10 tardies in a semester, the student shall serve a code of conduct violation.</del>
56	Second Offense: suspension from 50% of the contests in the present season or a minimum of five (5) contests. Percentages of games lost due to code infractions is based on the total number of games in the season, not what may remain in the rest of that season.	Second Offense: suspension from 50% of the contests in the present season. <del>or a minimum of five (5) contests.</del> Percentages of games lost due to code infractions is based on the total number of games in the season, not what may remain in the rest of that season.
61	3. School-issued equipment is school property and is used during a particular season/event only. At the conclusion of a season/event equipment must be turned in to the coach/advisor in charge. Parent/guardian assistance in this matter will be greatly appreciated. It is the responsibility of the student/athlete and the parent/guardian to have equipment turned in at the proper time.	3. School-issued equipment is school property and is used during a particular season/event only. At the conclusion of a season/event equipment must be turned in to the coach/advisor in charge <b>on the team equipment turn-in day or within two weeks of the final competition or practice. Bills for missing equipment will be sent out one week after the team equipment turn-in day.</b> Parent/guardian assistance in this matter will be greatly appreciated. It is the responsibility of the student/athlete and the parent/guardian to have equipment turned in at the proper time.
64	Face coverings are required to prevent the spread of COVID-19. "Face covering" means a piece of cloth or other material that is worn to cover the nose and mouth completely. A "face covering" includes but is not limited to a bandana, a cloth face mask, a disposable or paper mask, a neck gaiter, or a religious face covering. A "face covering" does not include face shields.	<del>Face coverings are required to prevent the spread of COVID-19. "Face covering" means a piece of cloth or other material that is worn to cover the nose and mouth completely. A "face covering" includes but is not limited to a bandana, a cloth face mask, a disposable or paper mask, a neck gaiter, or a religious face covering. A "face covering" does not include face shields.</del>

The Little Wolf High School Student Handbook will be posted to the School District of Manawa website following Board of Education approval of substantive language changes as presented.

The Manawa Board of Education will be notified of the date that this handbook is converted to a version considered compatible for use by individuals with visual impairments or limited vision as per the Office of Civil Rights requirements and posted to the School District of Manawa website. This OCR compatible conversion may impact the appearance of the document (i.e. change in fonts, font sizes, paging in the table of contents, etc.) resulting in technical changes but no substantive changes will be made. Should a substantive change be required, the handbook (plan) will be brought back to the Board of Education for approval.

# Student Handbook

2021-2022



*Students choosing to excel; realizing their strengths.*

Little Wolf High School  
School District of Manawa  
515 E. Fourth Street  
Manawa, WI 54949

Telephone: (920) 596-2524 – Fax: (920) 596-2655

[www.manawaschools.org](http://www.manawaschools.org)

# **Little Wolf High School Student Handbook 2021-2022**



Dear Students and Parent/guardians:

Welcome to the 2021-2022 school year. We are extremely excited about this school year. This handbook has been designed to help answer your questions about the procedures used in this district and specifically this building. Once you have completed reading through the handbook, it is mandatory that you sign the last page and return it to the school office. I look forward to a tremendous year working together.

Yours in education,

Dan Wolfgram

- Dan Wolfgram, Principal (920) 596-5310
- Danielle Brauer, Elementary Principal & Director of Special Education, (920) 596-5301
- Athletic Director, Brad Johnson and Dan Wolfgram (920) 596-5818
- Janine Connolly, School Counselor (920) 596-5802
- Carrie Koehn, Administrative Assistant, (920) 596-5800
- Krystal Draeger, Health & Attendance Paraprofessional (920) 596-5801
- Jeff Bortle, Dean of Students, 920-596-5806

Board of Education Approval:  
Student Handbook adopted July 2020



# School District of Manawa 2021-2022 Calendar



JULY '21						
S	M	T	W	T	F	S
				1	<del>2</del>	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
2 Contracted Teacher Floating Wk Days New Curriculum Floating Wk Day						
July 2 Independence Day Observed						
21 student days						

AUGUST '21						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Aug 25 New Teacher Orientation Aug 26, 30 Teacher In-Service Aug 31 All District Staff In-Service						
Aug 31 Back to School Night 3:30-6:30						
21 student days						

SEPTEMBER '21						
S	M	T	W	T	F	S
			1	2	3	4
5	<del>6</del>	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
Sept 1 First Day of School - Full Day Sept 6 No School						
21 student days						

OCTOBER '21						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	<del>29</del>	30
31						
Oct 28 Half Day & P/T Conf 12:30-7:30 Oct 29 No School						
19.5 student days						

NOVEMBER '21						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	<del>25</del>	<del>26</del>	27
28	29	30				
Nov 24 Half Day Nov 25-26 No School						
19.5 student days						
Nov 5 First Quarter ends (45.5 days)						

DECEMBER '21						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	<del>23</del>	<del>24</del>	25
26	<del>27</del>	<del>28</del>	<del>29</del>	<del>30</del>	<del>31</del>	
Dec 23-31 No School						
16 student days						

JANUARY '22						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	<del>24</del>	25	26	27	28	29
30	31					
Jan 24 No School Jan 24 Teacher In-Service/Records Day						
20 student days						
Jan 21 Second Quarter ends (45.5 days)						

FEBRUARY '22						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	<del>21</del>	22	23	24	25	26
27	28					
Feb 3 & 10 P/T Conf 3:30 - 7:30 Feb 21 No School Feb 21 Teacher In-Service						
19 student days						

MARCH '22						
S	M	T	W	T	F	S
		1	2	3	4	5
6	<del>7</del>	<del>8</del>	<del>9</del>	<del>10</del>	<del>11</del>	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
March 7-11 No School						
18 student days						

APRIL '22						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	<del>15</del>	16
17	<del>18</del>	19	20	21	22	23
24	25	26	27	28	29	30
Apr 15 No School Apr 18 No School / 1st Make-Up Day						
19 student days						
Apr 1 Third Quarter ends (43 days)						

MAY '22						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	<del>30</del>	31				
May 28 Commencement May 30 No School						
21 student days						

JUNE '22						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
June 1 Full Day June 3 Last Day of School - Full Day June 3 Teacher After School Records						
4th Quarter 42 days						

Wednesdays - 1 Hour Early Dismissal for Professional Development (marked in green)						
176 Student Days						
The first three snow days are not made up. In the event of a fourth snow day, April 18 will become a student day.						

BOE Approved 4/26/2021

**OFFICE STAFF**

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**LITTLE WOLF HIGH SCHOOL STAFF**

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RENEE BEHNKE	PARA-PROFESSIONAL
DANA BONIKOWSKI	PARA-PROFESSIONAL
DENISE BUSCHKE	FOOD SERVICE
TORI GAST	GUIDANCE ADMINISTRATIVE ASSISTANT
JESSIE ORT	PARA-PROFESSIONAL
ARTY PETHKE	CUSTODIAL/MAINTENCE
COLEEN PHELAN	PARA-PROFESSIONAL
DONNA WHEELER	FOOD SERVICE
ANYA WILSON	FOOD SERVICE
MARY WILSON	CUSTODIAN
MARIE ZIRBEL	LIBRARY PARA-PROFESSIONAL

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This Student/Parent/guardian Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the District Administrator. 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 you have questions or would like more information about a specific issue, contact your school principal.

## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parent/guardians may have during a school year. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for future use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal Dan Wolfgram or the School Counselor. You will find their e-mail addresses listed in the Staff Directory section of the handbook.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. If any of the policies or administrative guidelines referenced herein are revised after JULY 2020 the language in the most current policy or administrative guideline prevails. The current policies and guidelines are available on the District's website.

### **MISSION OF THE SCHOOL - *Creating solid foundations for lifelong success***

#### **NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATION OPPORTUNITY**

The 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.

This policy is intended to support and promote nondiscriminatory practices in all District and school activities, particularly in the following areas:

- A. use of objective bases for admission to any school, class, program, or activity;
- B. prohibition of harassment towards students and procedures for the investigation of claims (see Policy 5517);
- C. use of disciplinary authority, including suspension and expulsion authority;
- D. administration of gifts, bequests, scholarships and other aids, benefits, or services to students from private agencies, organizations, or persons;
- E. selection of instructional and library media materials in a nondiscriminatory manner and that reflect the cultural diversity and pluralistic nature of American society;
- F. design and implementation of student evaluation practices, materials, and tools, but not at the exclusion of implementing techniques to meet students' individual needs;
- G. design and configuration of facilities;

- H. opportunity for participation in extra-curricular and co-curricular activities, provided that separate programs for male and female students may be available provided comparable activities are made available to all in terms of type, scope, and District support; and
- I. the school lunch program and other school-sponsored food service programs.

The Board is also committed to equal employment opportunity in its employment policies and practices as they relate to students. The Board's policies pertaining to employment practices can be found in Policy 1422, Policy 3122, and Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

Any person who believes that the Little Wolf High School or any staff person has discriminated against them in violation of this policy may file a complaint. A formal complaint can be made in writing to a School Compliance Officer/Title IX Coordinator listed below:

Dan Wolfgram  
Principal (920) 596-5310  
[dwolfgram@manawaschools.org](mailto:dwolfgram@manawaschools.org)

Carmen O'Brien  
Business Manager (920) 596-5332  
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If at any time during the investigation process the investigator determines that the complaint is properly defined as bullying because the conduct at issue is not based on a student's protected characteristics, the investigator shall transfer the investigation to the appropriate building principal.

Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

Little Wolf High School is committed to an educational environment that is free of harassment of any form. The school will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the school district community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

#### **Harassment Policy\***

*\*Parent/guardians and students are encouraged to read the full text of the Board of Education policy governing Anti-Harassment and bullying available on the District web site or by contacting the school main office.*

#### **Summary of Board of Education Policy**

It is the policy of the Board of Education to maintain an educational environment that is free from all forms of harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging and reporting any form of unlawful harassment. This policy applies to conduct occurring on school property or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against out students.



## **Definitions**

- Bullying (See the bullying policy immediately following this section)
- Harassment: Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student that:
  1. Places a student in reasonable fear of harm to his/her person or damage to his/ her property;
  2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
  3. Has the effect of substantially disrupting the orderly operation of a school.
- Sexual Harassment: Unwelcome sexual advances, requests of sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. Important...parent/guardians and students are encouraged to read the entire Board of Education policy with corresponding examples.
- Other forms of harassment such as race/color, religion, national origin, and disability are defined in the full text of the Board of Education policy.

## **Reporting Procedures**

Students and all other members of the School District community, as well as third parties, are encouraged to promptly report incidents of harassing conduct to a school staff member (teacher, counselor, or principal, Title IX Coordinator for example) so the conduct can be addressed before it becomes severe, pervasive, or persistent. The District will investigate as described below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that is false.

The reporting procedures are as follows:

1. Any student, parent/guardian of a student, teacher, school staff member, or school community member is encouraged to report the alleged act(s) to the school principal or district compliance officer.
2. The reporting party shall be encouraged to use a report form (See Addendum A) available in each school main office, but oral reports shall be considered complaints as well.
3. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, each school's building principal will designate one male and one female staff person (designated as Complaint Coordinators and Title IX Coordinator) to receive reports of harassment prohibited by this policy.

## **Confidentiality**

The District will make all reasonable efforts to protect the rights of the complainant and the respondent. The District will respect the privacy of the complainant, the respondent, and all witnesses in a manner consistent with the District's legal obligation under state and federal law.

## **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonable calculated to stop the harassment and prevent further such harassment. A violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension /expulsion of a student. All disciplinary action will be taken in accordance with applicable law and the ages and maturity levels of the students.

## **Retaliation**

Any act of retaliation against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation is prohibited.

**SCHOOL DISTRICT OF MANAWA HARASSMENT COMPLAINT FORM** – Addendum A at the end of this handbook.

**Bullying Policy**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions that cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

**Definitions**

**"Bullying"**

Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however, this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "'Cyberbullying' – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

The Board recognizes that cyberbullying can be particularly devastating to young people because:

1. Cyberbullies more easily hide behind the anonymity that the Internet provides;
2. Cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
3. Cyberbullies do not have to own their own actions, or fear punishment for their actions, as it is usually very difficult to identify cyberbullies;
4. Furthermore, the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased with cyberbullying;
5. Cyberbullies can impersonate others with the intent to embarrass or harm them or hacking into, or otherwise gaining access to, another's others' electronic accounts (emails, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs of students;
4. posting misleading or fake photographs of students on web sites.

**"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of sex, (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws. Harassment is prohibited by Policy [5517](#) – Student Anti-Harassment.

**"Staff"** includes all school employees and Board members.

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of hazing and instances that could possibly be construed as hazing, consult Policy [5516](#).

### **Complaint Procedures**

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or the District Administrator.

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

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. If, during an investigation of a reported act of bullying in accordance with this Policy, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on sex (transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with Policy 5517 – Student Anti- Harassment.

Parents of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to, reprimand, suspension, or possible expulsion. Furthermore, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, of the remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying incidents. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliating and intentionally making a false report may result in disciplinary action.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to inform parents, to take appropriate action, and to conform with

any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Notification**

Notice of this policy will be annually distributed to all students enrolled in the School District, their parents and/or guardians and employees. The policy will also be distributed to organizations in the community having cooperative agreements with the schools. Additionally, the policy will be posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. All new hires will be required to review and sign off on this policy and the related complaint procedure.

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

### **Records and Reports**

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

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

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The District Administrator shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines on bullying will be age and content appropriate.

## **SEXUAL HARASSMENT**

"Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of access to educational opportunities or program;
- B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education;
- C. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;

- D. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- E. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- F. unwelcome behavior or words directed at an individual because of gender;

Examples are:

- 1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
  - 2. rating a person's sexuality or attractiveness;
  - 3. staring or leering at various parts of another person's body;
  - 4. spreading rumors about a person's sexuality;
  - 5. letters, notes, telephones calls, or materials of a sexual nature;
  - 6. displaying pictures, calendars, cartoons, or other materials with sexual content.
- G. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life.

Boundary invasions may be appropriate or inappropriate. Appropriate boundary invasions make medical or educational sense. For example, a teacher or aide assisting a kindergartner after a toileting accident or a coach touching a student during wrestling or football can be appropriate. However other behaviors might be going too far, are inappropriate and may be signs of sexual grooming.

Inappropriate boundary invasions may include, but are not limited to the following:

- 1. hugging, kissing, or other physical contacts with a student;
- 2. telling sexual jokes to students;
- 3. engaging in talk containing sexual innuendo or banter with students;
- 4. talking about sexual topics that are not related to the curriculum;
- 5. showing pornography to a student;
- 6. taking an undue interest in a student (i.e. having a "special friend" or a "special relationship");
- 7. initiating or extending contact with students beyond the school day for personal purposes;
- 8. using e-mail, text messaging or websites to discuss personal topics or interests with students;
- 9. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
- 10. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
- 11. going to a student's home for non-educational purposes;
- 12. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of a student);
- 13. giving gifts or money to a student for no legitimate educational purpose;
- 14. accepting gifts or money from a student for no legitimate educational purpose;
- 15. being overly "touchy" with students;
- 16. favoring certain students by inviting them to come to the classroom at non-class times;
- 17. getting a student out of class to visit with the staff member;
- 18. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;

19. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);
20. being alone with a student behind closed doors without a legitimate educational purpose;
21. telling a student "secrets" and having "secrets" with a student;
22. other similar activities or behavior:

Inappropriate boundary invasions are prohibited and must be reported promptly to one of the District Compliance Officers, as designated in this policy, the Building Principal, Title IX Coordinator, or the District Administrator.

- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history; and
- I. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

It is also the policy of the Board that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the work place, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.

Not all behavior with sexual connotations constitutes sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's education, or such that it creates a hostile or abusive educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

#### **SECTION 504/ADA COMPLAINT**

Any person who believes that the Little Wolf High School or any staff person has discriminated against them in violation of the District's Section 504/ADA policy may file a complaint. A formal complaint can be made in writing to a School Compliance Officer listed below:

Janine Connolly  
School Counselor, (920) 596-5802  
[jconnolly@manawaschools.org](mailto:jconnolly@manawaschools.org)

The complaint procedure is available in the school office.

# **SCHOOL DAY/BELL SCHEDULES**

## **LITTLE WOLF HIGH SCHOOL BELL SCHEDULE**

**Warning Bell: 7:40**

### **High School**

**Period 1 7:45 – 8:35**

**Period 2 8:39 – 9:29**

**Period 3 9:33 – 10:23**

**Period 4 10:27 - 11:17**

**Period 5 11:21 – 12:11**

**Lunch 12:11 – 12:41**

**Period 6 12:45 – 1:35**

**Period 7 1:39 – 2:29**

**RtI 2:33 – 3:05**



## **EARLY RELEASE BELL SCHEDULE**

**Warning Bell 7:40**

### **High School**

**Period 1 7:45 - 8:26**

**Period 2 8:30 - 9:11**

**Period 3 9:15 - 9:56**

**Period 4 10:00 - 10:41**

**Period 5 10:45 - 11:26**

**Lunch 11:26 - 11:56**

**Period 6 12:00 - 12:41**

**Period 7 12:45 - 1:26**

**RtI 1:30 - 2:05**

*\*Wednesday Early Dismissal will be 2:05 p.m., except on  
September 1<sup>st</sup> an June 1<sup>st</sup> - dismissal will be at 3:05 p.m.*

## **20 - Minute HOMEROOM SCHEDULE**

**Warning Bell: 7:40 High School**

### **High School**

**Homeroom 7:45 – 8:05**

**Period 1 8:09 – 8:56**

**Period 2 9:00 – 9:47**

**Period 3 9:51 – 10:37**

**Period 4 10:41 - 11:28**

**Period 5 11:32 – 12:19**

**Lunch 12:19 – 12:49**

**Period 6 12:53 – 1:40**

**Period 7 1:44 – 2:31**

**RtI 2:35 – 3:05**

## **EARLY RELEASE ½ DAY BELL SCHEDULE**

**Warning Bell 7:40 High School**

### **High School**

**Period 1 7:45 – 8:11**

**Period 2 8:15 – 8:41**

**Period 3 8:45 – 9:11**

**Period 4 9:15 - 9:41**

**Period 5 9:45 – 10:11**

**Period 6 10:15 – 10:41**

**Period 7 10:45 – 11:11**

**Lunch 11:11 – 11:41**

**RtI 11:45 – 12:15**

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of Little Wolf High School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures will comply with the requirements of State and Federal law.

Parents/guardians have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, mail or hand delivery may be used to ensure contact. Parents/guardians are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the principal.

- Adult students (age eighteen (18) or older) are expected to follow all school rules. If residing at home, adult students should include their parent/guardians in their educational program.

## **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify a staff person immediately.

All students must have an emergency medical card completed, signed by a parent/guardian or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or to the office staff. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes injured or ill during the school day should request permission from the teacher to go to the office. The office staff will determine whether the student should remain in school or go home. No student will be released from school without proper parent/guardian permission.

## **HOMEBOUND INSTRUCTION**

The District may arrange for individual instruction to students of legal school age who are not able to attend classes because of a serious physical or emotional disability.

Parents/guardians should contact the principal regarding procedures for such instruction.

## **SECTION I - GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

Students generally enroll in the district in which they live. However, the Board will release a resident student who is accepted as a student in another school district under that district's open enrollment program.

Students who are new to Little Wolf High School are required to enroll with their parent or legal guardian unless eighteen (18). When enrolling, the parents/guardians will need to bring:

- A. A birth certificate or similar document;
- B. Custody papers from a court (if appropriate);
- C. Proof of residency; and
- D. Proof of immunizations and/or an appropriate waiver.

In some cases, a temporary enrollment may be permitted. If that is done, the parent/guardian will be told what records are needed to complete the enrollment process.

Students enrolling from another accredited school will have their courses and grades evaluated by the counseling department. The office staff will assist parents/guardians in obtaining the official records from the other school.

Homeless students who meet the federal definition of homeless may enroll and will be under the direction of the Homeless Liaison with regard to enrollment procedures.

Adult students (eighteen (18) years of age or older) may enroll themselves, but if residing with their parent/guardians, are encouraged to include them in the process. Adult students do carry the responsibilities of both the student and parent/guardian and are expected to follow all School rules.

### **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the school counselor. Student requests for schedule changes should be made within the first week of class. It is important to note that some courses may be denied because of limited space or the need to complete prerequisites courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

### **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent/guardian whose signature is on file in the school office or the parent/guardian coming to the school office to request the release. No student will be released to a person other than a custodial parent or guardian without a permission note signed by the custodial parent-or guardian.

### **TRANSFER OUT OF THE DISTRICT**

If a student plans to transfer to another school, the parent/guardian must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. Parents/guardians are encouraged to contact the school counselor for specific details.

## **OPEN ENROLLMENT**

The School District of Manawa will participate in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the District, all as amended from time-to-time.

## **WITHDRAWAL FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parent/guardian and completion of any required forms.

## **IMMUNIZATIONS**

Each student must have the immunizations required by the Wisconsin Department of Health and Human Services or must have an authorized waiver. If a student does not have the necessary shots or waivers, s/he may be excluded from school as permitted by law. This is for the safety of all students and staff. Any questions about immunizations or waivers should be directed to the School Nurse, Terri Brooks.

## **STUDENT ACCIDENTS/ILLNESS/CONCUSSION**

The School District of Manawa believes that school personnel have certain responsibilities in case of accidents, illness or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, and notification of administration personnel, notification of parent/guardian, and the filing of accident reports.

## **EMERGENCY MEDICAL AUTHORIZATION**

Per Board policy, every student must have an Emergency Medical Authorization Form completed and signed by his/her parent/guardian in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The school has made the Emergency Medical Authorization Form available to every parent/guardian at the time of enrollment. A student's failure to return the completed form to school may jeopardize the student's participation in school activities.

## **ADMINISTRATION OF MEDICATIONS**

For purposes of this guideline:

- A. "Practitioner" shall include any physician, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any State.
- B. "Medication" shall include all drugs including those prescribed by a practitioner and any nonprescription drug products.
- C. "Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body.
- D. "Nonprescription drug product" means any non-narcotic drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

Nonprescription drug products include cough drops that contain active ingredients. These cough drops must be handled in the same manner as aspirin, Advil and Tylenol.

If a cough drop contains only sugar, water, and some menthol, the procedures for handling nonprescription drug products are not required.

### **Prescribed Medications**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should determine with their practitioner's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours. This written and signed request form is to be submitted on an annual basis, or more often if changes in dosage occur, and will include:
  1. student's name and date of birth;
  2. medication and dosage or procedure required;
  3. times required;
  4. special instructions including storage and sterility requirements;
  5. date prescribed medication will be started;
  6. date prescribed medication will no longer be needed;
  7. practitioner's name, address, and telephone number;
  8. authorization for school personnel to administer the prescribed medication, if necessary, but only in the presence of an authorized staff member or parent;
  9. agreement to notify the school in writing if the medication, dosage, schedule, or procedure is changed or eliminated. A new request form must be submitted each school year or for each new medication.
- C. For each prescribed medication, the medication shall be in the original pharmacy-labeled package with the following information in a legible format:
  1. student's name
  2. practitioner's name
  3. date
  4. pharmacy name and telephone
  5. name of medication
  6. prescribed dosage and frequency
  7. special handling and storage directions
- D. All medications to be administered during school hours must be registered with the Principal's office. Upon receipt of the medication, the health aide shall verify the amount of medication brought to the school and indicate that amount on the student's medication log sheet.
- E. Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent. Two to four (2-4) weeks' supply of medication is recommended.

### **ASTHMA INHALERS AND EPI-PENS**

#### **Use of Metered Dose or Dry Powder Inhalers**

Asthmatic students may, while in school, at a school-sponsored activity, or under the supervision of a school authority, possess and use a metered dose inhaler or dry powder inhaler when the following three (3) conditions are met.

1. The student is required to carry an inhaler for use prior to physical activity to prevent the onset of asthmatic symptoms or for use to alleviate asthmatic symptoms, and
2. the completed Parent Consent form for a minor student has been submitted to the Principal, and
3. the practitioner's order for medication administration has been submitted to the Principal authorizing the student to possess and use an inhaler.

Asthmatic students who are not required to carry an inhaler shall follow the guidelines which apply to all other prescription medications and their administration.

### **Use of Epi-pen**

Students who may suffer from severe allergic reactions may, while in school, at a school-sponsored activity, or under the supervision of a school authority, possess and use an epi-pen when three (3) conditions are met.

1. The student is required to carry the epi-pen for use to prevent the onset of an allergic reaction, and
2. the completed Parent Consent form for a minor student has been submitted to the Principal, and
3. the practitioner's order for medication administration has been submitted to the Principal authorizing the student to possess and use the epi-pen.

Students who may suffer from severe allergic reactions but are not required to carry an epi-pen shall follow the guidelines which apply to all other prescription medications and their administration.

School personnel are not required to administer a nonprescription drug product or prescription drug by means other than ingestion. However, personnel designated to administer medications may indicate a willingness to provide medications, in an emergency or special situation, by means other than ingestion. This is done only under the direction and delegation of the school nurse. The school nurse shall provide instruction and written protocols, as well as documentation that both were provided.

Dispensing of nonauthorized, nonprescription drug products by District employees to students served by the District is prohibited. Where investigation confirms such conduct, prompt corrective action shall be taken, up to and including dismissal.

To minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches should never dispense, supply or recommend the use of any drug, medication, or food supplement for performance-enhancing purposes.

School personnel trained to administer medications shall keep a copy of the Administration of Medication Policy and Guidelines in an accessible spot for quick reference and have the right to refuse to administer medication to students when the required authorization forms and signatures have not been completed.

### **USE OF NONPRESCRIBED (DRUG PRODUCTS)**

In those circumstances where a student must take a Nonprescription Drug Product during the school day, the following guidelines are to be observed:



- A. The Nonprescription Drug Product Request and Authorization Form must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours.
- B. For each nonprescription drug product, the container shall be the original manufacturer's package and the package must list in a legible format the ingredients and recommended therapeutic dose.

The parents request to administer a nonprescription drug product shall contain the following information:

1. student's name
2. date
3. name of medication
4. dosage and frequency
5. special handling and storage directions

### **HEAD LICE**

If a child in the District is found to have lice, the child's parent/guardian will be contacted to have the child treated and to pick him/her up immediately. After treatment and upon returning to school, the child will be examined by the school health staff or principal. The District practices a policy of "no live lice" and no nits as criteria for return to school.

### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. A teacher, nurse, or principal may send home a student who is suspected of having a communicable disease and will notify the parent/guardian of such action and the reason(s) it was taken. School officials may be required to notify local health officials if they suspect a student has a communicable disease as identified by the Wisconsin Department of Health Services. School officials will comply with notification requirements of the Department of Health and Family Services in addition to notifying the student's parent/guardian.

Examples of such diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Wisconsin Department of Health and Human Services.

Any student's removal from school will only be for the contagious period as specified in the school's administrative guidelines.

### **DIRECT CONTACT COMMUNICABLE DISEASES**

In the case of non-casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health and Human Services.

As required by Federal and State law, parents/guardians may be required to have their child's blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **INDIVIDUALS WITH DISABILITIES AND LIMITED ENGLISH PROFICIENCY**

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation and placement procedure. Parent/guardian involvement in this procedure is generally required. More important, the school encourages parents/guardians to be active participants. To inquire about special education programs and services, a parent/guardian should contact Danielle Brauer (920) 596-5700.

The district is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

Services are also available to students with limited English proficiency. To inquire about programs and services, a parent/guardian should contact Jackie Sernau at (920) 596-5738.

### **STUDENT RECORDS**

The origination and maintenance of appropriate student records are essential to the effective operation of the District and meeting the educational interests of students. The rights and responsibilities of students, parent/guardians and the District with respect to student records are governed by State and Federal law. Many student records are kept by teachers, counselors and administrative staff. There are two (2) basic kinds of student records -- directory information and confidential records.

Directory information can be given to any person or organization for educational purposes or non-business purposes when requested, unless the parent/guardians of the student object in writing to the disclosure as required under school policy and State and Federal law. Directory information generally includes student records that identify a student's name, photograph, participation in officially recognized activities and sports, weight and height for members of athletic teams, date of graduation, and degrees and awards received. Directory information also includes a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a district's electronic systems, if, standing alone, it cannot be used to access student education records, (i.e. a pin number, password, or other factor is also needed).

- If parents/guardians and eligible students do not submit their written objection to dissemination to the Board, directory information may be utilized by the District Administrator in District-wide publications, on the cable television educational access channel, or on the District's website. The directory information used will be properly verified and approved by the District Administrator.

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parent's/guardian's consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent's/guardian's written consent. If you have questions about the

confidentiality of student records and/or the release of student records to third-parties, please contact Dr. Melanie J. Oppor.

Parents/guardians and students are reminded of: 1) their rights to inspect, review and obtain copies of students records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; 4) the categories of student record information which have been designated as directory information and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, his/her parents/guardians, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or his/her parent/guardians;
- B. Mental or psychological problems of the student or his/her family;
- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or his/her parent/guardians; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents/guardians may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the Manawa Business Office to inspect such materials.

Further, parent/guardians have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent/guardian will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The District Administrator will provide notice directly to parents/guardians of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the District Administrator is directed to notify parents/guardians of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- The administration of any survey by a third party that contains one or more of sensitive information contained in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA). Parents/guardians and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: [FERPA@ED.Gov](mailto:FERPA@ED.Gov); and [PPRA@ED.Gov](mailto:PPRA@ED.Gov).

### **ARMED FORCES RECRUITING**

The School must provide equal access to the high school campus and to student directory information to all entities offering educational or employment opportunities to students. “Armed forces” means the armed forces of the United States and their reserve components and the United States Coast Guard.

Parents can decline release of student directory data to the Armed Forces using the consent verification form available at the time of registration. The Board shall ensure that students and parents/guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding right to refuse disclosure to any or all “directory information” including in the armed forces of the United States and the service academies of the armed forces of the United States.

If parents/guardians and eligible students do not submit such written notification to the Board, directory information may be utilized by the District Administrator in District-wide publications, on the cable television educational access channel, or on the District’s website. The directory information used will be properly verified and approved by the District Administrator.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

## STUDENT FEES, FINES, AND CHARGES

Fees will be charged for the following non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

### HIGH SCHOOL FEES

<b>FEES FOR EVERY STUDENT</b>	
<b>District Fee</b>	<b>\$20.00</b>
<b>Junior Class</b>	<b>\$10.00</b>
<b>Sophomore Class</b>	<b>\$ 5.00</b>
<b>Freshman Class</b>	<b>\$ 5.00</b>

<b>Student Parking Permits: New permit required each school year.</b>	<b>Required for all vehicles parked in the student parking lot</b>	<b>\$10.00</b>
<b>Snowmobile Parking Permits: New permit required each school year.</b>	<b>Required for all snowmobiles parked on school property (snowmobiles must be registered with the DNR and helmets must be D.O.T. approved).</b>	<b>\$ 5.00</b>

<b>OPTIONAL FEES</b>		
	<b>Student Athletic Pass</b>	<b>\$ 5.00</b>
	<b>Yearbook</b>	<b>\$50.00 - \$60.00</b>
<b>Sports Fees</b>	<b>Student Max \$75 / Family Max \$150</b>	<b>\$30/sport</b>

Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Students who fail to pay fines, fees, or charges may be denied participation in graduation ceremonies.

### STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

- Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- A student will not be allowed to participate in a fund-raising activity for a group in which s/he is not a member without the approval of the student's teacher or counselor.
- No student may participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- House-to-house canvassing by any student is not allowed for any fundraising activity.
- Students under the age of nine (9) must be accompanied by a parent/guardian or person sixteen (16) years of age or older.
- Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for ....", will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.
- No student may participate in a fund-raising activity conducted by a parent/guardian group, booster club, or community organization on school property without the approval of the principal.
- Fundraising by students on behalf of school-related organizations whose funds are not managed by the District may be permitted on school grounds by the District Administrator. If the fundraising activity will involve students under age nine (9) or the group holding the fundraiser includes any students under age nine (9), the group shall secure permission from such students' parents/guardians to participate in the fundraising activity and shall assure that any such students are always accompanied by a parent/guardian or a person at least sixteen (16) years of age.

### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. Students are expected to use school-issued locks for use during physical education classes.

### **REVIEW OF INSTRUCTIONAL MATERIALS**

Parents/guardians have the right to review any instructional materials related to the human growth and development curriculum and may also observe instruction in classes dealing with such subject matter. Any parent/guardian who wishes to review instructional materials or observe classroom instruction should contact the Principal to make the appropriate arrangements. Parents'/guardians' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

### **MEAL SERVICE**

The school participates in the National School Lunch Program and makes lunches available to students for a fee. Ala carte items are available. Students may also bring their own lunch to school for consumption in the school's cafeteria.

**ONLY students in grades 9-12 who have met the criteria for an Honor Pass will be allowed to leave campus for lunch.**

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. Extra applications can be obtained in the school office.

## **FIRE AND TORNADO DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, who are responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State.

Lock down drills in which the students are restricted to the interior of the school building and the building secured may occur during the school year.

## **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations:

WDUX ---Waupaca 92.7

WBAY-CH 2

WSAW-CH 7

NBC 26

WFRV-CH 5

WLUK-CH 11

If there is no announcement made on the radio and television stations, school will be open and the buses will be running. If the weather should turn severe during the day and buses are sent out early, an announcement to this effect will be made on the above stations. Parents/guardians will also have the option of receiving an alert to their phone or email account. It is the responsibility of the parent/guardian to ensure updated directory information. Parents/guardians and students are responsible for knowing about emergency closings and delays.

## **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Toxic Hazard Policy and asbestos management plan will be made available for inspection at the Board offices upon request.

## **VISITORS**

Due to the COVID-19 pandemic, visitors are restricted starting at the beginning of the 2020-21 school year. Visitors will be limited to only essential visits. Parents will be asked not to enter the building past the office. Anyone picking up students will be asked to wait outside and call the office to let the building secretary know when they have arrived. Only visitors with prior approval will be entering the main school building. Examples of reasons for approval are IEP meetings or scheduled staff/parent meetings.

When COVID-19 restrictions have been lifted regular visitor procedures will return as follows:

Visitors, particularly parent/guardians, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to prevent any loss of instructional time.

Visitors access to classrooms and instructional activities are subject to reasonable restrictions and limits. Please consult with the principal regarding these restrictions.

Students may not bring visitors to school without first obtaining advanced written permission from the principal.

### **USE OF THE LIBRARY**

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian/library aide. Books and periodicals (*not the most recent issue*) on the shelves may be checked out for a period of three weeks. To check out any other materials, contact the librarian/library aide. To avoid fees, all materials checked out of the library must be returned to the library by the end of each term.

### **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

### **LOST AND FOUND**

The lost and found area is in the main office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

### **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the principal. Violation of this rule may lead to disciplinary action.

### **USE OF SCHOOL TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

- Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents/guardians to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

### **SCHOOL DISTRICT OF MANAWA PERSONAL COMMUNICATION DEVICES**

#### **Electronic Communication Device Policy**

"Personal communication devices" ("PCDs") as used in this policy are defined in Bylaw 0100.

Students may use PCDs before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after-school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.



However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

During after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent by an authorized adult is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person shall have their PCD confiscated and held until a parent picks it up, and may be directed to delete the audio and/or picture/video file while the parent is present. If the violation involves potentially illegal activity, the confiscated PCD may be turned over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create, in the mind of another person, an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents during the school day.

LEGAL REF.: Section 118.28 Wisconsin Statutes

Students who violate this policy will face the following disciplinary consequences: (Any electronic device or combination thereof).

**1<sup>st</sup> offense** – Warning – device is requested to be turned off.

**2<sup>nd</sup> offense** – Teacher confiscates for the class period.

**3<sup>rd</sup> offense** – Phone is turned into the main office where a parent/guardian must pick up.

**Students refusing to relinquish their PCD may receive an in-school or out-of-school suspension. If they still refuse the proper authorities will be called.**

## **WEAPONS**

The Board of the School District of Manawa prohibits possession, use or threat to use, or storing of a weapon or look-alike weapon on school premises before, during, or after school, or at any school-sponsored activity. "School premises" includes a school building, school bus or vehicle, or any other school facility (including any school transportation facility, whether owned or contracted by the District). Students may not have live ammunition on the school site.

Determination of whether an item constitutes a weapon under this policy shall be made in accordance with established procedures. Exceptions to this policy include items which otherwise might be classified as weapons which are brought or transported to school premises or activities as part of a recognized activity for which the item is required, unless such is prohibited by law. (Examples might include but are not necessarily limited to guns handled by a staff member in a gun safety class, a look-alike gun which might be used in a dramatic activity, a gun bayonet which might be part of a history lesson, or a starting pistol used by a staff member in a track athletic event.)

Teachers should advise the appropriate building administrator beforehand of any activity or lesson necessitating the bringing to school of materials such as those described in this policy. Anyone found to be in violation of this policy is subject to discipline and/or legal action. If any part of this policy is held to be invalid under operation of the law, it shall not affect other parts of this policy which may be in compliance with the law.

### ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of twenty-four (24) hours' notice is required to ensure that the principal has the opportunity to review the announcement or posting.

The school has a central bulletin board located across from the main office which may be used for posting notices after receiving permission from the principal.

### VIDEO SURVEILLANCE

The Board of Education has authorized the use of video surveillance and electronic monitoring equipment at various school sites throughout the school. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

### SAFETY AND SECURITY

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. The staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable. All District employees are to wear photo-identification badges while in District schools and offices or on District property.

### LUNCH PROGRAM

#### Hot Lunch & Breakfast Prices for 2020-2021 School Year:

<b>Hot Lunch (Per Day)</b>	
High School	\$3.00
<b>Breakfast (Per Day)</b>	
High School	\$1.50
<b>Milk (Per Day) *</b>	\$.40

Reduced price is **\$.30** for breakfast and **\$.40** for lunch **for all qualifying students in the district.**

**Free and Reduced Breakfast and Lunch forms must be filled out each year. Forms are available in each school office, and the District Office. They can be filled out at ANY time throughout the year.**

## SECTION II - ACADEMICS

### FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parent/guardian consent.

Attendance rules, the Code of Conduct and the Search and Seizure policy apply to all field trips.

### GRADES

The Teachers have a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The School uses the following grading system:

#### Grading Scale for all students:

A	95-100
A-	92-94
B+	89-91
B	86-88
B-	83-85
C+	80-82
C	77-79
C-	74-76
D+	71-73
D	68-70
D-	65-67
F	0-64

#### Marking System:

(A)	Excellent
(B)	Good
(C)	Average
(D)	Below Average
(F)	Failure

If a student receives an "F" in a required subject, he/she must repeat and pass that subject to fulfill graduation requirements. Ordinarily, a student who receives an "F" in a course, which is part of a sequence, must repeat and pass that course to continue in the sequence.

(I) Incomplete: When a student's work is not completed by the end of the quarter due to the student's absence from school, he/she receives an "I". This work, in most cases, must be made up within two weeks after the end of the quarter. Exceptions to the two-week period must be cleared through the principal. If work is not made up in the allowed time, the "I" becomes an "F".

(W) Withdrew: A student receives this grade when he/she drops a course with administrative approval.

NOTE: A student withdrawing from a course after the fifth week of the semester will do so with an F unless granted administrative exception.

## GRADE POINT AVERAGE

To calculate a grade point average (G.P.A.), assign a point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of C would be  $.5 \times 2=1$ . Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the G.P.A. This can be done by grading period, semester, year, or for a series of school years.

## LAUDE SYSTEM

The Laude System replaces the class rank system. It allows us to recognize and encourage students to take appropriate courses that will better prepare them for the future. This system is a point-based system that gets combined with a student's GPA, under our normal grading scale. This system rewards a student for **completing** designated rigorous courses and will earn the student honor points.

To qualify for Cum Laude or Higher: The student must minimally have a 3.4 cumulative grade point average and have earned a minimum of 4 Laude points. Once students meet these requirements they will earn one of the following distinctions:

**Cum Laude** (With honor/distinction), 4 – 17.49 honor points

**Magna Cum Laude** (With great honor/distinction), 17.5 – 28.79 honor points

**Summa Cum Laude** (With highest honor/distinction), 28.8 honor points or more

*\*Academic Excellence Scholarship: Refer to language spelled out in Board Policy 5451.02*

## GRADING PERIODS

Report Cards: At the end of each semester, students receive report cards containing their final semester grades in all of their courses. The grades on the semester report card become a part of each student's permanent record.

At the end of the nine-week period a report card indicating quarterly grades is issued. This quarterly grade is a progress report to give students, parent/guardians, and the counselor an idea of the student's work at that point. The quarterly grade is not an official grade. It does not appear on any official record and in no way affects credits, average, or rank in class.

Parent/guardian / Teacher Conferences: Parent/guardian/teacher conferences will be held for the purpose of evaluation of student progress in school. Parents/guardians are encouraged to communicate with staff members at any time throughout the school year concerning their child's progress. Any time a parent/guardian wishes to see his/her child's records or confer with a teacher they should make an appointment through the High School office.

## PROMOTION, PLACEMENT, AND RETENTION

### High School Level

Student placement criteria are as follows:

- A. 1st year of high school attendance or the credit equivalent are placed in 9th grade.
- B. 2nd year of high school attendance or the credit equivalent are placed in 10th grade.
- C. 3rd year of high school attendance or the credit equivalent are placed in 11th grade.
- D. 4th year of high school attendance or the credit equivalent are placed in 12th grade.

### Remediation Opportunities

School personnel shall make a concerted and repeated effort throughout the school year to notify the parents/guardians of students who are at-risk of not meeting grade-level expectations and thus, may not be eligible for promotion. Opportunities to support student learning will be suggested and encouraged. In this way, students, with the support of their parents/guardians, can take full advantage of Response to Intervention/Instruction (Rtl) time, Summer School, or other remediation learning opportunities for the purpose of meeting the grade-level criteria as described above to be eligible for promotion. Students' progress in meeting grade-level criteria will be monitored using universal screeners.

Referral shall be based on failing grades at the middle of the first quarter.

- The BCT shall meet to problem-solve the relevant behavior and educational issues regarding the student and implement strategies to help the student improve his/her failing grades or performance. The student's grades or performance shall be monitored throughout the second quarter by the BCT. An educational assessment may be completed upon recommendation of the SAT BCT. The student's parents/guardians shall be notified.
- If, at the end of the first semester, the student continues to receive less than a "D" or less in core area subjects, the BCT will review and revise the previous plan and implement new strategies to help improve the student's failing grades or performance. An educational assessment shall be completed unless this was already done during the second quarter of the school year. The student's parent/guardians/guardians shall be notified.
- The BCT shall monitor student progress bi-weekly during the third quarter. The BCT will make a promotion or retention recommendation to the building principal by the end of third quarter. The student's parent/guardians/guardians will be kept informed of student progress and the preliminary recommendation. The district administrator shall be informed.
- Final determination of a retention, promotion, or promotion conditioned on a remediation plan shall be made by the building principal and reported to the district administrator and be based, in part, on the 4th quarter mid-term grades or performance. The principal shall provide a written notice of the decision to the parents/guardians at least 4 weeks before the end of the school year.

### **Appeal Process**

Parents/guardians of the student recommended for retention may appeal to the District Administrator or designee. Such appeals shall be filed in writing no later than five (5) days after receiving the official letter of retention. The appeal petition must include reasons why the parent/guardian believes the student should be promoted. The District Administrator or designee shall respond with a decision in writing fifteen (15) days after receipt of the appeal.

The following number of earned credits designates the grade in which the student will be registered:

Freshman 0 to 5 Credits  
Sophomore 6 Credits to 11 Credits  
Junior 12 Credits to 17 Credits  
Senior 18 Credits or more

## GRADUATION REQUIREMENTS

A student must meet the following graduation requirements in order to be eligible to receive a Little Wolf High School diploma:

1. Student must attend high school for eight (8) semesters.
2. A student must be enrolled in a class or participating in a Board-approved activity during each class period of each school day while attending high school. Students may be eligible for early graduation in accordance with established policy and procedures. Students may have the eight-semester requirement waived if the early graduation procedures established in the rules are followed.
3. Credits - A Little Wolf High School diploma shall be granted upon successful completion of a total of at least 24 credits in grades 9 through 12 to include:
  - English 4 credits
  - Social Studies 3 credits
  - Employability Skills 1/2 Credit
  - Physical Education 1 ½ credits
  - Health ½ credit
  - Math 3 credits
  - Science – 3 credits
  - Electives 8 1/2 credits
4. All required courses shall be successfully completed, and any failure shall be made up before a diploma will be issued, and before you can participate in the graduation ceremony.
5. Students with disabilities who properly complete the programs specified in their I.E.P. and have received the recommendation of the I.E.P. team may participate in graduation activities and may be awarded a diploma (provided the student satisfied the District's high school graduation requirements).
6. Alternative Provisions for Earning a Manawa Little Wolf High School Diploma A post-high school candidate is a student who is less than twenty-two (22) years of age at the time of his/her requested re-enrollment and whose class has previously graduated. District Administrator's approval is required for all students who are twenty-two (22) years of age or older. Post-high school candidates must meet the graduation requirements as established at the time of their re-enrollment and not when the student first exited school.
7. Post-Secondary Course Work Post-secondary course work to be applied toward a high school diploma must be taken through a(n):
  - A. correspondence/online school Such courses must be evaluated and approved by the high school principal in order to apply toward the high school diploma.
  - B. accredited college/technical College. Course work taken at a college/technical college will be approved and credits earned apply toward a high school diploma if:
    1. The college/technical college course is not a duplicate of a high school course.
    2. If the course is a logical next step course in subject sequence and is not offered in any form by the high school.
    3. If the desired course is not offered by the high school but is determined, by the principal, to meet the educational goals and interests of the student.

The costs for the above described course work will be based upon and follow the policies established PI 40, Early College Credit.
8. Attendance – Graduation Requirements: Current seniors must attend ninety percent (90%) of their scheduled graded classes during the last semester of their senior year to participate in the commencement ceremony. Confining illnesses verified by a doctor's statement and school-sponsored absences such as field trips and athletic competitions constitute



exceptions to this requirement. All other absences including illnesses, appointments, vacations, etc., will not constitute exceptions. Administrative discretion will constitute the final decision.

9. School Program Obligations: All fee, fine, detention, and similar obligations arising from student participation in school programs must be fulfilled before the student can participate in the commencement ceremony.

Only those students who have met all District graduation requirements as set forth in this policy and are wearing the prescribed cap and gown and complying with administrative behavioral expectations shall be permitted to participate in the commencement ceremony. The principal shall determine whether a student has satisfied the criteria in this policy. A student may be denied participation in graduation activities for disciplinary reasons

### **EARLY COLLEGE CREDIT PROGRAM**

The 2017 Wisconsin Act 59 eliminated the Course Options and Youth Options programs. The Youth Options statute (118.55) was renamed the Early College Credit Program. The statute allows Wisconsin public and private high school students to take one or more courses at an institution of higher education for high school and/or college credit. Under this section, “institution of higher education” means an institution within the University of Wisconsin System, a tribally controlled college, or a private, nonprofit institution of higher education located in the state. Courses may be denied by the school if a comparable course at the school already exists.

### **START COLLEGE NOW PROGRAM**

“Start College Now” will allow high school students the opportunity to take college courses at Wisconsin Technical Colleges. Students looking to take courses in the fall semester must turn in the application by March 1. For spring semester courses the same application is used, however the due date is October 1.

The Board of Education will provide students enrolled in the District with the ability to take up to two (2) courses at any given time through one or more other educational institutions as outlined in the information above. Please contact the high school counseling office at (920) 596-5802.

### **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Guidance Department.

#### **Honor Roll**

**High Honor** 4.00    **Honor** 3.50 – 3.99    **Honorable Mention** 3.00 – 3.49

### **ATHLETIC AWARDS**

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach.

### **DIPLOMA DEFERRAL**

Social graduation is an opportunity for students with individual education programs (“IEPs”) to participate in high school graduation ceremonies without obtaining an official diploma. Students

with IEPs who have completed all academic requirements for high school graduation, but who have not yet completed their transition-related IEP goals may be eligible for social graduation.

### **HOMEWORK**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the standardized tests and graduation.

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

### **CREDIT RECOVERY**

Little Wolf High School does offer credit recovery through the alternative education program (Phoenix program.) This program utilizes Plato Courseware. This standards-based online learning program assists students achieve their **GED Option #2 (GEDO #2)**. Wisconsin law states that a school board may grant a high school diploma to a pupil who has not satisfied the credit requirements if:

1. The student was enrolled in an alternative education program
2. The school board determines that the pupil has demonstrated a level of proficiency in the subjects for which credits are required equivalent to that which they would have attained if they had satisfied the credit requirements

### **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides technology resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District technology resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access to services through its technology resources to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the District Administrator, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Board utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image, graphic image file, or other visual depiction that:

- A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- B. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- C. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

At the discretion of the Board or the District Administrator, the technology protection measure may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measure may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Technology Director may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measure.

The Technology Director may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent in the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online;
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District technology resources (and their parents if they are minors) are required to sign a written agreement or acknowledging during the annual student registration process they will abide by the terms and conditions of this policy and its accompanying guidelines.

Beginning in grade three (3) students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students may only use District technology resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District technology resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the District Administrator and Technology Director as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District technology resources.

### **SYNCHRONOUS EDUCATION – STUDENT ACCOUNTABILITY AND CONDUCT**

The School District of Manawa expects students participating in remote learning to follow school rules during synchronous instruction and when interacting with staff and students in a virtual setting. Students may be disciplined for violating school rules during virtual instruction even though the student is not present on District property.

#### Synchronous Instruction Accountability and Internet Safety

Synchronous instruction requires students to access their educational program online. There are certain risks inherent in all online activities. Students must comply with the following standards and expectations to protect themselves and others.

- The District's Acceptable Use policy applies to all students participating in the District's virtual educational programs and online class activities.
- Use only one (1) username and password.
- Use an appropriate profile picture for any virtual accounts.
- Do not share your username or password with anyone. Each student is responsible for all activities associated with his or her username and password.
- Do not interfere with other student's ability to access virtual instruction or disclose anyone's password to others.
- Do not publicly post personal contact information, including the personal contact information for others.
- Do not use the District's virtual instruction resources for any illegal activities.
- Do not use District virtual instruction resources to send unsolicited electronic-mail messages not pertaining to class (e.g., SPAM).
- Do not use the District's virtual instruction resources to access inappropriate programs, applications, or websites.
- Do not share classroom/small group video or classroom/small group recorded video with third parties (parent(s)/guardian(s) and siblings, excluded) – This includes private messages from staff or others.
- Do not agree to meet in-person with anyone met exclusively on the Internet.

#### Conduct During Synchronous Instruction

Synchronous instruction is similar to in-person instruction, but presents unique opportunities and challenges. Students are expected to be engaged and courteous to others during synchronous instruction and other class activities as they would during in-person instruction in a classroom. The District's Student Code of Conduct applies to all students participating in the District's synchronous instruction and online class activities. Students are expected to obey the following standards and expectations, as well:

- Sign-in for virtual instruction and activities using the appropriate, designated username and password.
- Do not allow siblings or other members of the household to participate in virtual instruction unless authorized by the virtual class teacher (they may observe but notice should be provided they are doing so).
- Review typed messages before sending them to remove easily misinterpreted language and proofread for typos.
- Private messages during virtual instruction should be kept to a minimum.

- Engage in virtual instruction discussions in a respectful manner that abides by the following standards:
  - Avoid sarcasm, jargon, and slang;
  - Vulgarity is not acceptable;
  - Do not use images, “GIFs,” or “Memes” in place of written responses or comments, unless specifically directed to do so by a staff member;
  - Focus responses on the questions or issues being discussed, not on the individuals involved.
- Do not make inappropriate comments verbally or via direct messages. Inappropriate messages include, but are not limited to, those that contain:
  - threatening messages or images;
  - insults or attacks of any kind against a person;
  - obscene, degrading or profane language or images;
  - repeatedly sent unwelcome messages or images that harass the recipient; and
  - material that is defamatory or intended to annoy, intimidate, or bully others.

If a student or his/her parent(s)/guardian(s) has any questions about the rules, standards, and expectations applicable to students participating in the District’s synchronous educational programs and online class activities, the student should contact the Principal immediately.

### **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and District policy.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

- If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent/guardian consent may need to be obtained. The assessment program will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained from the Guidance office.

## **SECTION III - STUDENT ACTIVITIES**

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Students have the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The school has many student groups that are approved by the Board of Education. Authorized groups include:

**CO-CURRICULAR ACTIVITIES**

Co-curricular activities will include but are not limited to the following:

Art Club	FBLA	FOR Club
Art Team	Ski Club	Quiz Bowl
FFA	Forensics	Solo & Ensemble
Student Council	Pep Band	National Honor Society
Powerlifting Club	Bowling Club	Archery Club

Extra-curricular activities do not reflect the school curriculum but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

**NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, no school staff person is actively involved in the event, the event will not interfere with school activities, and non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

No non-district-sponsored organization may use the name of the school or the school mascot.

**SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS**

The Board of Education sponsors student publications and productions as a means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society.

**ATHLETICS**

A variety of athletic activities are available in which students may participate providing they meet eligibility requirements that may apply. The following is a list of activities currently being offered. For further information, contact the Athletic Director, at (920) 596-5831.

Basketball	Softball	Wrestling	Baseball
Cross Country	Football	Track	Golf
Volleyball			

**STUDENT EMPLOYMENT**

The school district of Manawa recognizes the importance and promotes jobs that further a student's educational goals. If a student believes that s/he must maintain a job in addition to

going to school s/he must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents i.e. work permits. In addition, students are encouraged to work through the work study program to receive certification and recognition for their efforts. Only students that are enrolled in this program will be allowed to leave school for work.

## **SECTION IV - STUDENT CONDUCT**

### **ATTENDANCE**

The school requires all students to attend school regularly in accordance with the laws of Wisconsin. The school's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose.

#### **Compulsory Student Attendance**

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays exempted, that the school is in session. All students must attend until the end of the term, quarter or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception outlined in the District's Administrative Guidelines.

- Attendance is also defined as participation in the various forms of distance learning including videoconference, satellite, Internet or other electronic information and telecommunications technologies.

#### **Excuse for Absence**

A parent/guardian of a student who is absent shall provide a written, dated, signed statement indicating the reason for and the time period of the absence. This statement must be submitted prior to the absence if the absence is foreseeable. If the absence is not foreseeable, the statement must be provided prior to the student's readmission to school. The statement shall be submitted to the principal, Mr. Wolfram, who serves as the School Attendance Officer and filed in the student's school record. The District reserves the right to verify statements and investigate absences from school.

#### **Excused Absences**

A student shall be excused from school for the following reasons:

##### Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program. If the absence exceeds 5 days, the inability of the student to attend school due to a physical or mental condition must be certified in writing by a licensed physician, dentist, chiropractor, optometrist or psychologist or Christian Science practitioner living and residing in Wisconsin, who is listed in the Christian Science Journal. The time period for which the certification is valid may not exceed thirty [30] days.

##### Obtaining Religious Instruction

Students may wish to obtain religious instruction outside the school during the required school period. The time period or periods of absence shall be determined by the principal. Such absences must be at least 60 minutes but not more than 180 minutes per week. Requests for absence under this paragraph shall be denied if the student fails to attend religious instruction after requesting to be absent from his or



her regular school. The supervisor of such religious instruction shall report monthly, to the principal of the school regularly attended, the names of the students who attended such weekly religious instruction.

#### Permission of Parent/Guardian

The student may be excused by his or her parent/guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

- professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside the school day
- to attend the funeral of a relative
- legal proceedings that require the student's presence
- college visits
- job fairs
- vacations
- weather related - As parents, you are the final authority as to whether you believe it is safe for your child to get to school. If you believe that it is too cold or the snow is too deep or the weather is too unsettled, your decision may be to keep your child home. You have the right and responsibility to make attendance decisions for your children based on your individual circumstances. Please notify your student's school as you would for any other absence.

Parents/guardians are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents/guardians should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements.

#### Religious Holiday

The student wishes to observe a religious holiday consistent with the student's creed or belief.

#### Suspension or Expulsion

The student has been suspended or expelled.

#### Program or Curriculum Modification

Students may be excused from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

#### High School Equivalency – Secured Facilities

A student may be excused from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child-caring institution, a secure detention facility, or a juvenile portion of a county jail. The student and his/her parent/guardian or guardian must agree that the student will continue to participate in such a program.

#### Child at Risk

The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

A student may be excused from school, as determined by the School Attendance Officer, for the following reasons:

- Quarantine: Quarantine of the student's home by a public health officer.
- Illness of an Immediate Family Member
- Emergency: An emergency that requires the student to be absent because of family responsibilities or other appropriate reasons.

**Pre-Arranged Absence:** Students absent for reasons other than the above will be considered unexcused with this exception: parents may PRE-EXCUSE their child for any reason for up to ten days per year. This means that any absence for reasons other than the above may be excused providing there is a WRITTEN PRE-ARRANGED FORM. (Forms may be picked up in the office prior to the date of absence.) If it is not PRE-ARRANGED, it will be considered UNEXCUSED.

### **Truancy**

A student will be considered truant if he or she is 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 of the legal cause of such absence by the parent or guardian of the absent student. A student will also be considered truant if he or she has been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute – Sec. 118.15, Wis. Stat.

When a student is truant, the School Attendance Officer shall ensure that all applicable provisions of the District's Truancy Plan are carried out.

### **Unexcused Absences**

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The principal will determine on a case-by-case basis the appropriate methods to deal with unexcused absences. If a student is unexcused or without prior approval of the absence, the student-athlete is not allowed to practice or play in an athletic event that evening.

Approved Absences: Personal illnesses, a death in the family, religious holidays, or extreme emergencies are acceptable reasons for an absence. A **valid** excuse written by a parent must be presented to the office upon return to school, or a phone call from a parent/guardian on the day of absence, documenting the reason for the absence must be made to the school office. For a definition of a **"invalid"** excuse, see the following examples:

#### Examples of Unexcused Absences:

- Oversleeping
- Stayed home to finish homework
- Working
- Missing the bus/car wouldn't start
- Job hunting
- Shopping/haircut/pictures
- Leaving school without permission

### **Habitual Truancy**

A student is considered a habitual truant if he or she 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. When a student initially becomes a habitual truant, the School Attendance Officer shall ensure that all applicable provisions of the Districts' Truancy Plan are carried out.

### Parent/Guardian Responsibilities

It is the responsibility of the student's parent/guardian to ensure that their child attends school regularly. Parent/guardians are expected to provide an excuse for all absences.

### Student Responsibilities.

Students are required to attend all classes and other school activities on their daily schedule, unless they have been excused from school.

## **Students Leaving School During the School Day**

**Closed Campus:** Little Wolf H.S operates under a closed campus policy. Students who meet the criteria for the Honor Pass, may leave at lunch (grades 9-12) and RtI (grades 11-12).

### **Honor Pass**

The Honor Pass is a program that has been designed collaboratively with staff and students that provides student choice and incentivize academics and positive behavior. The staff and students believe that this program helps to support the school's Positive Behavior Interventions and Supports (PBIS) program as well as prepare students for the rigors, responsibilities, and privileges of adult life. The Honor Pass system is designed to utilize school, community, and parental oversight to provide students with choices and rewards while at school.

### **Qualifications:**

- GPA of 3.25 or higher
- Completed Application Form
- Teacher recommendations
- Parental approval

### **Privileges:**

- Open campus lunch for students (9-12).
- Opportunity to leave campus during RtI (grades 11-12) – provided the student is not claimed by a teacher for an academic purpose, currently in a structured (RtI) program, or club meeting time.
- Opportunity to go to the gym, commons, or the student lounge in the library during RtI. (grades 7-12)
- Opportunity to meet with an instructor of their choice for enrichment, remediation, homework assistance or Advanced Placement (AP) classes.

### **Honor Pass Revocation**

Honor Passes can be revoked by any School District of Manawa staff member for the following reasons listed below. Parents and the police also have the option of revoking the privilege by contacting the school.

- Failing grades
- Ten tardies
- Three Discipline Referrals
- Parental request

Administrative discretion may be used for honor pass appeals and reapplication procedures.

No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parent/guardians.

No student will be released to any government agency without proper warrant or written parent/guardian permission except in the event of an emergency as determined by principal.

**Notification:** When a student's attendance for the day is unexcused, contact will be made to the parent/guardian. A message may be left on an answering machine. The parent/guardian will then have 2 days to notify the school office, either by phone or written note, stating the reason for the absence. If after 2 days the office has not received notification for the unexcused absence, the student then becomes truant and will be referred to administration for disciplinary action.

### **Make-Up Course Work and Examinations**

A student whose absence from school was excused or unexcused shall be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility to contact his or her teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work and examination. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

### **Unexcused Absences**

Credit in a course or subject shall not be denied solely because of a student's unexcused absence from school.

A student whose absence from school was unexcused shall be permitted to make-up course work and quarterly, semester or grading period examinations missed during the absence if the student is at risk of receiving no credit in a course or subject if the work is not made up.

Subject to the immediately preceding two paragraphs, credit may, but is not required to be given for the completion of make-up work. Further, credit for make-up work may be given only after the student has satisfied consequences imposed for unexcused absences. The extent to which make-up credit is given shall be determined on a case-by-case basis by the principal and the respective teachers.

If make-up work is allowed, it is the student's responsibility to contact his or her teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

### **TARDINESS**

- a. Students who are not in their homeroom or in class when the late bell rings are considered tardy.
- b. Students who attend any part of the class shall be recorded as present.
- c. High School/Middle School. All students who are tardy to school must report to the principal's office to sign in.
- d. When a teacher detains a student after class, s/he shall issue a late pass for the student's next class.

Teachers are requested to refer cases of chronic tardiness to the principal.

**Cases of truancy/tardiness will be referred to the school principal to plan options for addressing the truancy concern.**

### **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

On the day of an event, students must attend school or be pre-excused from school by a parent/guardian for admission into an athletic/nonathletic activity. Final decision to be rendered by the administration. (Exception: acceptable absences as they fall under Wisconsin State Statute 118 regarding compulsory education)

However, in order to ensure that students attending evening events as nonparticipants are safe, it is strongly advised that students be accompanied by a parent/guardian or adult chaperone when they attend the event.

- The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.
- The school will continue to provide adequate supervision for all students who are participants in a school activity.

### **CODE OF CONDUCT**

Participants/athletes are reminded that they represent the school both at athletic contests and elsewhere. All participants/athletes are expected to follow all school rules and to display high standards of behavior, including good sportsmanship, respect for others, and use of appropriate language and dress at all times. Participants/athletes must refrain from any conduct at any time that would reflect unsatisfactorily on him or her or the school. This code applies to all Little Wolf High School students on a year-round basis. This code applies to all school activities, both curricular and extracurricular, that occur outside of the normal school day.

Conduct that would reflect unsatisfactorily on a participant/athlete or on the school includes, but is not limited to, the following:

- Any crime dealing with, but not limited to, sexual behavior, vandalism or property damage, theft.
- Possession, use, sale or purchase of any controlled substance/intoxicant or drug paraphernalia. Controlled substances/intoxicants include but are not limited to: anabolic steroids or prescribed medications used in a manner other than that for which they were prescribed.
- Purchase use or possession of tobacco products or E-cigarettes or anything that resembles them.
- The possession of any weapon or look-alike weapons.
- Hosting, sponsoring, or organizing a party/gathering at which alcohol or drugs are being used, consumed, or offered.
- Being in the presence of others who are illegally possessing or using alcohol or controlled substances. It is the expectation of this code that a student will leave the premises the moment they become aware of others illegally possessing and/or using alcohol or

controlled substances, even if the student is not consuming or using the illegal substances.

- If a student records more than 10 tardies in a semester, the student shall serve a code of conduct violation.
- If a student accumulates 5 or more referrals in a semester, the student shall serve a code of conduct violation.

Code violations may be presented, in writing, to the Administration by any staff member, liaison officer and/or credible person who has knowledge of a possible infraction. A confidential complaint will be investigated to the extent possible.

Violations of the school rules/conduct shall also be a violation of the Extra-Curricular Code and the participant/athlete is to be disciplined accordingly as established by the principal, athletic director, and/or advisor.

### **Violation of Training Rules**

#### **Athletic Activities:**

- An athlete who is charged with a violation of training rules or any W.I.A.A. regulation shall be suspended until such time as his/her violation is reviewed by his/her coach, the athletic director and the principal. The athlete must participate for the entire season in order for the suspension to be considered served.

#### **Athletic & Non-Athletic Activities:**

- A student/athlete will be determined to have committed a violation of the Co-Curricular Code if any of the following have occurred:
  - a. The student/athlete admits the conduct constituting a violation
  - b. The building administrator or designee obtains information, which in his/her judgment is clear and convincing evidence that the student/athlete engaged in conduct constituting a violation.
- All students/athletes attending the School District of Manawa schools must abide by the rules and regulations of this handbook.
- The Athletic Director will maintain an ongoing record of all co-curricular violations to the rules of this handbook.

### **Penalties for Violation of Co-Curricular Activities Rules**

#### **Athletic Activities**

- First offense: suspension from 25% of the contests in the present season or a minimum of two (2) contests. Percentages of games lost due to code infractions is based on the total number of games in the season, not what may remain in the rest of that season.
- Second Offense: suspension from 50% of the contests in the present season or a minimum of five (5) contests. Percentages of games lost due to code infractions is based on the total number of games in the season, not what may remain in the rest of that season.
- Third and subsequent offenses: suspension from all activities for one (1) calendar year.
- Grade violations will follow the evaluation identified under academics of this handbook.
- The above co-curricular rules/violations will pertain to all athletes in grades seventh through twelve. Code of conduct violations will stay with incoming freshman from the Middle School until the entirety of the suspension is fulfilled. Once a middle

school infraction is fulfilled, future infractions as a high school student will be treated as a first offense.

- Students who must serve an In-School Suspension (ISS) are not allowed to leave school for any sport or co-curricular activity during the school day.

Listed below is the number of contests students would have to sit out if they violated the co-curricular activities rules. There will be a twenty-five percent (25%) penalty for the first violation, fifty percent (50%) for second violations, and one-calendar year (1) suspension for third and subsequent violations.

Number of Contests	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Percentage	Number of Contests Penalized																					
*25%	1	1	1	1	1	1	1	2	2	2	2	3	3	3	3	4	4	4	4	5	5	5
*50%	1	1	1	2	3	3	3	4	4	5	5	6	6	7	7	8	8	9	9	10	10	10

- All fractions of percentages have been rounded down to the next full number. Any enforcement of individual or multi-game/meet date will be considered as individual games scheduled. Other types of tournaments, when not individual or dual tournaments will count as one game or meet scheduled.
- Teams that automatically qualify for Regional competition are counted in the total number of competitions.

### Completion of Suspension

Any remaining percentage of the suspension not served during the initial sports season shall be applied toward the season of the next sport in which the athlete participates (for example, if an athlete is suspended for a percentage of football games with less than the percentage remaining in the season, he/she will be suspended from a percentage of contests of the next sport in which he/she competes) A suspension will need to be repeated if a student who is on suspension for part of the season does not complete the season of his/her sport or activity. Students who join a sport after the first contest, and are fulfilling a current suspension, must have 100% attendance and complete the sport in order for the suspension to be satisfied.

### Non-Athletic Activities

- Other co-curricular students will abide by suspension expectations specific to the activities they're involved with during the school year.
- For those activities with limited scheduled events, a violation could result in exclusion from that activity. Administrative discretion regarding specific penalties may have to be applied to those situations where students are participating in only one event.

### Athletic & Non-Athletic Activities

- Any student, who in good faith, refer themselves or parents/guardians who refer their son or daughter for violations of the co-curricular rules may have their penalty reduced by one (1) event/contest if deemed appropriate by the building administrator or athletic director.

### Appeal Procedure

- The parent of a student/athlete may apply in writing within ten (10) calendar days from the date of student/parent notification to the building principal for an appeal to the

Appeal Board. The Appeal Board will consist of the Principal, Athletic Director, and two faculty members and a co-curricular advisor who are not directly involved with the individual student's co-curricular activities. Disciplinary action administered for academic reasons will not be heard in appeal. The Appeal Board will be selected by the building principal. The right to appeal will not serve as a pardon for participation purposes or suspend the enforcement of the suspension. All decisions rendered by the appeal board are considered final.

### **Sportsmanship**

All students and parents/guardians are required to practice good sportsmanship during all school-related events. Poor sportsmanship may result in removal from sporting events.

### **Membership**

As stated in the WIAA High School Handbook – Article VII – Health and Behavior/Compliance:  
Section 1 – Required Documentation

- A. A student may not practice for or participate in interscholastic athletics until the school has written evidence on file in its office attesting to:
- 1) Yearly parent/guardian permission, including an acknowledgment of receiving the school athletic code.
  - 2) Acknowledgement of receiving the WIAA rules of Eligibility.
  - 3) Current physical exam form to participate in sports or alternate year card
  - 4) Sports fee paid or fee waive turned into school office.
  - 5) Concussion information sheet must be obtained by athletic director.

Section 2 – Physical Examination

- A. A current physical exam card to participate in sports as determined by a licensed physician or advanced practice nurse prescriber (APNP) no less than every other school year with April 1 the earliest date of examination. School policy determines when an athlete may return to competition following an injury, except where rule book or WIAA tournament policies apply.
- B. Physical examinations are good for two years from the date the physical was given.
- **Be an amateur in all sports. You violate your amateur status if you: “Accept any amount of money or merchandise, awards for athletic services, or sign a contract for athletic services.” Example: League Teams, Golf outings – “hole in one win a car”**
  - Student athletes and a parent/guardian must attend the summer parent/athlete meeting. If they are unable to attend other arrangements must be made.

### **Academic Eligibility**

Eligibility requirements will begin with the initial enrollment in the first co-curricular activity. In order to be academically eligible for co-curricular activities, a student must meet all the District and DPI requirements defining a full-time student. Additionally, each student must have passed or be currently passing all classes as stated in the following academic requirements:



- Athletes who earn an “F” at the conclusion of a midterm, will be allowed 5 school days from the date of notification to the student to get the grade to passing. If the athlete is unable to raise the grade to passing, the athlete will be ineligible to participate in 25% of the total games or appearances of that sport’s full season. If the suspension is not completed in the current sport/activity, the remainder of the suspension will be carried over into the next athletic sport or activity in that grade period. The athlete will be placed on academic probation until the next quarter grades are posted or the day the suspension ends and grades are all passing. The athlete will not be allowed to leave school early for any event in that sport until all grades are passing.
- Athletes who receive one “F” at the conclusion of a nine-week grading period will be ineligible to participate in 25% of the total games or appearances of that sport or activity’s full season. If the suspension is not completed in the current sport/activity, the remainder of the suspension will be carried over into the next athletic sport or activity in that grade period. The athlete will be placed on academic probation until the next quarter grades are posted or the day the suspension ends and grades are all passing. The athlete will not be allowed to leave school early for any event in that sport until all grades are passing.
- Athletes who receive two “F’s” at the conclusion of a nine-week grading period will be ineligible to participate in 50% of the total games or appearances of that sport or activity’s full season. If the suspension is not completed in the current sport/activity, the remainder of the suspension will be carried over into the next athletic sport or activity in that grade period. The athlete will be placed on academic probation until the next quarter grades are posted or the day the suspension ends and grades are all passing. The athlete will not be allowed to leave school early for any event in that sport until all grades are passing.
- Athletes who receive three or more “F’s” during a nine-week grading period will be ineligible to participate in all games or appearances of that sport for the entire 9 week grading period. This does not prohibit an athlete from practicing or assisting with the activity, with the coach’s approval. If the athlete is in mid-season, the consequence will move forward into the next athletic season to fulfill the 9-week rule. The athlete will not be allowed to leave school early for any event in that sport until all grades are passing.
- An athlete who is enrolled in any state-approved Exceptional Educational Needs program, and who receives no usual grades for such courses, may be eligible if he/she is making satisfactory progress in his/her total school program as indicated by his/her IEP.
- Athletes who attend summer school for remediation, must receive the grade of “pass” to be eligible for any failure infraction and penalty. See the rules stated above as they apply.

**Attendance: (Athletic & Non-Athletic Activities)**

**Student Athletes must attend a full school day to participate in athletics that evening or provide an excuse from a doctor or have prior administrative approval. School-related absences do not apply. Exceptions to this are excused school-related activities and appointments that are approved in advance by Administration and/or a written doctor’s excuse.**

- **(Exception: acceptable absences as they fall under Wisconsin State Statute 118 regarding compulsory education)**
- If a student is truant from an assigned class period or is displaying a pattern of habitual tardiness to a specific class, he/she will be referred to the principal and will not be allowed to compete until the situation is resolved.

**Students may not compete, perform, practice or attend on days of an out-of-school suspension.**

- Students suspended from co-curricular activities are expected to remain as part of the team or group. Due to the diversity of co-curricular activities, it will be up to the advisor or coach to determine what level of involvement the student will have in the group and whether or not the student will be required to attend all contests and activities. Members of athletic teams are required to attend all practices and be non-participants during the time of their suspension.

### **Travel and Conduct on Trips**

1. Students/athletes who participate in activities outside of the School District of Manawa will conduct themselves as responsible young adults. This includes but is not limited to the following
  - Show appropriate respect for all adults and authority figures.
  - Show courteous and well-mannered behavior.
  - Show appropriate sportsmanship at all times.
2. It is the student/athlete's responsibility to represent our school and community in a positive manner.
3. Non-athletic activities must have a Field Trip form filled out and signed by a parent/guardian and returned to the advisor prior to their field trip.(forms may be picked up from an advisor or in the main office)
4. A student/athlete may ride home from away events with their parent/legal guardian provided they sign the student out with the coach. Student athletes may NOT ride home with emergency contacts, siblings, friends, or other adults.
5. If no prior approval, permission by a parent/guardian/guardian must be given to the coach and/or advisor at the event and abide by provisions of rule five (5).

### **Injuries, Accident Reports and Insurance Coverage**

1. The school has purchased a group insurance policy, but it will not cover any interscholastic sports injuries. If a parent would like to purchase a voluntary interscholastic athletic insurance plan that would be available at the school offices upon request.
2. All injuries must be reported immediately to the coach and/or advisor. Coaches and advisors should be notified prior to any medical treatment on the part of the student/athlete whenever possible or as soon as possible after treatment. The injury must also be reported immediately to the office by the coach or advisor for insurance purposes. The report should be handed into the high school office.
3. It is the policy of W.I.A.A. and the School District of Manawa to have a medical release from a medical physician following any severe injury.
4. All head injuries severe enough to have received medical treatment require a medical release from a medical physician before the athlete may return to any practice or competition. (please refer to the W.I.A.A. for further requirements for head injuries/concussions).

### **Care of Equipment**

1. Each student/athlete is responsible for the proper care and safekeeping of equipment issued to him/her. Lockers should be securely locked during and after every practice/game/event.
2. Equipment issued to a student/athlete shall be the responsibility of that individual. These individuals shall pay for any equipment not returned at the current replacement cost.
3. School issued equipment is school property and is used during a particular season/event only. At the conclusion of a season/event equipment must be turned in to the coach/advisor in charge. Parent/guardian assistance in this matter will be greatly appreciated. It is the responsibility of the student/athlete and the parent/guardian to have equipment turned in at the proper time.
4. A student/athlete will not participate in another activity until all equipment is returned and fines have been paid.
5. A student/athlete will not receive any "end of the season" awards until all equipment is returned and fines have been paid.

#### **Practice, Competition, Contests (Athletic & Non-Athletic Activities)**

1. All athletes/members are expected to attend all practices and events of that activity unless excused by their coach/advisor, principal or athletic director.
2. Violations such as being late for practices, missing practice and disrespect shall be dealt with at the coach/advisor, principal or athletic director's discretion.
3. All athletes/members and/or parent/guardians/guardians are asked to give each coach and/or advisor a **24-hour courtesy time limit** prior to discussing an issue or concern following an event.

#### **Changing a Sport/Activity**

A student/athlete may not quit one sport/activity and begin another during the same season without the consent of both head coaches/advisors involved in the change and permission from the athletic director, advisor and principal. Any disciplinary actions that are in place will remain in place in the new activity.

#### **Multi-Sport Participation**

The Multi-Sport Participation Policy allows students to participate in two (2) sports/organizations during the same season, regardless if the sports are individual or team-oriented. If a student desires to participate in multiple sports during the school year, they must do the following prior to the start of any season:

1. Submit a completed contract to the Athletic Director prior to the first scheduled contest. This form includes:
  - Permission from his/her parent or guardian to compete in multiple sports in the same season.
  - Declaration by the student of the priority sport for tournaments in the event of scheduling conflicts.
  - Approval by the Head Coach(s) of each sport.
  - Signature of student's agreement to coordinate the practice/contest schedule for the season in coordination with the coaches.
  - Signature of the Athletic Director.

2. The athlete must participate in at least one regular season event in the secondary sport so that they are eligible to participate in the conference tournament in that sport.
3. The Athletic Director will share the list of multi-sport athletes with the Central Wisconsin Conference Commissioner and the other CWC Athletic Directors prior to the start of each season.

It is the goal of the Athletic Department to have continuous communication between student athletes, coaching staff, and the Athletic Department to avoid putting athletes in difficult situations.

If a student quits a primary sport, the student will need consent from both coaches to participate in any of the secondary sports from that point forward that season. If a student quits a secondary sport, the student will only be able to participate in the primary sport from that point forward that season.

The following Multi- Sport Priorities have been established for the benefit of all athletes:

1. Games come before practices.
2. Tournaments come before games.
3. Districts come before games and tournaments.
4. State comes before all else.

#### **Athletic Awards (Athletic Activities)**

1. A letter "M" and certificate will be awarded the first time to the athlete who fulfills the varsity requirements set forth by the coach, provided he/she has not been expelled from athletic participation due to training rule violations and finishes the season in good standing.
2. Any athlete who earns additional varsity letters shall be presented with a certificate and bar pin signifying this honor.
3. Participation certificates are awarded to all athletes who successfully complete a season, but who do not earn a varsity letter.
4. All awards will be received and displayed with honor, pride and dignity.
5. Any "M" which becomes too shabby to be worn while an award winner is still in school may be turned in to the athletic director for a new letter.
6. Any student having a code violation will forfeit the privilege of having their name submitted for any special awards (conference, state, etc.) or honors during the season in which the code violation was committed and/or served.

#### **Pre-Season Meeting**

Portions of this Student Handbook shall be presented to each student during a mandatory pre-season meeting and/or the first day that he/she reports for a co-curricular activity. A physical card, Emergency Form, Concussion Form and Athletic Fee information shall be distributed at this time as well. The original signed form for the Student Handbook, physical card, Concussion Form, and Emergency Form shall be kept on file in the High School office. The Pre-Season Meeting shall be offered in the fall prior to the beginning of the co-curricular season.

### **Parent/Guardian Involvement**

Parent/guardian attendance at pre-season meetings is required and involvement throughout the season is encouraged. If a parent/guardian cannot attend they are required to check view the presentation either on DVD or online if available.

### **ATHLETIC CO-CURRICULAR ACTIVITY FEES 2020-2021**

Following is the list of Athletic Co-Curricular Activities and their fees for the High School:

Baseball	\$30.00
Basketball (Girls & Boys)	\$30.00
Cross Country (Girls & Boys)	\$30.00
Football	\$30.00
Golf (Girls & Boys)	\$30.00
Softball	\$30.00
Track (Girls & Boys)	\$30.00
Volleyball	\$30.00
Wrestling	\$30.00
<b>Maximum per High School student</b>	<b>\$75.00 per year</b>
<b>Maximum per family (Middle School and High School)</b>	<b>\$150.00 per year</b>

Fees are to be made payable to Little Wolf High School.

### **DRESS AND GROOMING**

While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

We take pride in the appearance of our students. All students are expected to dress and groom themselves neatly in clothing that is seasonably suitable for school activities. Students wearing inappropriate clothing, such as but not limited to: clothing with alcohol/tobacco reference, inappropriate slogans and suggestive in nature may be asked to return home to make necessary changes.

- Clothing must cover all undergarments. Shorts, skirts and dresses must reach fingertip in length.
- There will be no midriff showing, no low cut tops, cut-out/ripped t-shirts underneath the arm exposing the torso, spaghetti straps, strapless, or off the shoulder garments worn.
- Hats, caps, headwear, jackets/coats, bulky outerwear, large chains, jewelry with sharp objects, low riding pants, hoods, etc., are not allowed to be worn in the school.
- Face coverings are required to prevent the spread of COVID-19. "Face covering" means a piece of cloth or other material that is worn to cover the nose and mouth completely. A "face covering" includes but is not limited to a bandana, a cloth face mask, a disposable or paper mask, a neck gaiter, or a religious face covering. A "face covering" does not include face shields.

Students should consider the following questions when dressing for school:

1. Does my clothing expose too much? (No)
2. Does my clothing advertise something that is prohibited to minors? (No)
3. Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)
4. Would I interview for a job in this outfit? (Yes)
5. Am I dressed appropriately for the weather? (Yes)
6. Do I feel comfortable with my appearance? (Yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, s/he may be removed from the educational setting.

#### Reporting Concerns:

Anyone in violation will be sent to the office.

If a dress code violation occurs, the following steps will be taken:

- **First Occurrence:** Student will be asked to correct the problem by changing clothes, turning a shirt inside out, putting on shoes, etc.,
- **Second Occurrence:** Student will be asked to correct the problem by changing clothes, turning a shirt inside out, putting on shoes, etc., and a parent/guardian will be notified by phone.

Students attending after school events need to follow the dress. This includes, but not limited to sporting events, and school concerts.

Students who are representing our school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

### **CARE OF PROPERTY**

Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parent/guardians.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student or his/her parents/guardians will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct.

### **STUDENT CONDUCT**

School rules apply at school, on school property, at school-sponsored events, and on school transportation.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Disciplinary action will be decided on a case-by-case basis and imposed after review of the facts and/or special circumstances of the situation.

Each of the behaviors described below may subject the student to disciplinary action including, but not limited to, suspension and/or expulsion from school.

1. Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons.
2. Being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy.
3. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment.
4. Arguing, taunting, baiting, bullying, cyber-bullying, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations.
5. Disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations.
6. Pushing, striking, or other inappropriate physical contact with a student or staff member.
7. Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means.
8. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder.
9. Restricting another person's freedom to properly utilize classroom facilities or equipment.
10. Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions.
11. Throwing objects in the classroom.
12. Repeated disruptions or violations of classroom rules, or excessive or disruptive talking.
13. Behavior that causes the teacher or other students fear of physical or psychological harm.
14. Willful damage to or theft of school property or the property of others.
15. Repeated use of profanity.
16. Using tobacco.
17. Failure to report knowledge of a weapon, bullying or threat of violence.
18. Purposely setting a fire.
19. Gambling.
20. Plagiarism and falsification of identification or school documents.
21. Issuing a false alarm or false report.
22. Trespassing.
23. Persistent absence or tardiness.
24. Unauthorized use of School or personal property.
25. Assisting another person to violate a School rule.
26. Inappropriate public displays of affection.
27. Violation of specific classroom or activity rules.
28. Violation of bus rules.
29. Refusal to accept discipline.
30. Criminal conduct.
31. Academic cheating/plagiarism

### **DRUG ABUSE PREVENTION**

The administration and staff recognize that the misuse/abuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

- As educational institutions of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.
- For purposes of this policy, "drugs" shall mean:
- All dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- All chemicals that release toxic vapors;
- All alcoholic beverages;

- Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- "Look-alikes": Anabolic steroids;
- Any other illegal substances so designated and prohibited by law.

The use, possession, concealment, or distribution of any drug, drug look-alike and any drug-paraphernalia at any time on school property or at any school-related event is prohibited. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines.

### **USE OF TOBACCO AND NICOTENE IS PROHIBITED**

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and non-users are well established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, the Board prohibits students from using or possessing tobacco in any form on District premises, in District vehicles, within any indoor facility owned or while leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

### **STUDENT CODE OF CLASSROOM CONDUCT**

The School District of Manawa is committed to maintaining an orderly and safe academic atmosphere. Teachers are expected to create a positive learning environment and to maintain proper order in the classroom. Students are expected to behave in the classroom in a manner that allows teachers to effectively carry out their lessons and allows students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the School and their classroom teachers.

To ensure adherence to these expectations and principles, the Board of Education has adopted this Code of Classroom Conduct, which applies to all students.

### **GROUND FOR REMOVAL OF A STUDENT FROM CLASS**

Disturbances that interrupt the learning process cannot be permitted by any teacher. A teacher may temporarily remove a student from the teacher's class if the student violates the Code of Classroom Conduct. Additionally, the student may be removed from the class for a longer period of time within the discretion of the principal. A student removed from class may also be placed in an alternative education setting.

Removal of a student from class for violating the Code of Classroom Conduct or placement of the student in an alternative educational setting does not prohibit the school from further disciplining the student for the conduct that caused removal or placement including, but not limited to, suspending or expelling the student.

It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are examples of



reasons a student may be removed from class. A teacher may remove a student from class for conduct or behavior that:

- A. Would result in suspension or expulsion under the Board's policies and procedures;
- B. Violates the behavioral rules and expectations of the school;
- C. Is dangerous, disruptive or unruly. Such behavior includes, but is not limited to, the following:
  - 1. Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom
  - 2. Being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy
  - 3. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment
  - 4. Arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations
  - 5. Disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations
  - 6. Pushing, striking, or other inappropriate physical contact with a student or staff member
  - 7. Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means
  - 8. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder
  - 9. Restricting another person's freedom to properly utilize classroom facilities or equipment
  - 10. Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions
  - 11. Throwing objects in the classroom
  - 12. Repeated disruptions or violations of classroom rules, or excessive or disruptive talking
  - 13. Behavior that causes the teacher or other students fear of physical or psychological harm
  - 14. Willful damage to or theft of school property or the property of others
  - 15. Repeated use of profanity
- D. Interferes with the ability of the teacher to teach effectively. Such conduct includes, but is not limited to, the following:
  - 1. Repeated reporting to class without bringing necessary materials to participate in class activities
  - 2. Possession of personal property by school rules or otherwise disruptive to the teaching and learning of others
- E. Shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior;
- F. Is inconsistent with class decorum and the ability of other to learn. Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

#### **PROCEDURE FOR STUDENT REMOVAL FROM CLASS**

When a student is removed from class, the teacher shall send or escort the student to the principal and inform the principal of the reason for the student's removal from class. The teacher shall provide the principal with a written explanation of the reasons for the removal of the student within twenty-four (24) hours of the student's removal from class. The teacher will also contact the parent/guardian as to the reason for the removal.

The principal will generally give the student an opportunity to briefly explain the situation. The principal shall then determine the appropriate educational placement for the student.

### **Student Placement**

The principal shall place the student, who has been removed from a class by a teacher, in one of the following alternative educational settings:

- A. An alternative education program approved by the Board under State law;
- B. Another instructional setting, time-out, in-school suspension or out-of-school suspension; or
- C. The class from which the student was removed if, after weighing the interests of the student, the other students in the class, and the teacher, the principal determines that readmission to the class is the best or only alternative.

### **Parent/Guardian Notification Procedures**

The principal shall provide the parent or guardian of a student removed from class-with written notice of the removal and the reason(s) for the removal. The notification shall be made as soon as practicable, but no later than two (2) school days after the student's removal from class. The notice shall also include the reasons for the student's removal and the placement made by the principal. If the removal from class and change of educational placement involves a student with a disability, the parent/guardian notification shall be made consistent with State and Federal laws and regulations applicable to disabled students.

If the student removed from a class is subject to disciplinary action up to and including suspension or expulsion for the particular classroom conduct and/or other disciplinary incidents the parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

### **Students with Disabilities**

A student with a disability under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and Section 115.758, Wis. Stat. may be removed from class and placed in an alternative educational setting only to the extent authorized under the laws.

### **Definitions**

"Student" means any student enrolled in the District, an exchange student, or a student visitor to the District's schools.

"Teacher" means a person holding a license or permit issued by the State Superintendent whose employment by a school district requires that he or she hold that license or permit.

"Class" or "classroom" means any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the District. This definition of "class" includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch, or recess. "Class" also includes regularly scheduled District-sponsored extracurricular activities, either during or

outside of school hours. Such activities include, by example and without limitation, District sponsored field trips, after-school clubs, and sporting activities.

## **OTHER FORMS OF DISCIPLINE**

It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

### **Informal Discipline**

Informal discipline takes place within the school. It includes:

- Change of seating or location;
- Lunch-time & after-school detention;
- In-school restriction
- Possible use of Saturday School – Saturday morning detention

### **Detentions**

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents/guardians one day's notice. The student or his/her parents/guardians are responsible for transportation.

### **In-School Discipline**

The following rules shall apply to In-School Restriction.

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given special permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No radios, cell phones, personal gaming/music devices, cards, magazines, or other recreational articles shall be allowed in the room.
- No food or beverages shall be consumed.
- Students who must serve an In-School Suspension (ISS) are not allowed to leave school for any sport or co-curricular activity during the school day.

## **SUSPENSION AND EXPULSION**

### **A. Suspension**

1. **Duration and Grounds for Suspension**

The principal or a person designated by the principal may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days or ten (10) consecutive school days if the student is eligible for special education services under Chapter 115, Wis. Stats., if the suspension is reasonably justified and based upon any of the following misconduct:

- a. Noncompliance with school or School Board rules;
- b. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- c. Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others;
- d. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority;
- e. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of any employee or School Board member of the school district in which the student is enrolled.
- f. Under paragraphs c, d, and e above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The District Administrator, or any principal or teacher designated by the District Administrator shall suspend a student if the student possessed a firearm while at school or while under the supervision of a school authority.

The suspension period applies to "school days." Thus, a suspension period does not include weekend days or vacation days.

2. **Suspension Procedure**

Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student will be advised orally or in writing of the reason for the proposed suspension and given an opportunity to explain his or her conduct.

The principal, within his or her discretion, may also inform the student's parent/guardian of the reason for the proposed suspension prior to suspending the student.

3. **Notice of Suspension**

The parent/guardian of a suspended minor student shall be given prompt written notice of the suspension and the reason for the suspension by mail and by sending a copy of the notice home with the student. Oral notice may also be given to the student's parent/guardian; however, it will be confirmed in writing.

4. **Sending a Student Home on the day of the Suspension**

Generally, the student should remain in school on the day of the suspension until school is dismissed for the day. Except as provided below:

- If the situation requires that the student be removed from the premises before school is dismissed, the principal shall attempt to contact the student's parent/guardian to request that s/he pick up the student. If the parent/guardian is unable to pick up the student, the student should remain under the school's supervision until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision.

5. **Opportunity to Complete School Work**

A suspended student shall not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete course work missed during the suspension period. Such work shall be completed pursuant to the procedures established by the School Board.

6. **Reference to the Suspension in the Student's Record**

The student's suspension from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

The suspended student or the student's parent/guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator or his or her designee, who shall be someone other than a principal, administrator or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records.

Reference to the suspension in the student's school record shall be removed if the District Administrator finds that:

- The student was suspended unfairly or unjustly;
- The suspension was inappropriate, given the nature of the alleged offense; or
- The student suffered undue consequences or penalties as a result of the suspension.

The District Administrator, or the administrator's designee, shall make his or her finding within fifteen (15) days of the conference.

7. **Co-Curricular or Extra-Curricular Participation**

A student's participation in co-curricular or extra-curricular activities during a suspension shall be determined on a case-by-case basis.

B. **Expulsion**

1. **Grounds for Expulsion**

The School Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and it finds that the student:

- Repeatedly refused or neglected to obey the rules established by the School District;
- Knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;

- Engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health or safety of others;
- Engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or School Board member of the School District in which the student is enrolled; or
- Was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion.

Under this section, conduct that endangers a person or property includes threatening the health or safety of a person or threatening to damage property.

2. **Expulsion for Bringing a Firearm to School**

The School Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

3. **Expulsion Hearing**

Prior to expelling a student, the School Board shall provide the student with a hearing. Prior written notice of the expulsion hearing must be sent separately both to the student and his/her parent/guardian if the student is a minor; otherwise just to the student. The notice will comply with the requirements of State law.

The student, or the student's parent/guardian if the student is a minor, has the right to request a closed hearing or the Board may choose to close the hearing. The student and, if the student is a minor, the student's parent/guardian may be represented at the hearing by counsel.

4. **Expulsion Order**

The Board shall reduce its decision to writing in the form of a written order. If expulsion is ordered, the order must state the length of time that the student is to be expelled. The order should also state specific findings of fact and conclusions of law in support of the decision.

5. **Student Records**

The student's expulsion from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

**Discipline of Disabled Students**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

## **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

Students are provided lockers, desks, and other equipment in which to store materials. This equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

No strip searches will be conducted by any employee of the District, but may be conducted by law enforcement officials, if deemed necessary.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

## **STUDENT'S RIGHTS OF EXPRESSION**

Little Wolf High School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
  - 1. Is obscene to minors, libelous, indecent, or vulgar,
  - 2. Advertises any product or service not permitted to minors by law,
  - 3. Intends to be insulting or harassing,
  - 4. Intends to incite fighting or presents a likelihood of disrupting school or a school event.
  - 5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or

distribution during lunch periods and after school in designated locations, if exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

### **STUDENT SUGGESTIONS AND COMPLAINTS**

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal or to the student council.

## **SECTION V - TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

Bus transportation is provided for all eligible students. The bus schedule and route are available by contacting Kobussen Buses at 920-389-1500.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a written request from a parent/guardian is submitted to the principal stating the reason for the request and the duration of the change and the principal approves.

### **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required all school rules.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following rules and behaviors are expected of all students:

#### **Previous to loading, during the trip, and leaving the bus**

Each student shall:

- Be on time at the designated loading zone (10 minutes prior to scheduled stop);
- Stay off the road at all times while walking to and waiting for the bus;
- Line up single file off the roadway to enter;
- Wait until the bus is completely stopped before moving forward to enter;
- Refrain from crossing a highway until the bus driver signals it is safe;
- Go immediately to a seat and be seated.
- It is the parent/guardians' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.



### **During the trip**

Each student shall:

- Listen to the bus driver;
- Remain seated while the bus is in motion;
- Keep head, hands, arms, and legs inside the bus at all times;
- Not litter in the bus or throw anything from the bus;
- Keep books, packages, coats, and all other objects out of the aisle;
- Be courteous to the driver and to other bus riders;
- Not eat, play games or play cards, etc.;
- Not tamper with the bus or any of its equipment;
- Keep aisle clear;
- Keep hands to self;
- Use respectful voices/volume.

### **Leaving the bus**

- Each student shall:
- Remain seated until the bus has stopped;
- Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

### **VIDEOTAPES ON SCHOOL BUSES**

All buses are equipped with video and audio recording devices for the purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus the Principal may request the tape and it may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with State and Federal law.

### **PENALTIES FOR INFRACTIONS**

A student who engages in misconduct on a bus shall be subject to discipline and may be deprived of the privilege of riding on the bus.

### **SELF-TRANSPORTATION TO SCHOOL**

- Driving to school is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parent/guardians assume full responsibility for any transportation to and from School not officially provided by the school.
- The following rules shall apply.
- Parking lot speed limit is 5 mph.
- **STUDENT PARKING LOT PERMIT: \$10.00**  
A new car/truck permit is required every year. It must be displayed behind the rear-view mirror. Police patrol the parking lot. Students failing to display their parking permit will be fined.
- **SNOWMOBILE PERMIT \$ 5.00**

A new snowmobile permit is required every year. It must be displayed on the side of the snowmobile visible for the police to see. There will be a fine for students not displaying the snowmobile permit.

- If a student's permit is suspended, no fees will be refunded. Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.
- When the school provides transportation, students shall not drive to school-sponsored activities, unless written permission is granted by their parent/guardians and approved by the Principal.
- No other students can be driven to a school-sponsored activity by the approved student driver without a note from parent/guardians of passenger students granting permission and approval by the Principal.

**Addendum A**

**SCHOOL DISTRICT OF MANAWA**

HARASSMENT COMPLAINT FORM (Attach additional sheets if necessary)

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent/guardian

Name: \_\_\_\_\_

Who did the harassment? \_\_\_\_\_

Describe the harassment. Include time, dates, and location for each incident:

\_\_\_\_\_  
\_\_\_\_\_

What was your reaction or what action did you take?

\_\_\_\_\_  
\_\_\_\_\_

List any witnesses or anyone else who has information relevant to this complaint:

\_\_\_\_\_  
\_\_\_\_\_

I understand these incidents will be investigated and that this form will be kept confidential as much as possible.

No person shall provide false information at any time. If a person provides false information to school district officials regarding a complaint, proceeding, employment application, or other matter, appropriate disciplinary action may be taken against the individual who provided the false information.

\_\_\_\_\_  
(Signature)

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Please review the attached student information, read this page carefully then sign at the bottom.



For the protection and safety of your child, you are being asked to carefully review the attached student registration/emergency form. Please do each of the following:

- Line-out and make legible corrections (preferably using a colored pen)
- Provide current insurance information
- Update all contact information

*My signature at the bottom of page indicates that the health information is correct and/or all needed corrections have been noted on the form.*

In the event of a medical emergency, during my absence, I hereby give consent for treatment, administration of anesthesia, and surgical intervention for my (son / daughter) \_\_\_\_\_ as deemed necessary by the attending physician. This consent is extended to the physician, nursing staff, and hospital and will remain in effect until revoked in writing by the undersigned. The parent's recommendation will be respected as far as possible. I understand that in the final disposition of an emergency, the judgment of school authorities and medical staff will prevail. Anytime the above information changes, I will notify the school. Completed information is to be confidentially shared with school staff as medically indicated.

My signature at the bottom of this form gives consent as stated above.

**2020 – 2021 Student/Parent/Guardian Handbook, Co-Curricular Code of Conduct Acknowledgement:**

I have been given the opportunity to view and/or obtain any of the above information for review. My child(ren) and I have read and understand the information contained in each section. By signing below, we agree to follow the rules and guidelines within the Student/Parent/Guardian Handbook, Including Co-Curricular Code of Conduct. I am aware that the Handbook and Code of Conduct are available on the School District of Manawa website, in each student's offline Google Drive folder, and available in paper form at each District building.

Student Name: \_\_\_\_\_

Parent and/or Guardian Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_



**School District of Manawa**  
*Students Choosing to Excel, Realizing Their Strengths*

TO: SDM Board of Education  
CC: Dr. Oppor  
FROM: Bryant Cobarrubias  
DATE: May 27, 2021  
SUBJECT: SDM Chromebook Program Revisions

The list below describes the changes to the SDM Chromebook Program.

Page #	Current Language	Proposed Change or Addition
4	<p><b>Productivity Software</b></p> <p>Google G Suite</p> <p>Manawa is a Google school district. Student and staff use the Google G Suite for document, worksheet, and presentation software.</p> <p>Google Classroom</p> <p>We use Google Classroom as our learning management system (LMS). A LMS allows teacher to create an online space for organizing their classroom. Assignments, formative assessments, and other resources are typically shared with students through an LMS.</p>	<p><b>Productivity Software</b></p> <p>Google G Suite</p> <p>Manawa is a Google school district. Students and staff use the Google G Suite for document, worksheet, and presentation software.</p> <p>Google Classroom</p> <p>We use Google Classroom as our learning management system (LMS). A LMS allows teachers to create an online space for organizing their classroom. Assignments, formative assessments, and other resources are typically shared with students through an LMS.</p>





4

## Creativity Software

### WeVideo

Our 1:1 environment should encourage students to not only consume but create content. This plan includes adopting a creativity tool for students grade 5 and above. Our district has selected [WeVideo](#) to allow students and staff to create and share videos. This is provided as an example of what is available.

[WeVideo for Education: K-12 School District](#)

### FlipGrid

This is another valuable tool available to our education community. FlipGrid allows teachers to prompt students to create short video responses to questions.

## Creativity Software

### Loom

This tool allows students to record videos using their Chromebooks. The videos may include their web camera or desktop. This allows them to demonstrate knowledge using media as well as written word.

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## Professional Development

Technology is only effective if teachers are effective using technology. Professional development is key to help teachers master the tools available. Our approach is to offer training sessions throughout the school year. Teachers are encouraged to ask for help from IT or

## Professional Development

Technology is only effective if teachers are effective using technology. Professional development is key to help teachers master the tools available. Teachers are encouraged to ask for help from IT or Library staff on a one-on-one basis. Professional development needs to be part of our culture instead of an occasional event. During the summer of 2020 we hosted

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	<p>Library staff on a one-on-one basis. Professional development needs to be part of our culture instead of an occasional event.</p>	<p>twenty-five online and in-person training sessions to prepare for the fall.</p>
5	<p><b>Student Responsibility</b></p> <p>Students are expected to use technology in a way that is safe, legal, and respectful of others. Every year secondary students and parents sign our Technology Acceptable Use and Safety Form. Students who fail to meet these standards may have their access to internet restricted.</p>	<p><b>Student Responsibility</b></p> <p>Students are expected to use technology in a way that is safe, legal, and respectful of others. Every year secondary students and parents sign our Technology Acceptable Use and Safety Form. Students who fail to meet these standards may have their access to the internet restricted.</p>
6	<p><b>Students as Digital Citizens</b></p> <p>Students must learn to become digital citizen that protect their online identities. They need to understand how to recognize and avoid risks while using technology.</p>	<p><b>Students as Digital Citizens</b></p> <p>Students must learn to become digital citizens that protect their online identities. They need to understand how to recognize and avoid risks while using technology.</p>
7	<p>From:</p> <p><b>Budget</b></p> <p>The proposed <a href="#">Chromebook rotation cycle</a> requires 110 new devices annually. We will need to analyze elementary needs for Chromebook carts before the 2019-20 school year. The Acer 720/40 models will be retired the previous summer. This will create a gap in inventory for elementary carts.</p>	



The budget below assumes 30 new chromebooks for elementary carts starting the 2019-20 school year. Included you will find the new Wisconsin 1:1 grant allowing for \$125 per grade 9 student.

These expenses are funded using a three year lease agreement.

2018-19 School Year			
Item	Unit Cost	Count	Extended
Dell Chromebook	\$211.00	130	\$27,430.00
Management License	\$24.00	130	\$3,120.00
Replacement Parts			\$4,000.00
Wisconsin 1:1 Grant	-\$125.00	62	-\$7,750.00
Est. Annual Cost			\$26,800.00

2019-20 School Year			
Item	Unit Cost	Count	Extended
Dell Chromebook	\$230.00	140	\$32,200.00
Management License	\$25.00	140	\$3,500.00
Replacement Parts			\$4,000.00
Wisconsin 1:1 Grant	-\$125.00	50	-\$6,250.00

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Est. Annual Cost

\$33,450.00

To:

## Budget

The proposed [Chromebook rotation cycle](#) requires 240 new chromebooks annually. This allows the following grade levels to receive new devices. Devices have already been purchased for the 2021-22 school year.

- Grade K
- Grade 3
- Grade 6
- Grade 9

Item	Unit Cost	Count	Extended
Chromebook	\$275.00	240	\$66,000
Chrome Management License	\$27.00	240	\$6,480
Replacement Parts			\$3,000
		Estimate Annual Cost	\$75,480

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This portion of the handbook describes the district purchase history since the beginning of the Chromebook program.

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- 2016:
  - The district switched from Acer to Dell Chromebooks in the secondary school.
  - Some number of devices were ordered to supplement the Acer devices in the secondary school.
  - Acer R11 Touchscreen devices were supplied for each 6th grade classroom.
- 2017:

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This portion of the handbook describes the district purchase history since the beginning of the Chromebook program.

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- 2017:
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  - To ensure no delays for the next school year, the district purchased the supply of Chromebooks for the

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		<p>2021-22 school year early. An additional 270 Lenovo touch screen devices were ordered</p> <ul style="list-style-type: none"><li>○ No chromebooks are planned to be ordered during the summer of 2021.</li></ul>
--	--	--

### OCR Compliance

The SDM Technology Plan will be posted to the School District of Manawa website following Board of Education approval of substantive language changes as presented. The Manawa Board of Education will be notified of the date that this plan is converted to a version considered compatible for use by individuals with visual impairments or limited vision as per the Office of Civil Rights requirements and posted to the School District of Manawa website. This OCR compatible conversion may impact the appearance of the document (i.e. change in fonts, font sizes, paging in the table of contents, etc.) resulting in technical changes but no substantive changes will be made. Should a substantive change be required, the plan will be brought back to the Board of Education for approval.

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# SDM Chromebook Program

Program Handbook



## SDM Chromebook Program Handbook

Approved by the School District of Manawa  
Board of Education \_\_\_\_\_, 2021

# SDM Chromebook Program

## Program Handbook



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# SDM Chromebook Program

## Program Handbook



## Overview

Technology is a key component of the modern school environment. The School District of Manawa provides each student with a Chromebook device for school use. The details below describe the existing 1:1 environment as well as proposed changes for the future of the program.

**Note: This handbook includes several links to other resources. It is recommended that this document is read electronically instead of printed.**

## Program Goals

Use technology to create a platform for students to learn. This program provides tools to be more efficient and learn in new ways. The table below describes how the Chromebook program contributes to meeting the [ISTE Standards for Students](#).

SDM Chromebook Program and ISTE Standards	
Empowered Learner	Improved tools to expand learning goals and reflect on their learning process. Greater access to internet allows students to build networks and learn in ways they could not otherwise.
Digital Citizen	Student learn to manage their personal identity in a digital world. Students are expected to act in safe, legal, and respectful ways.
Knowledge Constructor	Students have a tool more efficiently research information and build knowledge.
Innovative Designer	Greater access to online tools to learn in authentic cyclical design processes.
Computational Thinking	Student have a tool to take part in analytical problem solving.
Creative Communicator	Students have opportunities to express themselves through digital media such as blogs and videos.
Global Collaborator	Students can better connect with other cultures and experts globally.

# SDM Chromebook Program

## Program Handbook



## Software

### Productivity Software

#### Google G Suite

Manawa is a Google school district. Students and staff use the Google G Suite for document, worksheet, and presentation software.

#### Google Classroom

We use Google Classroom as our learning management system (LMS). A LMS allows teachers to create an online space for organizing their classroom. Assignments, formative assessments, and other resources are typically shared with students through an LMS.

### Creativity Software

#### Loom

This tool allows students to record videos using their Chromebooks. The videos may include their web camera or desktop. This allows them to demonstrate knowledge using media as well as written word.

#### Flipgrid

This is another valuable tool available to our education community. Flipgrid allows teachers to prompt students to create short video responses to questions.

### Classroom Management & Web Filter

#### GoGuardian

We are working to help teachers better use GoGuardian to manage student use of devices. Our strategy is to provide short professional development sessions throughout the school year and offer 1-on-1 help as needed. GoGuardian has been a successful component of our Chromebook program. Going forward we need to continue supporting teacher use and encourage them to explore more advanced features.



# SDM Chromebook Program

## Program Handbook



## Professional Development

Technology is only effective if teachers are effective using technology. Professional development is key to help teachers master the tools available. Teachers are encouraged to ask for help from IT or Library staff on a one-on-one basis. Professional development needs to be part of our culture instead of an occasional event. During the summer of 2020 we hosted twenty-five online and in-person training sessions to prepare for the fall.

## Device Rotation

Chromebook have a reliable duty cycle of 3-4 years. No device should be assigned to a student that is older than five years. The Acer laptops purchased in 2014 and 2015 will be used for five years to allow us to establish a sustainable cycle.

[Waterfall Chart: Chromebook Device Rotation.](#)

## Chromebook Repair

A smooth repair process is key to the success of the Chromebook 1:1 program. This document outlines how students can have their device serviced. We also outline the responsibilities of library, teachers, and technology.

[Chromebook Repair Process](#)

## Student Responsibility

Students are expected to use technology in a way that is safe, legal, and respectful of others. Every year secondary students and parents sign our Technology Acceptable Use and Safety Form. Students who fail to meet these standards may have their access to the internet restricted.

[Technology Acceptable Use and Safety Form](#)  
[Restricted Student Access](#)

# SDM Chromebook Program

## Program Handbook



## Student Security, Privacy, and Safety

Encouraging students to explore the internet comes with increased risk. To address this concern

### Students as Digital Citizens

Students must learn to become digital citizens that protect their online identities. They need to understand how to recognize and avoid risks while using technology.

### Web Filters

The SDM uses technology to limit risk to students. These include GoGuardian for Chromebook devices and an iBoss web filter while at school.

### Software Security, Privacy, and Safety Rubric

The SDM must protect student Personally Identifiable Information (PII). Any software system which requires students to create an account or otherwise uses PII data must be compared to our SSPS rubric. Any software system which fails to meet these standards may not be used by students.

[Software Security, Privacy, & Safety Rubric](#)

# SDM Chromebook Program

## Program Handbook



## Budget

The proposed [Chromebook rotation cycle](#) requires 240 new chromebooks annually. This allows the following grade levels to receive new devices. Devices have already been purchased for the 2021-22 school year.

- Grade K
- Grade 3
- Grade 6
- Grade 9

Item	Unit Cost	Count	Extended
Chromebook	\$275.00	240	\$66,000
Chrome Management License	\$27.00	240	\$6,480
Replacement Parts			\$3,000
		Estimate Annual Cost	\$75,480

## Chromebook Extensions

Starting with the 2018-19 school year students are only allowed to use pre-approved chromebook extensions on school Chromebook devices. The change was made primarily for security reasons to prevent the use of VPN and malware software from reaching our network. Another important reason is to reduce distractions in the classroom.

Staff may request additions to this list by contacting the technology director.

### Allowed Extensions

Extension Name	Offered By	Notes
<a href="#">Google+</a>	Google	
<a href="#">Office Editing for Docs, Sheets</a>	Google	

# SDM Chromebook Program

## Program Handbook



<a href="#">&amp; Slides</a>		
<a href="#">EasyBib Toolbar</a>	Easybib.Com	
<a href="#">Google Drive</a>	Google	
<a href="#">Google Maps</a>	Google	
<a href="#">Google Keep - notes and lists</a>	Google	
<a href="#">Google Play Music</a>	Google	
<a href="#">Google Photos</a>	Google	
<a href="#">Google Forms</a>	Google	
<a href="#">Gmail</a>	Google	
<a href="#">Google Sheets</a>	Google	
<a href="#">Home - New Tab Page</a>	Google	
<a href="#">GeoGebra Classic</a>	<a href="https://www.geogebra.org">https://www.geogebra.org</a>	
<a href="#">Google Play Books</a>	Google	
<a href="#">Calculator</a>	Chrome OS	
<a href="#">Evernote Web</a>	EverNote.Com	
<a href="#">Evernote Web Clipper</a>	EverNote.Com	
<a href="#">Grammarly for Chrome</a>	grammarly.com	
<a href="#">e-clock</a>	Yuriy Husnay	
<a href="#">Text</a>	text.app	
<a href="#">Google Docs Offline</a>	Google	
<a href="#">Google Calendar</a>	Manas Tungare	
<a href="#">Google Cast for Education</a>	<a href="https://developers.google.com/cast">developers.google.com/cast</a>	
<a href="#">YouTube</a>	<a href="http://www.youtube.com">www.youtube.com</a>	

# SDM Chromebook Program

## Program Handbook



<a href="#">Google Cast</a>	Google	
<a href="#">Google Drawings</a>	Google	
<a href="#">Google Slides</a>	Google	
<a href="#">Read&amp;Write for Google Chrome</a>		Purchased license for entire district.
<a href="#">Calculator</a>	<a href="http://scientific-calculator.appspot.com/">http://scientific-calculator.appspot.com/</a>	
<a href="#">Camera</a>	chromeos-cameraapp	
<a href="#">Spotify</a>	open.spotify.com	
<a href="#">Sticky Notes</a>	ProWebJect	
<a href="#">Gmail Offline</a>	https://mail.google.com/mail/mu	
<a href="#">Google Docs</a>	Google	
<a href="#">Kami</a>	kamihq.com	
<a href="#">Vernier Graphical Analysis</a>	www.vernier.com	
<a href="#">Cite This For Me (Free)</a> <a href="#">Cite This For Me</a>	www.citethisforme.com	

## Force Installed Extensions

Several extensions are automatically installed on all student Chromebooks. These extensions are described below. Staff may request an extensions to be automatically installed by contacting the technology director.

<b>Extension Name</b>	<b>Offered By</b>	<b>Notes</b>
<a href="#">Office Editing for Docs, Sheets &amp; Slides</a>	Google	

# SDM Chromebook Program

## Program Handbook



<a href="#">Google Drive</a>	Google	
<a href="#">Google Forms</a>	Google	
<a href="#">Google Sheets</a>	Google	
<a href="#">Google Drawings</a>	Google	
<a href="#">Google Slides</a>	Google	
<a href="#">Google Docs</a>	Google	
<a href="#">Calculator</a>	<a href="http://scientific-calculator.appspot.com/">http://scientific-calculator.appspot.com/</a>	
<a href="#">DRC Insight</a>	DRCIS	This will be removed and re-installed twice a year.
<a href="#">iBoss SSO Integration</a>		
<a href="#">Big Ideas Math</a>	Big Ideas Learning, LLC	
<a href="#">uBlock Origin</a>	Raymond Hill (gorhill)	Ad blocking software
Vernier Graphical Analysis		
<a href="#">Dyslexia Reading Assistant</a>	CrayonMelon	
<a href="#">OpenDyslexic Font for Chrome</a>	<a href="http://abbiecod.es">abbiecod.es</a>	

# SDM Chromebook Program

## Program Handbook



## Purchase History

This portion of the handbook describes the district purchase history since the beginning of the Chromebook program.

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# SDM Chromebook Program

## Program Handbook



- To ensure no delays for the next school year, the district purchased the supply of Chromebooks for the 2021-22 school year early. An additional 270 Lenovo touch screen devices were ordered
- No chromebooks are planned to be ordered during the summer of 2021.





**Students choosing to excel; realizing their strengths**

**To:** Board of Education  
**From:** Jacquelyn Sernau- District Reading Specialist  
**Date:** May 26, 2021  
**Re:** Literacy Materials Recommendation

---

The purpose of this memo is to recommend the adoption of the Fountas and Pinnell Interactive Read Aloud (IRA) Collection for grades K-5.

Per the SDM's Comprehensive Literacy Plan (approved on March 15, 2021), Interactive Read Alouds will be used in each classroom K-5 for 15 minutes a day, 5 days a week. The Fountas and Pinnell IRA collection will be used to teach critical literacy skills. According to the Heinemann website, which is used for ordering materials, "The collection is organized into 25 text sets that reflect a global perspective with a diversity of characters, settings, and topics. Each text set contains four to six high-quality picture books with engaging illustrations that represent a variety of authors and illustrators, topics, genres, themes, and text structures." The instructional purpose is to spark discussion, provide opportunities for students to write and reflect on reading, and to expose them to a variety of books that will enhance their background knowledge and enrich their learning.

Please consider the adoption of the Fountas and Pinnell Interactive Read Aloud Collection as an essential instructional tool used to increase effective literacy instruction. Let me know if you have any questions regarding this recommended adoption. Thank you.



To: Dr. Melanie J. Oppor  
From: Jackie Sernau  
Date: 5/24/21  
Re: EL (English Learner) Handbook Updates

---

The purpose of this memo is to highlight the changes to the EL Handbook as follows:

<b>Page #</b>	<b>Section</b>	<b>Proposed Change or Addition</b>
Cover		Approved by date updated

The English Learner (EL) Handbook will be posted to the School District of Manawa website following Board of Education approval of substantive language changes as presented. The Manawa Board of Education will be notified of the date that this handbook is converted to a version considered compatible for use by individuals with visual impairments or limited vision as per the Office of Civil Rights requirements and posted to the School District of Manawa website. This OCR compatible conversion may impact the appearance of the document (i.e. change in fonts, font sizes, paging in the table of contents, etc.) resulting in technical changes but no substantive changes will be made. Should a substantive change be required, the handbook will be brought back to the Board of Education for approval.



**Students choosing to excel; realizing their strengths.**

# **School District of Manawa English Learner (EL) Handbook**

Meeting the Needs of ALL Students

Approved by the Manawa Board of Education on  
June 21,2021

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Appendices: Forms <ul style="list-style-type: none"><li>• Appendix A: Home Language Survey</li><li>• Appendix B: Parent Permission Letter</li><li>• Appendix C: Language Development Plan</li><li>• Appendix D: Exit Letter</li><li>• Appendix E: Monitor Report</li></ul>	12-23

# Procedure for Identifying Incoming EL Students

- Families complete the Enrollment Form, including the Home Language Survey (HLS).
- All Home Language Surveys are sent to the EL Coordinator.
- When a language other than English is indicated, the EL Coordinator sends the Home Language Survey to building principal. Hard copy will be filed in the cumulative folder when the identification process is complete. All other Home Language Surveys are sent to building secretaries to be filed in students' cumulative folders.
- EL Coordinator researches student's cumulative folder for EL information. (i.e. previous Home Language Surveys, previous placements or servicing, previous assessments, forms written in another language, the student's previous school is not in the USA)
- EL Coordinator consults previous assessments when questionable information is found.

If a Language Proficiency Level is found:	If a Language Proficiency Level is NOT found:
<ul style="list-style-type: none"> <li>• If a current ACCESS score of 1.0-5.9 does exist, the EL Coordinator will designate the student as requiring appropriate EL services (<i>if a student in grades 4-12 has a current ACCESS score of 5.0-5.9 and there are school records to support academic success, the EL coordinator will proceed with the manual reclassification process</i>).</li> <li>• EL Coordinator will contact parent/guardian to review language results and EL services.</li> <li>• EL Coordinator places the original copy of Parent Approval Form or Refusal of Services Form in the student's cumulative folder in the main office.</li> <li>• EL Coordinator will update Skyward.</li> <li>• EL Coordinator uses results from current ACCESS scores to write Language Development Plan (LDP) for appropriate services.</li> <li>• The EL Coordinator will update the building principal regularly of students identified for EL services and for those students not qualifying for services.</li> </ul>	<ul style="list-style-type: none"> <li>• EL Coordinator contacts parents/guardians to discuss student's educational and language background either before or after screener as appropriate.</li> <li>• If there is not a current ACCESS score, the EL Coordinator will conduct a WIDA MODEL (Kindergarten) or W-APT screener to determine the student's present English language proficiency level.</li> <li>• Parent or guardian will meet with the EL Coordinator to review language results and EL services.</li> <li>• EL Coordinator will place the original copy of Parent Approval Form or Refusal of Services Form and screener in the student's cumulative folder in the main office.</li> <li>• EL Coordinator will update Skyward.</li> <li>• EL Coordinator uses results from screeners or current ACCESS scores to write a Language Development Plan (LDP) for appropriate services.</li> <li>• The EL coordinator will update the building principal regularly of students identified for EL services and for those students not qualifying for services.</li> </ul>

# EL Screening Process

All new registrants who are potentially Limited English Proficient (LEP) and have no previous Language Proficiency identification will be screened. The School District of Manawa utilizes the WIDA MODEL or W-APT. The WIDA MODEL is used for Pre-K, Kindergarten and first semester 1<sup>st</sup> grade students. The W-APT assesses students in second semester 1<sup>st</sup> grade -12<sup>th</sup> grade. This screening is to be completed within 30 days if at the beginning of school in September, or 14 days after September 30. (DPI—ESEA bulletin number 07.01)

- Based on information gathered during the identification process, the EL Coordinator will screen potentially LEP students.
- The EL Coordinator will ensure the district has the necessary screening materials available.
- The EL Coordinator will be trained to administer screeners.
- Upon completion of the screener, the EL Coordinator fills out the composite score calculation.
- EL Coordinator will reference WIDA.us score calculator.
  - If the student scores below a 5.1, the student is most likely eligible for services. In some cases, more information is needed before eligibility can be determined.
  - If the student scores a 5.1 or above on the screener, it should be noted that the student is not Limited English Proficient and does not qualify for services.
- The principal is informed of the screening results.
- EL Coordinator will file all results in Skyward.

# EL Placement

## Age-Appropriate Placement

EL students will be placed in an age-appropriate setting. There is a normal age range when placing students at grade level. The following table shows that range.

Grade	Normal Age Range	Maximum Age Range
K	5-6	7
1	6-7	8
2	7-8	9
3	8-9	10
4	9-10	11
5	10-11	12
6	11-12	13
7	12-13	14
8	13-14	15
9	14-15	16
10	15-16	17
11	16-17	18
12	17-18	19-21

A student should not be retained if such retention will result in the student attaining an age **above** the stated maximum. Retention of students within normal age ranges should be based on developmental progress rather than language or academic achievement

“Retention of students in grade “solely based on language” is considered a civil rights violation by OCR (Office for Civil Rights, US ED) and runs counter to research on best practices for these students.”

Tim Boals, WI DPI

## Referrals of EL Students to Other Programs School-based Programs and Extracurricular Activities

In the School District of Manawa, students identified as English Learners (ELs) are full-fledged members of their respective school communities. ELs are provided equal access to the full range of district programs, including, but not limited to, special education, gifted and talented, Title 1, and all non-academic and extracurricular activities. The district encourages all students, including those identified as English Learners, to become involved in extracurricular and non-

academic activities, such as sports, clubs, and organizations. None of these may discriminate based on language.

### **Application Process for School-Based and Extra-Curricular Activities**

At times, the district will offer special opportunity programs or activities to its students. The district assures that the application process and selection for these programs will not be dependent on a student's proficiency in English.

### **Special Education**

The School District of Manawa does not place any student in a special education program based on his/ her English proficiency. The guidelines for special education are the same for both EL and non-EL students in accordance with the Individuals with Disabilities Act. When necessary, arrangements may be made for translators to assist with testing when it is determined that a special education evaluation is appropriate and the student's level of English proficiency would not yield reliable test results. English Learners identified as special education students may continue to receive EL services as determined by the student's IEP. EL modifications and accommodations would be made in the regular classroom by the regular classroom teacher. Special education services will be provided by appropriately qualified special education teachers.

### **Special Programs and Related Services**

EL students will receive equal access to all district special opportunity programs. These programs include, but are not limited to Title I and at-risk programming, gifted and talented, literacy coaches, speech and other forms of special education, vocational and technical courses, and all extracurricular and nonacademic activities available to other students. The district assures that the selection or application process for special opportunity programs will not rely solely on measures of English language proficiency. The School District of Manawa will seek to provide assistance necessary for effective participation by EL students in these programs.



# Assessment

## Screeners

W-A APT and WIDA Model (Kindergarten) are the screener tests used to determine the student’s English language proficiency level.

## ACCESS for ELLs 2.0

ACCESS for ELLs 2.0 is aligned with the WIDA English Language Development Standards and assesses each of the four language domains of Listening, Speaking, Reading, and Writing. It is given annually to monitor students’ progress in acquiring academic English.

The ACCESS test is administered during strict time parameters determined by the Wisconsin department of Public Instruction. Students’ in grades 1-12 complete the test in the online format, while the kindergarten and Alternate ACCESS for ELLs are completed in paper format.

ACCESS for ELLs 2.0 Online administration allows for students in multiple grade-level clusters and tiers to be within the same group for ease of administration. See below for exceptions to this.

Can administer together:	Exceptions (Must Administer Separately):
Same domain, different grade-level clusters and tiers <ul style="list-style-type: none"> <li>• Ex: During the Writing test session, students taking either Tier A and Tier B/C and/or students from Grade-level clusters 4-5 and 6-8 can be together.</li> </ul>	Speaking Pre Tier A <ul style="list-style-type: none"> <li>• Administer separately from students taking the Tier A and Tier B/C Speaking tests.</li> </ul>
Writing domain, students who keyboard and handwrite in booklets	Writing 1 and 2-3 <ul style="list-style-type: none"> <li>• Cannot be combined with Writing test sessions for Grades 4-5, 6-8, and 9-12.</li> <li>• Must be separated into test sessions by both grade-level cluster and tier (e.g. Grade 1 Tier A, Grade 1 Tier B/C, Grades 2-3 Tier A, and Grades 2-3 Tier B/C).</li> </ul>
	Kindergarten <ul style="list-style-type: none"> <li>• All individually administered.</li> </ul>
<b>Test domains should not be combined into one test session. For example, the Listening test should be administered in a different test sessions than the Reading, Writing, or Speaking test.</b>	

The image below outlines the Tier Placement Protocol educators use in assigning tiers with ACCESS for ELLs 2.0. It is important to note that while the Tier Placement Protocol is defined by three tiers, within the Speaking domain you will only see two potential tiers: A and B/C. The criteria below still encompass all relevant information regarding tier placement for the Speaking domain as well as the Listening, Reading, and Writing domains.

Level 1 Entering	Level 2 Emerging	Level 3 Developing	Level 4 Expanding	Level 5 Bridging	Level 6 - Reaching
<p><b>TIER A</b> is most appropriate for English language learners who:</p> <ul style="list-style-type: none"> <li>• have arrived in the U.S. or entered school in the U.S. within this academic school year without previous instruction in English, OR</li> <li>• currently receive literacy instruction ONLY in their native language, OR</li> <li>• have recently tested at the lowest level of English language proficiency</li> </ul>					
<p><b>TIER B</b> is most appropriate for English language learners who:</p> <ul style="list-style-type: none"> <li>• have social language proficiency and some, but not extensive, academic language proficiency in English, OR</li> <li>• have acquired some literacy in English though have not yet reached grade level literacy</li> </ul>					
		<p><b>TIER C</b> is most appropriate for English language learners who:</p> <ul style="list-style-type: none"> <li>• are approaching grade level in literacy and academic language proficiency in the core content areas, OR</li> <li>• will likely meet the state's exit criteria for support services by the end of the academic year</li> </ul>			

### EL Expectations and Teaching Suggestions by English Proficiency Level

#### Level One Students (ENTERING):

- Have a few isolated English words and expressions
- Produce words, phrases, or chunks of language when presented with one-step commands, directions, wh- questions, or statements with visual graphic support
- Are in a silent period of infrequent verbal communication, during which they are working to make sense of a new language, culture, and educational setting
- Benefit from an accepting and encouraging environment
- Benefit from one or two same-sex buddies who can show them how to adjust to the new school environment
- Benefit from the use of visuals, pantomime, and hands-on activities, which will provide them ways to be active participants in class activities

#### Level Two Students (BEGINNING):

- Function in conversational and academic English with hesitancy and difficulty
- Understand only parts of lessons and simple directions
- Produce phrases or short sentences
- Have pre-emergent or emergent skills in reading and writing English
- Are significantly below grade level in ability to function in English
- Understand only some spoken English that deals with subjects they are already familiar with
- May become frustrated with their own rate of English language acquisition and may appear to be uncooperative
- Benefit from an accepting and encouraging environment
- Benefit from much visual support in instruction (think stick figures)
- Benefit from teachers who model and encourage correct usage in a positive way
- Benefit from teachers who avoid the use of idiomatic language

#### Level Three Students (DEVELOPING):

- Speak and understand “hallway” and academic English with decreasing hesitancy and difficulty
- Produce expanded sentences in oral interaction or written paragraphs
- Are developing reading and writing skills (which probably lag behind listening and speaking skills)
- Are often thought to have better comprehension than is the case
- May be reluctant to ask the questions they need to ask from a desire to fit in and not appear needy
- Still face a significant challenge when learning academic vocabulary
- Benefit from assistance when demonstrating academic knowledge in content areas
- Benefit from significant support to acquire knowledge in the content areas

#### Level Four Students (EXPANDING):

- Speak and understand conversational English without apparent difficulty
- Continue to acquire reading and writing skills in content areas
- Still need assistance to achieve grade level expectations in the reading and writing skills in many content areas
- Still have difficulty reading between the lines
- Are challenged by complex sentence structure and specialized vocabulary
- Will often have difficulty with usage variations and idiomatic language
- Benefit from continued support in acquiring the language skills and specialized vocabulary needed to succeed in the content areas
- Benefit from teachers who are sensitive to their desire to avoid the appearance of needing help

#### Level Five Students (BRIDGING):

- Understand and speak conversational English well

- Are nearly proficient in reading, writing, speaking, and content area skills needed to achieve grade-level expectations
- Are still refining writing skills and expanding vocabulary
- Still benefit from occasional support

Level Six Students (Formally EL):

Formerly LEP (Limited English Proficient)/ Now Fully English Proficient

**A note about new arrivals:** Students who are newly arrived from their home country are not only dealing with a new language and school environment, but they are also coming to terms with the loss of friends, familiar surroundings, and food (think school cafeteria). Often, they have left an extended family support network behind. Our climate may be shocking and unbearable. They may be chronically unprepared for the weather and school activities. They can exhibit an initial enthusiasm toward learning English, which might be followed by a period of moodiness, withdrawal, and lack of cooperation. They have realized how difficult it will be to learn English. They may be reluctant to ask questions because it is inappropriate in their home culture. Communication patterns in the home culture between children and adults may lead to behavior considered rude or inappropriate in mainstream US culture. Teachers can focus on modeling the behavior they would like to elicit.

# Modifications & Accommodations for EL Students

The School District of Manawa will provide modifications and accommodations to identified English Learners in grades PreK-12 to assist them in achieving the overall goals of the district. The WIDA Standards, in conjunction with the Common Core State Standards, will provide the foundation for English language acquisition and the academic development of identified ELs in the district. The school district is aware that English academic language proficiency may take between five and ten years. It is understood that this time frame can be impacted by the student's previous educational and social experiences.

A number of different modifications and accommodations will combine to provide a support that meets the needs of all identified English Learners in the district. The design of each Language Development Plan (LDP) will be flexible each year according to each student's proficiency levels and needs. These modifications and accommodations include, but are not limited to:

- Use graphic organizers
- Pre-teach vocabulary
- Provide background knowledge for cultural-related topics
- Prepare note pages
- Provide study guides to organize material
- Emphasize important information after lesson
- Give directions in writing
- Use cooperative learning groups
- Provide peer tutoring
- Provide mentor tutoring
- Teach study skills
- Teach basic note taking skills
- Allow access to computerized programs
- Allow bilingual/electronic translator dictionaries
- Provide bilingual picture dictionaries at appropriate grade level
- Highlight key concepts in textbooks and/or provide modified versions of text
- Provide digital copies of books
- Use adapted or modified textbooks
- Allow and use of computer/word processing for papers
- Allow copying from book
- Adapt class worksheets – modify or shorten assignments based on ELP level
- Provide extended time for assignments
- Do not deduct for spelling and grammar errors in writing assignments
- Allow assignments to be done in a different manner (ex. Speak rather than writing or write rather than speak)
- Allow students to answer test questions orally
- Provide word banks for fill-in-the-blank tests
- Provide matching activities

- Shorten test length
- Create an alternative assignment
- Extend time for tests
- Require only selected test items
- Read test to student
- Use portfolios (body of work) to assess
- Allow test corrections
- Other modifications/accommodations based on specific student need

## Transition from EL Services & Monitoring Performance

Students are exited (from the EL program) and monitored when they meet state and federal criteria as delineated in the two attached documents:

- ESEA Information Update #07.02
- ESEA Information Update #08.01

In order to ensure success for all exited EL program students and meet legal requirements, the EL Coordinator will monitor a student's progress in the academic areas each semester for two years after being exited from the program. On a semester basis, the monitor form will be sent to classroom and content area teachers.

If a student is experiencing academic difficulties, the EL coordinator and general education teacher(s) will provide appropriate intervention(s). If the student is continuing to demonstrate academic difficulty based on language proficiency, then a reentry meeting will be set up with the student's parents. The parents will have to sign for permission in order to receive EL services.

# Appendices





# School District of Manawa

*“Students Choosing to Excel, Realizing Their Strengths”*

800 Beech Street | Manawa, WI 54949 | (920) 596-2525

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Dear Parent/Guardian:

Welcome to the school year! We are confident that your child will have a productive and enjoyable year.

Your child has been recommended to receive English Learner (EL) services. The goals of the English Learner services are to help students learn English more quickly by providing accommodations and modifications for students in core academic subject areas. The services your child will receive will help him/her be more successful in school. We encourage you to take advantage of these valuable services.

Your cooperation and participation will be sought throughout the school year. With a school/home partnership we should be able to make significant progress. As the first step, we need your approval for your child to be enrolled in the program. You have the right to remove your child from the program by contacting the EL Coordinator.

Please sign below and indicate if you would like your child to participate in the English Learner Program. If you have any questions or concerns, please feel free to contact us at the numbers provided below. Thank you.

Jackie Sernau  
EL Coordinator  
[jsernau@manawaschools.org](mailto:jsernau@manawaschools.org)  
920-596-5738

-----  
**RETURN TO YOUR CHILD’S SCHOOL OFFICE**

Student’s Name \_\_\_\_\_ LEP Level \_\_\_\_\_ Literacy Subscore \_\_\_\_\_

\_\_\_\_\_ **YES,** I would like my child to participate in the English Learner Program.

\_\_\_\_\_ **NO,** I do not want my child to participate in the English Learner Program.

\_\_\_\_\_  
Parent/Guardian Signature Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_



# School District of Manawa

*“Students Choosing to Excel, Realizing Their Strengths”*

800 Beech Street | Manawa, WI 54949 | (920) 596-2525

www.manawaschools.org

Estimados Padres/Guardianos,

¡Bienvenidos al año escolar! Estamos seguros que su hijo tendrá un año agradable y productivo.

Su hijo ha sido recomendado para recibir servicios para aprendices de inglés. Las metas de los servicios para aprendices de inglés son para apoyar a los estudiantes aprender inglés más rápido por proveer alojamiento y modificaciones para los estudiantes en las clases académicos y los sujetos básicos. Los servicios que recibe su hijo lo ayudarán tener más éxito en las clases. Les recomendamos que que aproveche estos valiosos servicios.

Te pedimos su cooperación y participación durante todo el año escolar. Con una asociación entre los maestros y los padres podemos hacer mucho progreso significativo. Por el primer paso, necesitamos su aprobación para registrar a su hijo en el programa. Tiene el derecho de sacarlo del programa cuando quiera por contactar al coordinadora del programa de EL.

Por favor firme abajo e indique si quisiera que su hijo/hija participe en el Programa de Aprendizaje de Inglés. Si tiene preguntas, puede llamar los números. Gracias.

Jackie Sernau  
EL Coordinator  
[jsernau@manawaschools.org](mailto:jsernau@manawaschools.org)  
920-596-5738

-----  
**DEVOLVER ESTA PARTE A LA OFICINA DE LA ESCUELA**

Nombre de Estudiante \_\_\_\_\_

Nivel LEP N/A Literacy Subscore N/A

\_\_\_\_\_ **SI**, Quisiera que mi hijo/hija participe en el programa de Aprendizaje de Inglés.

\_\_\_\_\_ **NO**, NO quiero que mi hijo/hija participe en el programa de Aprendizaje de Inglés.

\_\_\_\_\_  
Firma de Padre/Guardiano

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Fecha

Original to Cumulative Folder  
Copy to Student Services ONLY IF NO

5/29/202



**Students choosing to excel; realizing their strengths.**

## English Language Learner Language Development Plan ELL LDP

Student's Name	Grade Level	School Year				
Date of Entry in the School District of Manawa	Native Language	Native Country				
School <input type="checkbox"/> Manawa Elementary School <input type="checkbox"/> Little Wolf Jr./Sr. High School	Primary Teacher(s)					
Previous Academic Background Information						
Preferred Method of Communication with Parents						
<b>Assessments</b>						
Most current <input type="checkbox"/> W-APT <input type="checkbox"/> ACCESS	Date Administered					
<b>Scores</b>						
Speaking	Listening	Reading	Writing	Oral Lang.	Comprehension	Overall
<b>STAR Reading</b>	Fall previous year	Winter previous year	Spring previous year	Fall current year	Winter current year	Spring Current year
<b>STAR Math</b>	Fall previous year	Winter previous year	Spring previous year	Fall current year	Winter current year	Spring Current year

Other Testing and Scores:

**Classroom teachers and/or EL Coordinator will create, monitor, and evaluate two individual English language goals. Goals are created, monitored, and evaluated, so that the individual student will make necessary yearly progress of at least .4 growth on the ACCESS until the student meets the requirements for exiting the EL program.**

**Listening Goal**

Students apply oral information and follow directions.

The student will:

- Y follow single step directions. (L1-L2)
- Y identify information from visual and auditory descriptions (match, sort, point). (L1-L2)
- Y follow multi-step directions. (L3-L5)
- Y categorize and sequence information. (L3-L5)
- Y other: \_\_\_\_\_

Evidence:

**Speaking Goal**

Students will orally express and discuss information in various formats.

The student will:

- Y ask and answer wh- or choice questions. (L1-L2)
- Y use descriptive language. (L1-L2)
- Y restate facts or statements. (L1-L2)
- Y make predictions. (L3-L5)
- Y retell stories. (L3-L5)
- Y other: \_\_\_\_\_

Evidence:

**Reading Goal**

Students explain, interpret, and analyze text.

The student will:

- Y identify facts and explicit messages. (L1-L2)
- Y identify main ideas and central themes. (L1-L2)
- Y draw conclusions and infer. (L3-L5)
- Y interpret information or data. (L3-L5)
- Y other: \_\_\_\_\_

Evidence:

**Writing Goal**

Students write in a variety of forms for different audiences and purposes.

The students will:

- Y give information in writing. (L1-L2)

- Y request information in writing. (L1-L2)
  - Y create original compositions. (L3-L5)
  - Y produce clear and coherent expository and narrative texts. (L3-L5)
  - Y other:
- 

Evidence:

**Vocabulary Goal**

Students use specific vocabulary in social and academic contexts.

The student will:

- Y acquire social and instructional vocabulary sufficient for listening and speaking. (L1-L2)
  - Y acquire academic and domain specific vocabulary sufficient for reading and writing. (L3-L5)
  - Y other:
- 

Evidence:

**Cultural Competency**

Students comprehend and appreciate texts/media containing various ethnic backgrounds and heritages.

The student will:

- Y identify cultural similarities and differences. (L1-L2)
  - Y express ideas about culture through classroom interactions using spoken and written language. (L3-L5)
  - Y other:
- 

Evidence:

**Program Plan:**

- Structured English Immersion
- Other:

**Universal Instructional/Classroom Accommodations**

- √ Use simplified language
- √ Avoid idiomatic expressions (ex. talk a mile a minute)
- √ Use slower, but not louder, rate of speech
- √ Provide many examples
- √ Use pairs and small group instruction
- √ Repeat directions and paraphrase if necessary
- √ Give oral directions in clear step-by-step manner
- √ Use gestures along with words to convey meaning
- √ Link content to students' previous knowledge
- √ Use oral, auditory, visual, and kinesthetic learning modalities
- √ Demonstrate concepts
- √ Frequently check for understanding

√ Use supplementary materials	
<b>Suggested Instructional/Classroom Accommodations</b>	
<input type="checkbox"/> Use graphic organizers <input type="checkbox"/> Pre-teach vocabulary <input type="checkbox"/> Provide background knowledge for cultural-related topics <input type="checkbox"/> Prepare typed note pages <input type="checkbox"/> Provide study guides to organize material <input type="checkbox"/> Emphasize critical information after lesson <input type="checkbox"/> Give directions in writing <input type="checkbox"/> Use cooperative learning groups <input type="checkbox"/> Provide peer tutoring <input type="checkbox"/> Provide mentor tutoring <input type="checkbox"/> Teach study skills <input type="checkbox"/> Teach basic note taking skills <input type="checkbox"/> Allow access to computerized programs such as <i>Rosetta Stone</i>	<input type="checkbox"/> Allow bilingual/electronic translator dictionaries <input type="checkbox"/> Provide bilingual picture dictionaries at the appropriate grade level <input type="checkbox"/> Highlight key concepts in textbooks and/or provide modified versions of text <input type="checkbox"/> Provide CD copies of books <input type="checkbox"/> Use adapted or modified textbooks <input type="checkbox"/> Allow the use of computer/word processing for papers <input type="checkbox"/> Allow copying from book <input type="checkbox"/> Adapt class worksheets – modify or shorten assignments based on ELP level <input type="checkbox"/> Provide extended time for assignments <input type="checkbox"/> Do not deduct for spelling and grammar errors in writing assignments <input type="checkbox"/> Allow assignments to be done in a different manner (ex. speak rather than write or write rather than speak)
<b>General Classroom Assessment Accommodations</b>	
<input type="checkbox"/> Allow students to answer orally <input type="checkbox"/> Provide word banks on fill-in-the-blank tests <input type="checkbox"/> Provide matching activities <input type="checkbox"/> Shorten test length <input type="checkbox"/> Create an alternative assignment <input type="checkbox"/> Extend time for tests	<input type="checkbox"/> Require only selected test items <input type="checkbox"/> Read test to student <input type="checkbox"/> Use portfolios (body of work) to assess <input type="checkbox"/> Allow test corrections <input type="checkbox"/> Other (add comment below):
<b>State Assessment Accommodations</b>	
<input type="checkbox"/> Per state statute, any students who have arrived within the last 12 calendar months <u>may be permitted to abstain one time</u> from the English/Language Arts portions of the Badger Exam or the reading portion only of the ACT suites including the ACT plus writing and Aspire.	
<b>Badger Exam (Grades 3-8)</b>	
<input checked="" type="checkbox"/> <b>Universal tools</b> are access features of the assessment that are either provided as digitally delivered components of the test administration system or separate from it. Universal tools are available to all students based on student preference and selection. <u>Embedded:</u> Breaks, Calculator, Digital Notepad, English Dictionary, English Glossary, Expandable Passages, Global Notes, Highlighter, Keyboard Navigation, Mark for Review, Math Tools, Spell Check, Strikethrough, Writing Tools, Zoom <u>Non-embedded:</u> Breaks, English Dictionary, Scratch Paper, Thesaurus	

**Designated Supports** are features that are available for use by any student for whom the need has been indicated by an educator or team.

Embedded:

Color Contrast, Masking, Text-to-speech, Translated Test Directions, Translations (Glossary), Translations (Stacked), Turn off Any Universal Tools

Non-embedded:

Bilingual Dictionary, Color Contrast, Color Overlay, Magnification, Noise Buffers, Read Aloud, Scribe, Separate Setting, Translated Test Directions, Translation (Glossary)

**Accommodations** are for students with disabilities and English Language Learners; they do not change the content being assessed or the skill level. Examples of accommodations include a large-print test or using a scribe to record student answers.

Embedded:

American Sign Language, Braille, Closed Captioning, Streamline, Text-to-Speech

Non-embedded:

Abacus, Alternate Response Options, Calculator, Multiplication Table, Print on Demand, Read Aloud, Scribe, Speech-to-Text

**Modifications** do change what is being assessed and are **not** allowed for any student during Wisconsin Student Assessment System (WSAS) testing. Examples of modifications include reducing the number of answer choices or shortening the length of the test.

### **ACT Suites (Grades 9-11)**

#### **Default Embedded System Tools:**

Embedded System Tools are those common supports that are made available to ALL users upon launch/start of test by default. No advance request is needed. These tools are either embedded in the basic computer test delivery platform, or may be automatically provided as needed at the local level.

Examples of default embedded system tools may include, but are not limited to:

a computer QWERTY keyboard, a mouse, electronic cut, copy and paste functions in a text entry box, as well as low tech items used with paper format tests, like 'Number 2' pencils, erasers, and similar basic tools such as non-specialized personal calculators for some tests.

#### **Open Access Tools:**

Open Access Tools may be used by anyone. To be activated they must be identified in advance and selected from the pull-down menu inside the test (CBT version), or must be planned in advance and provided locally. Thoughtful decision-making, informed by multiple observations and prior successful user experience, is strongly recommended. Users should be practiced, familiar and comfortable with using these types of tools, and comfortable using them in combination with any other tools they will also be using. Decisions to use these tools must be made well before the test is taken.

#### **Accommodations:**

Accommodation-level supports are available to "qualified users"—as determined by the responsible educational authority. These supports (used in content areas where permitted) allow the user to independently demonstrate the measured construct. ACT Aspire recommends that students who use accommodation-level supports have a formally documented need as well as relevant knowledge and familiarity with these tools to qualify. Accommodations must be requested through the online ACT

Aspire Personal Needs Profile (PNP) process. Any other formal qualifying procedure that is required by the responsible educational authority must be completed prior to completing the ACT Aspire PNP request process.

Examples include:

Needs for braille or tactile graphics, English text audio, Sign language interpretation, or other language translation

**Modifications:**

Modifications are not permitted in ACT Aspire tests for any user. Such extreme levels of support actually prevent meaningful access to the construct being tested by doing too much for the student, thus removing any ability for the user to demonstrate actual skill levels that might be present. Modifications, if used during the early instructional period may help some students to successively approximate and to eventually learn a new and difficult skill. However, even then, the intent is always to fade this extreme level of support away so that the student can increasingly demonstrate independent competence. In summative assessment, we are trying to observe what the student independently knows and can do. Therefore, if used during the assessment process, Modifications create a barrier to independent performance of competence.

**Other**

**Disability status:**

- Student does not have an identified disability at this time.
- Student has an identified disability and these ELL accommodations meet the objectives of the student’s Individual Education Plan (IEP) or 504 Plan?

**Gifted and Talented status:**

- Student has been identified as a Gifted and Talented learner.
- Student has not been identified as a Gifted and Talented learner.

**Adequate Yearly Progress:**

- Student has met adequate yearly progress
- Student has not met adequate yearly progress
- Not applicable

**Plan Summary**

**Team Members**

Parent	Building Administrator
Teacher	Teacher
Guidance	ELL Coordinator





# School District of Manawa

*“Students Choosing to Excel, Realizing Their Strengths”*

800 Beech Street | Manawa, WI 54949 | (920) 596-2525

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Date

Name

Name of Parent or Guardian

English Learner (EL) services provide assistance to students in developing English language skills. When students are proficient in English and able to succeed in school without EL assistance, they exit from the program.

Based on ACCESS testing, your student is now ready to exit from the EL program and will no longer receive EL services. We are confident that your student will continue to be successful without EL assistance. Please call the school if you have any questions.

Sincerely,

---

Jackie Sernau

[jsernau@manawaschools.org](mailto:jsernau@manawaschools.org)

920-596-5738

Distribution:

Original to parent or guardian

Copy to Cum Folder



# School District of Manawa

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**www.manawaschools.org**

Fecha

\_\_\_\_\_

Nombre de estudiante \_\_\_\_\_

Los Padres o Guardianes \_\_\_\_\_

Los servicios para los estudiantes de inglés (EL) proveen apoyo a los estudiantes en desarrollar habilidades en el lenguaje de inglés. Cuando los estudiantes tienen proficiencia en inglés y tienen éxito en las clases sin el apoyo de los servicios de EL, salen del programa. Según las evaluaciones de ACCESS, su estudiante ya está listo para salir del programa y no recibirá los servicios de EL. Tenemos confianza en su estudiante que seguirá tener éxitos aun sin los apoyos de EL. Por favor llame a la escuela si tiene cualquiera pregunta.

Sinceramente,

\_\_\_\_\_

Jackie Sernau

[jsernau@manawaschools.org](mailto:jsernau@manawaschools.org)

920-596-5738



# School District of Manawa

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## EL Monitor Report

Student: \_\_\_\_\_

Teacher: \_\_\_\_\_

**Please check the following information where appropriate.**

**1. Classroom Participation**

- Participates in class
- Asks questions
- Is prepare for class
- Asks for help
- Works independently

**2. Classroom Comprehension**

- Understands/follows verbal directions
- Understands written directions
- Understands reading assignments

**3. Class Work Performance**

- Completes assignments
- Missing work
- Late work
- Incomplete work

**Based on what you know about the student, do you feel s/he is successful without EL services?**

- Yes
- No

**Comments:**

Please return by: \_\_\_\_\_

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## School District of Manawa

*Students Choosing to Excel, Realizing Their Strengths*

To: Dr. Melanie J. Oppor, BOE  
From: Danni Brauer  
Date: 5/25/21  
Re: Boys and Girls Club Opportunity

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This memo is to inform the BOE Curriculum Committee about a potential opportunity to partner with the Boys & Girls Club of the Fox Valley and to explore the BOE's interest in pursuing a partnership.

### **Rationale:**

The Boys & Girls Club could provide safe before and after school care for elementary-aged children in Manawa that would include learning opportunities and academic support. MES receives calls from parents inquiring about before and after-school care and tutoring availability for children. We are often told that Little Lambs has a waiting list for after-school care. So, we believe there is a need for this type of service.

Every day the Boys & Girls Club team strives to provide to as many young people as possible:

- Supportive Relationships with Caring Adults
- A Safe, Positive Environment
- Recognition For Who Kids Are and What They Can Achieve
- Opportunity
- Fun & A Sense of Belonging

This program could be offered to parents for all students at a reasonable cost. The cost structure from a similarly sized school was either \$10, \$25, or \$75 per quarter based on qualifying for free or reduced meals. The most any family paid was \$300 for the entire school year! That school district subsidized the cost of the program using Fund 80.

The program would run throughout the school year and include snacks, homework help, academic enrichment (literacy and STEM), social recreation, arts, small group social-emotional learning, and character leadership with a ratio of 1 adult to 15 children.

### Next Steps:

Upon this committee's endorsement, parents will be surveyed during registration to evaluate the need and interest in this type of partnership program. Results of the survey will be evaluated and brought back to the BOE curriculum committee. If there is enough interest, the Boys & Girls Club of the Fox Valley will be contacted and we would begin to create a proposal for Board consideration.

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#### **School District of Manawa**

800 Beech Street  
Manawa, WI 54949

Phone: (920) 596-2525  
Fax: (920) 596-5308

#### **Little Wolf High School Manawa Middle School**

515 E. Fourth St  
Manawa, WI 54949

Phone: (920) 596-2524  
Fax: (920) 596-2655

#### **Manawa Elementary**

800 Beech Street  
Manawa, WI 54949

Phone: (920) 596-2238  
Fax: (920) 596-5339

#### **ManawaSchools.org**



/ ManawaSchools



/ ManawaSchools



## School District of Manawa

*Students Choosing to Excel, Realizing Their Strengths*

To: Dr. Melanie Oppor, Curriculum committee  
Fr: Dan Wolfgram  
Date: 5/26/2021  
Re: Recommendation to attend FFA State Convention: July 5 - 8, 2021

---

The purpose of this memo is to recommend that Mrs. Sandra Cordes and up to six high school students be allowed to attend this year's FFA State Convention.

### **92nd Wisconsin State FFA Convention Information:**

- July 5 - July 8, 2021 - Exhibition Hall at the Alliant Energy Center, Madison WI.
- Hotels will be assigned based on availability through the registration process. Fifteen different hotels will be available within immediate proximity to the Alliant Convention Center.

### **Additional Information:**

- The school van would be utilized for transportation.
- This field trip is voluntary and is only offered to immediate members of the FFA.
- Parental/guardian permission is required.
- By the time this convention takes place, parents will have had the opportunity to have their child vaccinated if they so choose. (COVID-19 vaccination is not a requirement for attending the convention.)
- The FFA State Convention has not announced any official COVID-19 mitigation strategies.
- Masking is voluntary in Dane County.

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/ ManawaSchools



/ ManawaSchools



**School District of Manawa  
Field Trip/Transportation Permit Form**

Field Trip Permit Forms must be submitted at least two weeks in advance. School day trips must return to school no later than 2:45 p.m. to coordinate with dismissal and bussing schedules.  
Reminder – Overnight and Water Related trips require BOE approval. Plan approval at least two months in advance.

Teacher/Coach (responsible for trip) Sandy Cordes Grade/Class HS (FFA)  
Date(s) of trip July 5 to July 8, 2021

Destination and Address: Alliant Center, Madison  
Itinerary of trip (attach sheets as necessary): Is this an overnight or water related trip?  yes  no

See attached -- tentative

Purpose of trip (include curriculum guide learner outcome or competency references):  
FFA Award Sessions, Guest speakers, educational workshops, conducting business (2 official delegates)

No. of Students up to 6 No. of Teachers 1 No. of Chaperones 0 → made from Winneconne if needed GROUP TOTAL 7 or fewer  
Departure time TBD → 2:00 pm? Return time 9 pm Total hours 74 No. of Buses 0  
Start (pick up) point HS Return (drop off) point (depending upon pavement)

**FIELD TRIP COSTS (NO student participation fee can be required without prior Board of Education approval.)**  
**Non-transportation costs (Planner completes for all field trips)**

A. Total school-paid miscellaneous costs (admission, tickets, supplies, etc.) A. \$ \_\_\_\_\_  
FD \_\_\_\_\_ LOC \_\_\_\_\_ OBJ \_\_\_\_\_ FUNCTION \_\_\_\_\_ PROJ \_\_\_\_\_

B. Per pupil student-paid miscellaneous costs B. \$ \_\_\_\_\_

**C. Lunch plans (check all that apply)**

- Students will bring a sack lunch from home
- Food service staff will prepare box lunches
- Lunch will be purchased at site of field trip
- Not applicable

↓  
Jim  
Melby,  
FFA  
Advisor

FFA can cover hotel room, van transportation

**NOTE: ALL PARTICIPANT FIELD TRIP FEES ARE TO BE PAID TO THE SCHOOL/DISTRICT PRIOR TO THE TRIP.**

Staff member(s) responsible for administering medication to students Sandy Cordes

APPROVED Daniel J. Wiegman DATE 5/24/21  
Principal

- Forms Distribution:
- Kobussen Buses LTD.
  - District Nurse
  - Business Manager
  - School Office
  - Activities Director (as applicable)



**D. TRANSPORTATION:** (Complete all that apply.)

School Van – Call Jr./Sr. H.S. Office to reserve van. Reservation completed by: D. Wegman \*

Private Vehicles – Provide the information for each driver as noted in the table below.

Private vehicle data submitted by: \_\_\_\_\_

Principal confirms submission of required documents to District Office: \_\_\_\_\_

**Bussing costs (To be completed by Kobussen)**

Total transportation charge:

\$ n/a

**Transportation paid by SDM account: (To be completed by Principal)**

FD \_\_\_\_\_ LOC \_\_\_\_\_ OBJ \_\_\_\_\_ FUNCTION \_\_\_\_\_ PROJ \_\_\_\_\_

Transportation paid by other organization name and address:  
\_\_\_\_\_

### Transportation Request Directions

The following information is provided to ensure a consistent and clear process when transportation services are needed for a school trip.

1. Staff member completes the Field Trip / Transportation Permit Form and submits it to the building principal. Be sure that all applicable sections of the form are filled out in detail.
2. The building principal will review and approve/deny the trip and proceed as follows:

Bussing – Kobussen	School Van	Personal Vehicles
A copy of the form will be forwarded to Mrs. Thompson for all trips requiring bussing services. Mrs. Thompson will be the point of contact with Kobussen for all trip arrangements.	A copy of the form will be forwarded to Mrs. Koehn, when the district van is being reserved.	Submit a copy of the following to District Office: <ul style="list-style-type: none"> <li>• Valid Wisconsin driver's license. Driver must be at least 21 yrs. old.</li> <li>• Certification of insurance for at least the minimum required by Wisconsin law.</li> <li>• Vehicle inspection report from a certified auto dealership or service center.</li> </ul>
Kobussen will build the trip and provide the quote for transportation.	Mrs. Koehn will enter the reservation on the District Vehicle shared Google calendar.	Verify vehicle has the proper number of safety belts for the number of passengers per state law.
Both the principal and staff trip organizer must approve the transportation quote.	On the day before or day of the trip, vehicle keys can be checked out of the high school office.	Verify that the vehicle has a first aid kit.
Kobussen will receive confirmation of an accepted quote from Mrs. Thompson and will book the trip	Complete the Vehicle Usage Form. Return the completed report, gas credit card, and vehicle key to Carrie Koehn.  Send the completed form with any receipts to the Business Manager following each trip.	
Mrs. Thompson will record the trip on a shared "Bussing" Google Calendar.		





**2021 Wisconsin FFA State Convention Schedule**  
**In-Person State Convention – July 5 – 8, 2021**  
**All Sessions will be Livestreamed**  
***SCHEDULE IS SUBJECT TO CHANGE***

**PRE-CONVENTION ITEMS:**

The following award results will be announced virtually before the in-person state convention AND there will also be on-stage recognition.

**Proficiency Awards**

**Agriscience Fair**

**National Chapter**

**Virtual Talent Competition** – See Announcement for Audition Entries.

**Delegate Business Session** – More information will be emailed to FFA Chapters.

**State Officer Retiring Addresses** – Make sure to tune in on Facebook and Instagram the week before convention as the state officers provide their retiring comments as they close out their year of service.

**Monday July 5, 2021**

6:00 – 8:30 p.m.

Early Registration - Lobby Exhibition Hall

8:30 p.m.

**Reflections Program**

**Presented by the 2020-2021 State FFA Officer Team**

**NOTE:** There may be an opportunity for a service project. Details are being discussed and more information will be shared.

Members will be allowed to bring in **restored tractors** and **agricultural art projects**. Watch for more information to participate in these activities.

**Tuesday July 6, 2021**

7:30 a.m.

Contestant and Judges Check-in

8:00 a.m.

**State Leadership Development Events – In-Person Competitions**

Creed

Parliamentary Procedure

Prepared

Quiz Bowl

Extemporaneous

Ag Issues

Discussion Meet

8:00 a.m.

Proficiency State Winner Displays in the Lobby



8:30 a.m.	Convention Registration Opens – Lobby
8:30 a.m.	FFA Band and Chorus Rehearsal Begins – Band Hall A/ Chorus Arena
10:30 a.m. - 1:00 p.m.	<i>LUNCH</i> - East Corridor – Available to anyone with purchased ticket
11:00 a.m.	Marketing Plan CDE – Mendota 7
<b>11:45 a.m.</b>	<p><b>Opening General Session</b>  Grand Entry of the Flags  Opening Ceremonies  Welcome to State Convention  Greetings - Dr. James Woodard, National FFA Advisor  Welcome New Chapters  Membership Award Recognition  State Officer Advisor Recognition  Keynote Speaker-David Lopez, National FFA Western Region  Vice President</p>
12:30 p.m.	Employment Skills LDE – Board Room, Wingra and Waubesa
1:00 p.m.	Conduct of Chap. Meetings LDE – Monona and Kegonsa
<b>3:00 p.m.</b>	<p><b>Second General Session – Proficiency Recognition Session</b>  2020 State Proficiency Winners Recognition  2021 State FFA Proficiency Recognition  Award Finalists and State Winners</p>
4:30 p.m. - 7:00 p.m.	<i>DINNER</i> - East Corridor – Available to anyone with purchased ticket
<b>5:30 p.m.</b>	<p><b>Wisconsin FFA State Award Winners Dinner</b>  Proficiency Finalists – Each finalist receives a sponsored ticket  CDE Winners – Winning teams/high individuals receive a sponsored ticket  Any other award winners are invited to participate in this event, however tickets will need to be purchased.</p>
<b>7:00 p.m.</b>	<b>Wisconsin FFA Honors Band and Chorus Concert</b>
<b>8:00 p.m.</b>	<p><b>Third General Session</b>  <b>Greetings Wisconsin FFA Foundation</b>  <b>John Hromyak and Janet Schneider</b>  Virtual CDE Results – Winning Teams and High Individuals Recognition  Junior High Essay Contest Results  State LDE Results and Recognition – Including Employment Skills LDE and  Conduct of Chapter Meetings LDE  <b>Keynote Speaker and Entertainment</b>  <b>The Peterson Brothers Sponsored by Culver’s</b>  <b>No tickets for attendee</b></p>

**Wednesday, July 7, 2021**

- 8:00 a.m. State Star Finalist Displays in the Lobby
- 8:00 a.m. High School Quiz Bowl Competition – **Mendota 2 and 3**
- 9:00 a.m. Student Workshops Begin – A more detailed listing of workshops will be provided.
- 9:00 a.m.-  
1:30 p.m.** **Grand Opening - Wisconsin FFA Convention Expo**  
Special Guest Appearance “Meet and Greet” – The Peterson Brothers
- 10:00 a.m.** **Special Session for Class of 2020 State Degree Recipients**  
If you have members that would like to participate please respond to the survey. <https://forms.gle/JLhxDCjijebAgN9t7>
- 11:00 a.m. - 1:00 p.m. *LUNCH* - East Corridor – Available to anyone with purchased ticket
- 12:15 p.m.** **State FFA Degree Lunch – Hall A**  
2020 and 2021 State FFA Degree recipients are invited to attend this meal. All State FFA Degree Recipients will receive a sponsored ticket. All other guests must purchase a ticket for the meal.
- 2:00 p.m. Wisconsin FFA Foundation Board Meeting
- 2:00 p.m.** **Fourth General Session**  
Class of 2021 State Degree Recognition  
Agriscience Fair Recognition  
Food For America Awards  
School Officials Recognition  
State Officer Candidate Introductions
- 4:30 p.m. – 6:30 p.m. *DINNER* - East Corridor – Available to anyone with purchased ticket
- 5:00 p.m. Registration and Doors Open – Invitation Only/Registration Required
- 5:30 p.m.** **NEW!! Wisconsin FFA Convention Celebration Dinner – Hall A**  
Foundation Sponsors Blue and Gold Society  
Honored adults Past state FFA officer reunion teams  
Retiring Advisors State Star Finalists with up to 2 guests per finalist  
2020-2021 State Officers
- 6:30 p.m.** **State FFA Honors Band and Chorus Concert**
- 7:30 p.m.** **Fifth General Session**  
Greetings - Wisconsin Secretary of Agriculture, Trade and Consumer Protection – Randy Romanski  
Past State Officer Recognition  
Honored Adults Recognition  
Wisconsin FFA Hall of Fame Induction  
Retiring Advisor Recognition  
Stars Over Wisconsin Recognition  
Announcement of 2021-2022 State FFA Officer Team
- 9:45 p.m.** **Entertainment - Al Synder Hypnotist Show – No Tickets Required**  
*Sponsored by the Wisconsin Association of FFA*

**Thursday, July 8, 2021**

**8:00 a.m.**

**State FFA Honors Band and Chorus Concert**

**9:00 a.m.**

**Closing General Session**

FFA Alumni Recognition – FFA Alumni President Greetings

State FFA Honors Band and Chorus Recognition

FFA Talent Recognition

National Chapter Awards

Three Star Leader Awards

State President Retiring Address

Year in Review Video

State Officer Family Recognition

Retiring State Officer Recognition

Installation of 2021-2022 State Officer Team

**12:30 p.m.**

Past State Officer, Parent and Advisor Lunch

**1:30 p.m.**

2021-2022 State FFA Board of Directors Meeting – Monona

**UNSTOPPABLE**



**WISCONSIN**  

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**ASSOCIATION OF FFA**





**Students choosing to excel; realizing their strengths**

**To:** Board of Education  
**From:** Jacquelyn Sernau and Mary Eck- Summer School Coordinators  
**Date:** May 24, 2021  
**Re:** Summer School Course Material Change

---

This memo is to inform the Board of Education that there will be a course material change from what was originally published in the summer school course offering guide.

Due to a lack of interest by students, the Book Club that will be taught by Ms. Trice will be using *Bridge to Terabithia* by Katherine Paterson instead of *Wishtree* by Katherine Applegate as was originally listed. This class currently has 6 students enrolled and all students and their families have been notified of this change.