

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

**Date: July 8, 2019**

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

**Place: HS Library  
515 E. 4th St., Manawa**

**Board Committee Members: Scheller (C), Pohl, Hollman**

**In Attendance:**

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

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

1. Prom Handbook for SY1920 as Presented (Information / Action)
2. Academic Standards for SY1920 as Presented (Information / Action)
3. LWJr./Sr.HS Student Handbook Updates for SY1920 as Presented (Information / Action)
4. MES Student Handbook Updates for SY1920 as Presented (Information / Action)
5. Library Plan for SY1920 (Information / Action)
6. Curriculum Committee Planning Guide (Information / Action)
7. Next Meeting Date \_\_\_\_\_
8. Next Meeting Items:
  - a.
  - b.
9. Adjourn

**Prom Handbook**  
**Little Wolf Jr./Sr. High School**



**Draft--May 2019**

## **Prom Basics**

Prom has historically been organized and run by the **junior class**. While the junior class is in charge, any high school student is eligible to attend prom. The junior class meets in the fall of each school year and prom committee members are solicited from the junior class. From the point the prom committee is selected, the decisions for prom are made by this committee and overseen by the advisors.

## **Prom Advisors**

Two to three prom advisors from the faculty are self-selected in the spring the previous year. Prom Advisors are compensated per the Manawa Salary and Stipend Guide. The prom advisors also work closely with the junior class advisor for prom, the junior class advisor(s) are not responsible for the oversight of prom. The prom advisors are responsible for being present at prom committee meetings, being present for decorating for prom, being present for the prom in its entirety, and being present for the clean-up of prom. Prom advisors should also communicate with the sophomore and junior class advisor(s) following prom to determine fundraising needs for prom the following year to submit to the school board for approval.

## **Prom Committee**

The prom committee is self-selected from the junior class. There are no limits placed on who can be on the prom committee. The prom committee meets regularly at lunchtime during the school day with the advisors beginning in the fall. It is the responsibility of the prom committee to be at meetings and to assist with decorating and clean-up of the prom itself. Should a prom committee member not be attending meetings, the prom advisor(s) may choose to not have the member serve on the committee. Prom committee members are also responsible to participate in any decided upon fund-raisers, with the help of the junior class.

## **Prom Chaperones**

Additional prom chaperones may be self-selected from the staff and compensated the rate of school event chaperone based on the salary and stipend guide. It is recommended that in addition to a school administrator, there are FIVE staff chaperones. These include the prom advisors. Requests for additional prom chaperones must be made in writing to the building principal at least two prior to the date of the prom.

## Prom Committee Tasks

### Fall of Year

- Decide on a date and location for prom. Prom has been held the last several years at Manawa Masonic Lodge. Contact Manawa Masonic Lodge and confirm the date.
- Prom advisor(s) will ensure that the date is approved by the building principal and placed on the school event calendar.
- Communicate the selected date with Families in Education to schedule post prom.
- Have the building principal communicate the date for prom to the Manawa Police Department.
- Confirm with Business Manager and junior class treasurer the amount of money in the junior class account.
- Decide on a theme for prom and colors. Prom committee may choose to decide amongst themselves or vote with the junior class on these items.
- Reserve DJ and/or photographer for a photo booth if desired.

### Before the end of first semester (January)

- Set a schedule of prom committee meetings during lunch with advisors.
- Decide on **who** will vote for prom court and **how**. Work with advisors to create ballots.
- Begin to discuss decorations, favors, crowns, food, and method for getting these items (shopping in person or online ordering). The prom committee may decide if they wish to have students not on court purchase different crowns.
- Meet with custodial staff to review any decorations saved from previous years.
- Order/print tickets and posters for advertising around the school.
- Decide on ticket pricing and if tickets are sold individually or by the couple. Make sure this information is announced to students.

### February-March

- Confirm the DJ and other vendors. Decide and select post-prom entertainment. Coordinate payment with Families in Education.
- Tour prom venue after school if appropriate to plan decor.
- Begin purchasing needed items like decor, crowns/sashes for court, favors, food, etc.
- Vote for prom court and confirm prom court responsibilities.
- Put up posters and have tickets ready to sell.
- Create announcements for prom.
- Announce procedures for guests and post-prom events.

### **Two weeks before prom**

- Prom advisor(s) discuss ticket sales and monies with the office staff.
- Prom advisor confirms sale procedures with the prom committee (writing down names of tickets sold, the security of cash box, etc.).
- Begin selling tickets at lunches.
- Confirm receipt of decorations, food, favors, etc.

### **The week of Prom:**

- Continue to sell tickets.
- Discuss decorating needs with school custodian.
- Make arrangements for getting items from school to the prom venue
- Vote for king and queen if the prom committee has decided to do this ahead of time.
- Prom advisors confirm attendance and responsibilities of prior year king and queen to present crowns.
- Have the prom committee submit music list to prom advisors and DJ.
- Prom advisors confirm with prom court to be present at decorating and clean up.
- Prom advisors confirm set up and clean up times with committee and with prom venue
- Prom committee confirms music with DJ and times for court announcement and crowning.

### **Day Before Prom**

- All advisors, prom committee, and court members will meet after school to decorate. Students will provide their own transportation. Should the committee decide to begin during RTI, the prom advisors shall claim the students and arrange any coverage needed.
- Advisors should discuss food needs for decorating and make arrangements.
- Prom advisors shall be present during decorating.
- Prom court should confirm their limousine and dinner reservations.

### **Prom Day**

- Advisors arrive at the prom venue at a determined time.
- Chaperones arrive at prom venue 30 minutes prior to the start of prom for a briefing by prom advisors and administration.
- Advisors should assure all students have left the building and confer with prom venue the time to clean up the next day.
- Advisors stay until vendor equipment is picked up and vendors have been paid.
- Announcing of court, crowning, and post crowning dances occur and are at the discretion of the prom committee.

### **Clean up Day**

- Prom committee, advisors, and court members meet at a designated time for clean up.  
Any lost and found items will be given to prom advisors to take to school.
- All decor borrowed from school should be returned.
- Ensure all DJ equipment and vendor equipment is returned.
- Confer with prom venue staff prior to leaving.

## Additional Considerations

### Prom Court

- Prom court numbers will be 10% of the class, truncated. (Examples--50 members, 5 couples, 66 members--6 couples)
- Prom court members are from the junior class.
- Voting for prom court is decided by the prom committee and completed at least 6 weeks in advance of prom.
- It is the prom court's responsibility to secure their own limousine and determine who is able to be in the limousine (court dates, etc).
- Prom court must make their own dinner reservations and follow recommendations of the place they are eating. Some restaurants require ordering ahead of time. It is the prom court's responsibility to manage these issues. Prom advisors may be sought for guidance as needed.
- Prom court members must be juniors chosen by the method the prom committee decides. Prom court must attend the decorating and clean up of prom. If a court member does not attend decorating, they forfeit their king or queen status if they are chosen.
- If a prom court member has a school suspension once they are voted to court, they will not be allowed to serve on the prom court.
- If a prom court member has a discipline issue that is not an out of school suspension prior to prom, the prom advisor(s) and the principal shall meet with the court member to discuss appropriate discipline which could include removal from court and forfeiture of the crown.
- Voting for king and queen is to be determined by the prom committee.

### Ties for voting for court and king/queen

- Should a tie occur for COURT members, the prom committee will meet with advisors and decide on whether to expand the court and/or re-vote if needed.
- If a tie occurs for KING/QUEEN, the prom committee will meet with advisors and decide whether to re-vote if needed.

### Music for prom event

- The prom committee shall submit all songs for a playlist for court announcement and post-crowning dances to the DJ by the day before prom.
- The prom committee can choose to also submit a "suggested song list" to the DJ.
- Prom advisors and administration shall view the list to determine appropriateness for a school function.

### **Guests**

- All prom guests from other schools must be approved by the administration on or before the day of prom.
- All prom guests from other schools must purchase a ticket.

### **Inclement Weather**

- The week of prom, the prom advisors and administration shall monitor the forecast. If inclement weather is forecasted for the day of prom, the committee and court will be made aware of this.
- The decision to cancel the prom shall be made by the administration. The prom advisors and the committee will confirm an alternate date with all vendors and make adjustment as needed.
- The prom court and advisors shall be notified immediately of the decision to cancel and reschedule the prom.
- Every effort will be made to reschedule the prom, even if a change in venue is needed.

### **Prom Attendance**

- Only LWHS high school students grades 9-12 will be allowed to purchase tickets for and attend prom.
- Guests outside of LWHS shall be approved by the administration.
- The prom court members must be in attendance the day before prom to be eligible to remain on the court. A confining illness with a doctor excuse or an excuse for a school-sponsored event are the only exceptions.

### **Parent Attendance at Grand March/Coronation**

- Parents are invited to attend the grand march and coronation and will be allowed into the prom venue 30 minutes before coronation and can remain in attendance through the end of the coronation activities.



# School District of Manawa

## Academic Standards Listing

Discipline/Grade	Standards	School District of Manawa Adoption Date
		July, 2018
Early Childhood and 4-year-old Kindergarten - 5th Edition	Wisconsin Model Early Learning Standards (2003, 2008, 2011, 2013, 2017)	5th Edition (Updates to 2013 Edition)
<b>English Language Arts (ELA)</b>		
5-year-old Kindergarten - 12	Wisconsin State Standards on ELA (2011) (Common Core State Standards for English Language Arts)	Ref. Sept. 20, 2010 and May 17, 2011 board minutes
<b>Mathematics</b>		
5-year-old Kindergarten - 12	Wisconsin State Standards in Mathematics (2011) (Common Core State Standards for Mathematics)	Ref. Sept. 20, 2010 and May 17, 2011 board minutes
<b>Science</b>		
5-year-old Kindergarten - 12	Wisconsin Standards for Science (Adopted Nov. 2017) (Next Generation Science Standards (2013))	DPI Adopted the NGSS which Manawa had been using
<b>Social Studies</b>		
5-year-old Kindergarten - 12	National Curriculum Standards for Social Studies	March 23, 2015
<b>Art</b>		
5-year-old Kindergarten - 12	National Core Arts Standards for Visual Arts (2014)	July 2017
<b>Physical Education</b>		
5-year-old Kindergarten - 12	<a href="#">National Association for Sport and Physical Education - National PE Standards</a>	July 2019
<b>Nutrition Education</b>		
Kindergarten - 12	<a href="#">Wisconsin's Model Academic Standards for Nutrition Education</a>	July 2019
<b>Music Education</b>		
5-year-old Kindergarten - 12	<a href="#">Wisconsin's Model Academic Standards for Music (2017)</a>	July 2019
<b>Technology Education</b>		
5-year-old Kindergarten - 8	International Society for Technology in Education (ISTE) Standards for Students (2007)	June 15, 2015
<b>School Counseling</b>		

5-year-old Kindergarten - 12	Wisconsin's Model Academic Standards for School Counseling (2007) New, updated standards to be released soon (2015-16)	July 2017
<b>World Languages</b>		
7-12	Wisconsin's Model Academic Standards for Foreign Languages (1997, 2001)	July 2017
<b>Personal Finance</b>		
9-12	Wisconsin's Model Academic Standards for Personal Financial Literacy (2006)	July 2017
<b>Careers and Technical Education (CTE)</b>		
9-12	Wisconsin Standards for Agriculture, Food, and Natural Resources (2013)  Wisconsin Standards for Business and Information Technology (2013)  Wisconsin Standards for Family and Consumer Sciences (2013)  Wisconsin Standards for Health Science (2013)  Wisconsin Standards for Marketing, Management, and Entrepreneurship (2013)  Wisconsin Standards for Technology and Engineering (2013)	July 2017



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

To: Dr. Melanie J. Oppor

From: Dan Wolfgram

Date: 6/13/2019

Re: 2019-2020 Little Wolf Jr. Sr. High School Student Handbook Revisions

All dates associated with 2018-2019 have been updated accordingly throughout the document.

<i>Page #</i>	<i>Current Language (If applicable.)</i>	<i>Proposed Change or Addition</i>
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45	Basketball, Softball, Wrestling, Baseball, Cross Country, Football, Track, Bowling Club, Golf, Volleyball, Cheer/Dance Club	Add: Lifting Club																				
47	<b>Excused Absences</b>	<b>Excused Absences</b>																				

	<p><b>Permission of Parent/Guardian</b></p>	<p><b>Permission of Parent/Guardian</b>  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.</p>
50	<p><b>Honor Pass Qualifications:</b>  <input type="checkbox"/> No unexcused absences or 5 tardies.</p> <p><b>Honor Pass Revocations:</b>  <input type="checkbox"/> Tardiness  <input type="checkbox"/> Discipline referral</p>	<p><b>Honor Pass Qualifications:</b>  <input type="checkbox"/> <del>No unexcused absences or 5 tardies.</del></p> <p><b>Honor Pass Revocations:</b>  <input type="checkbox"/> <del>Tardiness</del> - Ten tardies  <input type="checkbox"/> <del>Discipline referral</del> – Three Discipline Referrals</p> <p>Administrative discretion may be used for honor pass appeals and reapplication procedures.</p>
51	<p><b>STUDENT ATTENDANCE AT SCHOOL EVENTS</b></p>	<p><b>STUDENT ATTENDANCE AT SCHOOL EVENTS</b></p> <p>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.</p> <p>(Exception: acceptable absences as they fall under Wisconsin State Statute 118 regarding compulsory education)</p>
54	<p><b>Academic Eligibility</b></p> <p>Athletes who receive an “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.</p>	<p><b>Academic Eligibility</b></p> <p>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.</p>

58	A student/athlete will not receive any “end of the season” awards until all equipment; fees and/or fines have been returned or paid.	A student/athlete will not receive any “end of the season” awards until all equipment; fees and/or fines have been returned or paid.
60	<p><b>DRESS AND GROOMING</b></p> <ul style="list-style-type: none"> <li>• Clothing must cover all undergarments. Shorts, skirts, and dresses must reach fingertip in length.</li> <li>• 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.</li> <li>• Straps on tank tops must be at least 2 inches wide.</li> <li>• Hats, caps, headwear, jackets/coats, bulky outerwear, backpacks, large chains, jewelry</li> <li>• with sharp objects, low riding pants, etc., are not allowed to be worn in the school.</li> <li>• The wearing of flip-flops is discouraged.</li> </ul>	<p><b>DRESS AND GROOMING</b></p> <ul style="list-style-type: none"> <li>• Clothing must cover all undergarments. Shorts, skirts, and dresses must reach fingertip in length.</li> <li>• 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 <b>or off the shoulder</b> garments worn.</li> <li>• <del>Straps on tank tops must be at least 2 inches wide.</del></li> <li>• Hats, caps, headwear, jackets/coats, bulky outerwear, backpacks, large chains, jewelry with sharp objects, low riding pants, <b>hoods</b>, etc., are not allowed to be worn in the school.</li> <li>• <del>The wearing of flip-flops is discouraged.</del></li> </ul>

\*Any changes to this handbook after 6/17/2019 will reflect personnel that has been approved by the SDM Board of Education.



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41-42	Attendance – Current seniors, like all students, must comply with all attendance expectations as set forth in the district’s Attendance/Truancy Plan. A senior identified as truant during their last semester of coursework will not be permitted to participate in the graduation ceremony.	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.																				
45	Basketball, Softball, Wrestling, Baseball, Cross Country, Football, Track, Bowling Club, Golf, Volleyball, Cheer/Dance Club	Add: Lifting Club																				



47	<p><b>Excused Absences</b></p> <p><b>Permission of Parent/Guardian</b></p>	<p><b>Excused Absences</b></p> <p><b>Permission of Parent/Guardian</b>  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.</p>
50	<p><b>Honor Pass Qualifications:</b>  <input type="checkbox"/> No unexcused absences or 5 tardies.</p> <p><b>Honor Pass Revocations:</b>  <input type="checkbox"/> Tardiness  <input type="checkbox"/> Discipline referral</p>	<p><b>Honor Pass Qualifications:</b>  <input type="checkbox"/> <del>No unexcused absences or 5 tardies.</del></p> <p><b>Honor Pass Revocations:</b>  <input type="checkbox"/> <del>Tardiness</del> - Ten tardies  <input type="checkbox"/> <del>Discipline referral</del> – Three Discipline Referrals</p> <p>Administrative discretion may be used for honor pass appeals and reapplication procedures.</p>
51	<p><b>STUDENT ATTENDANCE AT SCHOOL EVENTS</b></p>	<p><b>STUDENT ATTENDANCE AT SCHOOL EVENTS</b></p> <p>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.</p> <p>(Exception: acceptable absences as they fall under Wisconsin State Statute 118 regarding compulsory education)</p>
54	<p><b>Academic Eligibility</b></p> <p>Athletes who receive an “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.</p>	<p><b>Academic Eligibility</b></p> <p>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</p>

		participate in 25% of the total games or appearances of that sport’s full season.
58	A student/athlete will not receive any “end of the season” awards until all equipment; fees and/or fines have been returned or paid.	A student/athlete will not receive any “end of the season” awards until all equipment; <del>fees and/or</del> fines have been returned or paid.
60	<p><b>DRESS AND GROOMING</b></p> <ul style="list-style-type: none"> <li>• Clothing must cover all undergarments. Shorts, skirts, and dresses must reach fingertip in length.</li> <li>• 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.</li> <li>• Straps on tank tops must be at least 2 inches wide.</li> <li>• Hats, caps, headwear, jackets/coats, bulky outerwear, backpacks, large chains, jewelry with sharp objects, low riding pants, etc., are not allowed to be worn in the school.</li> <li>• The wearing of flip-flops is discouraged.</li> </ul>	<p><b>DRESS AND GROOMING</b></p> <ul style="list-style-type: none"> <li>• Clothing must cover all undergarments. Shorts, skirts, and dresses must reach fingertip in length.</li> <li>• 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 <b>or off the shoulder</b> garments worn.</li> <li>• <del>Straps on tank tops must be at least 2 inches wide.</del></li> <li>• Hats, caps, headwear, jackets/coats, bulky outerwear, backpacks, large chains, jewelry with sharp objects, low riding pants, <b>hoods</b>, etc., are not allowed to be worn in the school.</li> <li>• <del>The wearing of flip-flops is discouraged.</del></li> </ul>

\*Any changes to this handbook after 6/17/2019 will reflect personnel that has been approved by the SDM Board of Education.

# Student Handbook

2019-2020



*Students choosing to excel; realizing their strengths.*

Little Wolf Junior/Senior 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 Jr. / Sr. High Student Handbook 2019-2020**



Dear Students and Parent/guardians:

Welcome to the 2019-2020 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 Wolfram

- Dan Wolfram, Principal (920) 596-5310
- Danielle Brauer, Director of Special Education, Curriculum and Instruction, (920) 596-5310
- Skylar Liebzeit Athletic Director, (920) 596-5838
- Janine Connolly, School Counselor (920) 596-5802
- Carrie Koehn, Administrative Assistant, (920) 596-5800
- Shelley Keller, Attendance Secretary, (920) 596-5801
- Jeff Bortle, Dean of Students, 920-596-5806

Board of Education Approval:  
Student Handbook adopted July 2019

-  No School
-  P/T Conferences
-  Early Release / Staff Development
-  End of Quarter / Semester
-  Inservice (No School)

**SCHOOL DISTRICT OF MANAWA  
2019 - 2020 SCHOOL CALENDAR**

**1 Hour Early Release Day**

**Commencement**

JULY						
S	M	T	W	T	F	S
	1	2	3	X	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			

4 - Independence Day Observed

- 1 - No School - Holiday Break
- 17 - End of 2nd Qtr (46 days)
- 17 - End of 1st Semester
- 20 - Records / Inservice - No School
- 21 Student Days - 1 Inservice

JANUARY						
S	M	T	W	T	F	S
			X	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	▲	17
19	X	21	22	23	24	25
26	27	28	29	30	31	

AUGUST						
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

- 13 - New Curriculum Day
- 16 - New Teacher Orientation
- 5-33 All District Staff Floating Work Day-Specialized Training
- 5-23 Teacher Floating Day
- 19 - All Teacher In-Service
- 20 - All District Staff In-service a.m. Work in Buildings
- 20 - p.m. - Back to School Night 3:30 to 6:30 p.m.
- 26 - 1st Day of School
- 5 Student Days - 4 Inservice Days

- 6 - P/T Conf 3:30 - 6:30 p.m. Both Schools
- 7 - No School P/T Conf 7:30 to Noon
- 17 - No School - Inservice Day
- 18 Student Days / 1 Inservice / 1 PT Conf

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	O	X	8
9	10	11	12	13	14	15
16	X	18	19	20	21	22
23	24	25	26	27	28	29

SEPTEMBER						
S	M	T	W	T	F	S
1	X	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					

2 - Labor Day - No School

- 2-6 - Spring Break - No School
- 27 - End of 3rd Quarter (82 days)
- 17 Student Days

MARCH						
S	M	T	W	T	F	S
1	X	X	X	X	X	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	▲	28
29	30	31				

OCTOBER						
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	▲	X	26
27	28	29	30	31		

- 24 - Early Release - P/T Conf 12:30 to 8:00 p.m.
- 25 - No School
- 30 - End of 1st Quarter (46 days)
- 22 Student Days / 1 PT Conf / 5 Inservice

- 30 - Holiday Break - No School
- 21 Student Days

APRIL						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	X	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

NOVEMBER						
S	M	T	W	T	F	S
						1
3	4	5	6	7	X	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	X	X	X	30

- 8 - Early Release / Staff Development
- 27-29 No School - Thanksgiving
- 18 Student Days / 5 Inservice

- 23 - Commencement Ceremony
- 25 - No School - Memorial Day
- 29 - Last Day of School (43 Days)
- 30 - Recognition Breakfast / Records & Check out
- 20 Student Days / 1 Holiday / 1 Inservice

MAY						
S	M	T	W	T	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	X	26	27	28	29	30
31						

DECEMBER						
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	X	X	X	X	X	28
29	X	X				

- 16 - BOE Meeting
- 23-31 No School - Holiday Break
- 15 Student Days

JUNE						
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				

### OFFICE STAFF

NAME	CONTENT AREA	EMAIL
DAN WOLFGRAM	JUNIOR HIGH/SENIOR HIGH SCHOOL PRINCIPAL	<a href="mailto:dwolfgram@manawaschools.org">dwolfgram@manawaschools.org</a>
CARRIE KOEHN	JUNIOR/SENIOR HIGH ADMINISTRATIVE ASSISTANT	<a href="mailto:ckoehn@manawaschools.org">ckoehn@manawaschools.org</a>
MELANIE J. OPPOR, PhD	DISTRICT ADMINISTRATOR	<a href="mailto:moppor@manawaschools.org">moppor@manawaschools.org</a>
CARMEN O'BRIEN	BUSINESS MANAGER	<a href="mailto:carmen.obrien@manawaschools.org">carmen.obrien@manawaschools.org</a>
JEANNE FRAZIER	DISTRICT ADMINISTRATIVE ASSISTANT	<a href="mailto:jfrazier@manawaschools.org">jfrazier@manawaschools.org</a>
SHELLEY KELLER	ATTENDANCE PARA PROFESSIONAL	<a href="mailto:skeller@manawaschools.org">skeller@manawaschools.org</a>
JACKIE SERNAU	DIRECTOR READING SPECIALIST	<a href="mailto:jgast@manawaschools.org">jgast@manawaschools.org</a>
VAL PARI	INTERVENTIONIST	<a href="mailto:vpari@manawaschools.org">vpari@manawaschools.org</a>
BRYANT COBARRUBIAS	DIRECTOR OF TECHNOLOGY	<a href="mailto:bcobarrubias@manawaschools.org">bcobarrubias@manawaschools.org</a>
BRENDA SUEHS	DIRECTOR OF FOOD SERVICE	<a href="mailto:bsuehs@manawaschools.org">bsuehs@manawaschools.org</a>
DANIELLE BRAUER	DIRECTOR OF SPECIAL EDUCATION/CURRICULUM AND INSTRUCTION	<a href="mailto:brauer@manawaschools.org">brauer@manawaschools.org</a>
SKYLAR LIEBZEIT	ATHLETIC DIRECTOR	<a href="mailto:sliebzeit@manawaschools.org">sliebzeit@manawaschools.org</a>

### LITTLE WOLF JUNIOR HIGH SCHOOL STAFF

NAME	CONTENT AREA	EMAIL
TRACY BREAKER	MATH TEACHER	<a href="mailto:tbreaker@manawaschools.org">tbreaker@manawaschools.org</a>
BRAD JOHNSON	SOCIAL STUDIES TEACHER	<a href="mailto:bjohnson@manawaschools.org">bjohnson@manawaschools.org</a>
DAWN MILLARD	ENGLISH TEACHER	<a href="mailto:dmillard@manawaschools.org">dmillard@manawaschools.org</a>
NATHANIEL ZIEMER	SCIENCE TEACHER	<a href="mailto:nziemer@manawaschools.org">nziemer@manawaschools.org</a>

**LITTLE WOLF SENIOR HIGH SCHOOL STAFF**

NAME	CONTENT AREA	EMAIL
JEFF BORTLE	MATH TEACHER / DEAN OF STUDENTS	<a href="mailto:jbortle@manawaschools.org">jbortle@manawaschools.org</a>
CAREY CELSKE	SCIENCE TEACHER	<a href="mailto:ccelske@manawaschools.org">ccelske@manawaschools.org</a>
SANDY CORDES	AGRICULTURE TEACHER	<a href="mailto:scordes@manawaschools.org">scordes@manawaschools.org</a>
ERIK DUHN	SCIENCE TEACHER	<a href="mailto:eduhn@manawaschools.org">eduhn@manawaschools.org</a>
DAN KOEHLER	CAREERS AND TECHNOLOGY TEACHER	<a href="mailto:dkoehler@manawaschools.org">dkoehler@manawaschools.org</a>
TRACY KONKOL	ENGLISH TEACHER	<a href="mailto:tkonkol@manawaschools.org">tkonkol@manawaschools.org</a>
MICHELE KOSHOLLEK	ENGLISH TEACHER	<a href="mailto:mkoshollek@manawaschools.org">mkoshollek@manawaschools.org</a>
KATHARINE MCARTHUR	SOCIAL STUDIES TEACHER	<a href="mailto:kmcarthut@manawaschools.org">kmcarthut@manawaschools.org</a>
TOM POLKKI	SOCIAL STUDIES TEACHER	<a href="mailto:tpolkki@manawaschools.org">tpolkki@manawaschools.org</a>
ANN WARNING	SPECIAL EDUCATION TEACHER	<a href="mailto:awarning@manawaschools.org">awarning@manawaschools.org</a>

**LITTLE WOLF JUNIOR HIGH/SENIOR HIGH SCHOOL STAFF**

NAME	CONTENT AREA	EMAIL
AMY ANAYA	SPANISH TEACHER	<a href="mailto:aanaya@manawaschools.org">aanaya@manawaschools.org</a>
DARREN CARSON	SPECIAL EDUCATION TEACHER	<a href="mailto:dcarson@manawaschools.org">dcarson@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>
RITA GIPP	CAREERS AND TECHNOLOGY TEACHER	<a href="mailto:rgipp@manawaschools.org">rgipp@manawaschools.org</a>
	DISTRICT NURSE	
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>
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>
		<a href="mailto:echristensen@manawaschools.org">echristensen@manawaschools.org</a>
ELLEN CHRISTENSEN	VOCAL MUSIC TEACHER	

ANN WARNING	SPECIAL EDUCATION TEACHER	<a href="mailto:awarning@manawaschools.org">awarning@manawaschools.org</a>
CAROL WORTZ	SPECIAL EDUCATION TEACHER	<a href="mailto:cwortz@manawaschools.org">cwortz@manawaschools.org</a>
NANCY ZABLER	ART TEACHER	<a href="mailto:nzabler@manawa.k12.wi.us">nzabler@manawa.k12.wi.us</a>

**VALUABLE MEMBERS OF LITTLE WOLF JUNIOR/SENIOR HIGH SCHOOL**

SHARON BALDWIN	FOOD SERVICE
RENEE BEHNKE	PARA-PROFESSIONAL
JENNY BESSETTE	GUIDANCE ADMINISTRATIVE ASSISTANT
DENISE BUSCHKE	FOOD SERVICE
CINDY BUTTLES	CUSTODIAN
DANA BONIKOWSKI	PARA-PROFESSIONAL
SANDRA DUNNIHOO	PARA-PROFESSIONAL
RITA KREKLOW	LIBRARY PARA PROFESSIONAL
JESSIE ORT	PARA-PROFESSIONAL
COLEEN PHELAN	PARA-PROFESSIONAL
KATHY GRIMM	CUSTODIAN
SANDRA ANDERSON	FOOD SERVICE
SUE LOUGHRIN	FOOD SERVICE



## TABLE OF CONTENTS

Foreword	Pg. 9
Mission of the School	9
Equal Education Opportunity/Anti-Harassment	9-11
Bullying	11-14
Sexual Harassment	14-15
Section 504/ADA Complaint	15
School Day/ Bell Schedules	16-20
Student Rights and Responsibilities	21
Student Well-Being	21
Injury and Illness	21
Homebound Instruction	21

### Section I - General Information

Enrolling in the School	22
Scheduling and Assignment	22
Early Dismissal	22
Transfer Out of the District	22
Open Enrollment	23
Withdrawal from School	23
Immunizations	23
Student Accident / Illness / Concussion	23
Emergency Medical Authorization	23
Use of Prescribed Medications	23-24
Asthma Inhalers and Epi-Pens	24
Use of Non-Prescribed Drug Products	24-25
Head Lice	25
Control of Casual-Contact Communicable Diseases	25
Direct Contact Communicable Diseases	26
Individuals with Disabilities and Limited English Proficiency	26
Student Records	26-28
Armed Forces/Recruiting	28
Student Fees, Fines and Charges	29-30
Student Fund-Raising	30-31
Student Valuables	31
Review of Instructional Materials	31
Meal Service	31
Fire and Tornado Drills	31
Emergency Closings and Delays	32
Preparedness for Toxic and Asbestos Hazards	32
Visitors	32
Use of the Library	32
Use of School Equipment and Facilities	32
Lost and Found	33
Student Sales	33
Use of School Telephones	33
Use of Cell Phones or Electronic Communication Devices	33-35
Weapons	35
Advertising Outside Activities	36
Video Surveillance	36
Safety and Security	36
Lunch Program	36

### Section II - Academics

Field Trips	37
Grades	37
Grade Point Average	38
Laude System	38
Grading Periods	38

Promotion, Placement, Retention	38-40
Graduation Requirements	40-41
Early College Credit Program / Start College Now Program	41
Recognition of Student Achievement	42
Athletic Awards	42
Diploma Deferral	42
Homework	42
Credit Recovery	42
Student Network and Internet Acceptable Use and Safety	42-43
Student Assessment	43

### **Section III - Student Activities**

School-Sponsored Clubs and Activities	44
Co-Curricular Activities	44
Non-school-Sponsored Clubs and Activities	44
School-Sponsored Publications and Productions	44
Athletics	45
Student Employment	45

### **Section IV - Student Conduct**

Attendance and Honor Pass	50
Tardiness	50
Student Attendance at School Events	51
Code of Conduct	51-58
Athletic and Co-Curricular Activity Fees	58-59
Dress and Grooming	59-60
Care of Property	60
Student Conduct	60-61
Drug Abuse Prevention	62
Use of Tobacco Prohibited	62
Student Code of Classroom Conduct	62
Grounds for Removal of a Student from Class	62-63
Procedure for Student Removal from Class	63-64
Other Forms of Discipline	65
Suspension and Expulsion	65-68
Search and Seizure	69
Student Rights of Expression	69
Student Suggestions and Complaints	70

### **Section V - Transportation**

Bus Transportation to School	70
Bus Conduct	70
Videotapes on School Buses	71
Penalties for Infractions	71
Self-Transportation to School	71-72

Addendum A	73
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Student/Parent/Guardian Handbook, Co-Curricular Code of Conduct Acknowledgement and Signature Page	74
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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 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 your Principal Dan Wolfram or the School Counselor. 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 2019 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**

*Our school, in collaboration with the community, is committed to focusing on high expectations, fostering individual academic excellence, and creating a safe environment of respect and responsibility.*

## **EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT**

It is the policy of the District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parent/guardian status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parent/guardians who have questions should contact school counselor, at (920) 596-5802.

Any person who believes that the Little Wolf Jr. / Sr. 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 listed below:

Dan Wolfram  
Principal (920) 596-5310  
dwolfram@manawaschools.org

Carmen O'Brien  
Business Manager (920) 596-5332  
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 Jr./Sr. 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, 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**

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

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 which 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.

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 bullying behavior need not be based on any of the legally protected characteristics. It includes but is not necessarily limited to such behaviors as stalking, cyber bullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the building 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 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.

Parents and/or guardians 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. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parent/guardians, 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, that 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. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. 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.

Some examples of bullying are:

- Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- "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."

"Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

"Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

"Harassment" means behavior toward a student or group of students based, in whole or in part on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parent/guardian status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by federal or state civil rights laws (hereinafter referred to as "Protected Characteristics which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. Examples of conduct that may constitute harassment include:

- A. Graffiti containing offensive language;
- B. Name calling, jokes or rumors;
- C. Threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability);
- D. Notes or cartoons;

- E. Slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic;
- F. Written or graphic material containing comments or stereotypes which is posted or circulated, and which is aimed at degrading individuals or members of protected classes;
- G. A physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic; or
- H. Other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

### **SEXUAL HARASSMENT**

Sexual harassment deserves special mention. Sexual harassment consists of 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 obtaining an education; or
- B. Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
- 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 include, but is 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; or
- F. Unwelcome behavior or words directed at an individual because of their sex or sexual orientation;

Sexual harassment examples include, but are not limited to:

- A. Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- B. Rating a person's sexuality or attractiveness;
- C. Staring or leering at various parts of another person's body;
- D. Spreading rumors about a person's sexuality;
- E. Letters, notes, telephone calls or materials of a sexual nature; and
- F. Displaying pictures, calendars, cartoons or other materials with sexual content;
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.



It is also the policy of the School that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, 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. An inappropriate boundary invasion by a District employee or other adult member of the School District Community into a student's personal space and personal life is sexual harassment.

If you wish to report harassment, please contact one of the Complaint Coordinators listed above.

A copy of school's Anti-Harassment Policy, including the reporting, investigation, and resolution procedures, is available in the school office.

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

Any person who believes that the Little Wolf Jr./Sr. 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  
[jconnollyt@manawaschools.org](mailto:jconnollyt@manawaschools.org)

The complaint procedure is available in the School office.

## SCHOOL DAY/BELL SCHEDULES

### LITTLE WOLF JR/SR HIGH SCHOOL BELL SCHEDULE

Warning Bell: 7:40 Junior/High School

#### High School

<u>Period 1</u>	7:45 – 8:35
<u>Period 2</u>	8:39 – 9:29
<u>Period 3</u>	9:33 – 10:23
<u>Period 4</u>	10:27 - 11:17
<u>Period 5</u>	11:21 – 12:11
Lunch	12:11 – 12:41
<u>Period 6</u>	12:45 – 1:35
<u>Period 7</u>	1:39 – 2:29
<u>RtI</u>	2:33 – 3:05

#### Junior High

<u>Period 1</u>	7:45 – 8:48
<u>Period 2</u>	8:52 – 9:55
<u>Period 3</u>	9:59 – 11:02
Lunch	11:02 – 11:32
<u>Period 4</u>	11:36 – 12:41
<u>JH Specials</u>	12:45 – 1:35
<u>JH Specials</u>	1:39 – 2:29
<u>RtI</u>	2:33 – 3:05

## EARLY RELEASE BELL SCHEDULE

### Warning Bell 7:40 Junior/High School

#### High School

<u>Period 1</u>	7:45 - 8:26
<u>Period 2</u>	8:30 - 9:11
<u>Period 3</u>	9:15 - 9:56
<u>Period 4</u>	10:00 - 10:41
<u>Period 5</u>	10:45 - 11:26
Lunch	11:26 - 11:56
<u>Period 6</u>	12:00 - 12:41
<u>Period 7</u>	12:45 - 1:26
<u>RtI</u>	1:30 - 2:05

#### Junior High

<u>Period 1</u>	7:45 - 8:37
<u>Period 2</u>	8:41 - 9:33
<u>Period 3</u>	9:37 - 10:29
Lunch	10:29 - 10:59
<u>Period 4</u>	11:03 - 11:56
<u>JH Specials</u>	12:00 - 12:41
<u>JH Specials</u>	12:45 - 1:26
<u>RtI</u>	1:30 - 2:05

**10-Minute HOMEROOM SCHEDULE**

**Warning Bell: 7:40 Junior/High School**

**High School**

**Homeroom**     7:45 – 7:55  
**Period 1**     7:59 – 8:47  
**Period 2**     8:51 – 9:39  
**Period 3**     9:43 – 10:31  
**Period 4**     10:35 - 11:23  
**Period 5**     11:27 – 12:15  
**Lunch**         12:15 – 12:45  
**Period 6**     12:49 – 1:37  
**Period 7**     1:41 – 2:29  
**RtI**            2:33 – 3:05

**Junior High**

**Homeroom**     7:45 – 7:55  
**Period 1**     7:59 – 9:00  
**Period 2**     9:04 – 10:05  
**Period 3**     10:09 – 11:10  
**Lunch**         11:10 – 11:40  
**Period 4**     11:44 – 12:45  
  
**JH Specials**   12:49 – 1:37  
**JH Specials**   1:41 – 2:29  
**RtI**            2:33 – 3:05

**20 - Minute HOMEROOM SCHEDULE**

**Warning Bell: 7:40 Junior/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

**Junior High**

**Homeroom**     7:45 – 8:05  
**Period 1**     8:09 – 9:08  
**Period 2**     9:12 – 10:11  
**Period 3**     10:15 – 11:15  
**Lunch**         11:15 – 11:45  
**Period 4**     11:49 – 12:49  
  
**JH Specials**   12:53 – 1:40  
**JH Specials**   1:44 – 2:31  
**RtI**            2:35 – 3:05

**EARLY RELEASE ½ DAY BELL SCHEDULE**

**Warning Bell 7:40 Junior/High School**

**High School**

<b><u>Period 1</u></b>	<b>7:45 – 8:11</b>
<b><u>Period 2</u></b>	<b>8:15 – 8:41</b>
<b><u>Period 3</u></b>	<b>8:45 – 9:11</b>
<b><u>Period 4</u></b>	<b>9:15 - 9:41</b>
<b><u>Period 5</u></b>	<b>9:45 – 10:11</b>
<b><u>Period 6</u></b>	<b>10:15 – 10:41</b>
<b><u>Period 7</u></b>	<b>10:45 – 11:11</b>
<b>Lunch</b>	<b>11:11 – 11:41</b>
<b>RtI</b>	<b>11:45 – 12:15</b>

**Junior High**

<b><u>Period 1</u></b>	<b>7:45 – 8:18</b>
<b><u>Period 2</u></b>	<b>8:22 – 9:55</b>
<b><u>Period 3</u></b>	<b>8:59 – 9:33</b>
<b><u>Period 4</u></b>	<b>9:37 – 10:11</b>
<b>Lunch</b>	<b>10:11 – 10:41</b>
<b><u>JH Specials</u></b>	<b>10:45 – 11:11</b>
<b><u>JH Specials</u></b>	<b>11:15 – 11:41</b>
<b><u>RtI</u></b>	<b>11:45 – 12:15</b>

*\*Wednesday Early Dismissal will be 2:05 p.m., except on September 5<sup>th</sup> and June 6<sup>th</sup> - dismissal will be at 3:05 p.m.*

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of Little Wolf Jr./Sr. 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 Jr./Sr. 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.

## **USE OF PRESCRIBED MEDICATIONS**

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

- Parents/guardians should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The Medication Request and Authorization Form must be filed with the principal and the school nurse before the student will be allowed to begin taking any medication (including emergency medications for allergies and/or reactions) during school hours. The forms are available in the School office.

- All medications to be administered during school hours must be registered with the nurse's office.
- Medication that is brought to the office will be properly secured.
- Medication may be conveyed to school directly by the parent/guardian.
- For each prescribed medication, the container shall have a pharmacist's label with the following information:
  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
- Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- Any unused medication unclaimed by the parent/guardian will be destroyed by School personnel when a prescription is no longer to be administered or at the end of a school year.

A log for each prescribed medication shall be maintained by the School that will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent/guardian's written release.

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

Students, with appropriate written permission from both physician and parent/guardian, may possess and use a method dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Inhalers and Epinephrine (Epi-pen) can be administered only in accordance with conditions confirmed by the school principal and updated annually.

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

- Staff and volunteers will not be permitted to dispense non-prescribed drug products to any student without written parent/guardian consent.

The Nonprescription Drug Product Request must be filed with the school nurse Principal before the student will be allowed to begin taking any medication during school hours.

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 parent/guardians request to administer a nonprescription drug product shall contain the following information:

- A. Student's name

- B. Date
- C. Name of medication
- D. Dosage and frequency
- E. Special handling and storage directions

Further, only those nonprescription drugs that are provided by the parent/guardian in the original manufacturers' package which lists the ingredients and dosage in a legible format may be administered.

Parents/guardians may authorize the school to administer a non-prescribed drug product using a form which is available at the school office. A physician does not have to authorize such medication. The parent/guardian may also authorize on the form that their child:

- May self-administer the medication.
- Keep the medication in his/her possession.

If a student is found using or possessing a non-prescribed drug product without parent/guardian authorization, s/he will be brought to the school office and the parents/guardians will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one previously authorized is in violation of the school's Code of Conduct and may be disciplined in accordance with the drug-use provision of the Code.

#### **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 Dr. Melanie J. Oppor (920) 596-2525.

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 Danni Brauer at (920) 596-5310.

## **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 Jeanne Frazier, Administrative Assistant 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).

### **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>Lyceum</b>	<b>\$ 2.00</b>
<b>Newspaper</b>	<b>\$ 1.00</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>
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<b>OPTIONAL FEES</b>		
	<b>Student Athletic Pass</b>	<b>\$ 5.00</b>
	<b>Yearbook</b>	<b>\$50.00</b>
<b>Sports Fees</b>	<b>Student Max \$75 / Family Max \$150</b>	<b>\$30</b>
<b>Course Fees</b>		
<b>Band</b>	<b>Instrument Rental</b>	<b>\$30.00</b>
<b>Wildlife</b>	<b>Taxidermy - Optional Project</b>	<b>\$10.00 - \$30.00</b>
<b>Food Science</b>	<b>Lab Fees</b>	<b>\$10.00</b>
<b>Plants, Animals &amp; You</b>	<b>White T-Shirt (student purchases)</b>	<b>Varies</b>
<b>Animal Science</b>	<b>Supply List Available July 2nd</b>	<b>Varies</b>
<b>Senior Art</b>	<b>Price Based on Chosen Project</b>	<b>Varies</b>
<b>Jewelry &amp; Glass</b>	<b>Price Based on Chosen Project</b>	<b>Varies</b>
<b>Pottery &amp; Sculpture</b>		<b>\$5.00</b>
<b>Drawing</b>		<b>\$5.00</b>
<b>Painting</b>		<b>\$5.00</b>
<b>Photography</b>		<b>\$5.00</b>
<b>Fiber Arts</b>		<b>\$5.00</b>
<b>Graphic Design</b>		<b>\$5.00</b>
<b>Intro to Tech Ed</b>		<b>\$10.00</b>
<b>Furniture &amp; Cabinetry</b>		<b>\$10.00</b>
<b>Metals Manufacturing</b>		<b>\$10.00</b>
<b>Fabrication</b>		<b>\$10.00</b>

## JUNIOR HIGH FEES

<b>7<sup>TH</sup> &amp; 8<sup>TH</sup> Grade Fees for Every Student:</b>		
	<b>District Fee</b>	<b>\$20.00</b>
	<b>Lyceum</b>	<b>\$ 2.00</b>
	<b>7<sup>th</sup> Grade Class Fee</b>	<b>\$ 5.00</b>
	<b>8<sup>th</sup> Grade Class Fee</b>	<b>\$ 5.00</b>

<b><u>OPTIONAL FEES FOR 7<sup>TH</sup> AND 8<sup>TH</sup> GRADERS</u></b>		
	<b>Student Athletic Pass</b>	<b>\$ 5.00</b>
	<b>Yearbook</b>	<b>\$12.00</b>
<b>Sports Fees</b>	<b>Student Max \$30 / Family Max \$150</b>	<b>\$15.00 per sport</b>
<b>PBIS Rewards Trips</b>	<b>Costs vary depending on trip</b>	<b>\$5.00 - \$30.00</b>
<b>Washington D.C.</b>	<b>Price is approximate</b>	<b>\$1,000.00</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**

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.

## **USE OF CELL PHONES, OR ELECTRONIC COMMUNICATION DEVICES**

### **SCHOOL DISTRICT OF MANAWA**

#### Electronic Communication Device Policy

The School District of Manawa recognizes the value electronic communication devices add to the educational experience of all students as well as aid in improving communication with parents/guardians. Students may use personal communication devices (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.

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. 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). Devices must be stored out of sight unless allowed by a teacher or administrator.

A "personal communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of PCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Smart phones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. 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 are personally and solely responsible for the care and security of their PCDs. The School District of Manawa and its employees assume no responsibility for theft, loss, damage, or vandalism to PCDs brought onto its property, or the unauthorized use of such devices.
- Students agree that the PCD will remain silent and out of sight except when allowed by a teacher or administrator. This means that the device will not ring, beep, vibrate, buzz, or exhibit other displays that indicate that the device is activated.

- 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.
- 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. See Locker Room Privacy Policy.
- 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 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 their WCDs 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.

Parents/guardians 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 parent/guardians during permissible times of 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 2019-2020 School Year:

<b>Hot Lunch (Per Day)</b>	
Jr./Sr. High School	\$3.00
<b>Breakfast (Per Day)</b>	
Jr. / Sr. 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

### Grades 5K-8 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 "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 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.

### **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.
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, Youth Options.

- 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 NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

Students are encouraged to use the school's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of the school's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the school's rules, and civil or criminal liability. Smooth operation of the school's network relies upon users adhering to the school's policies and administrative guidelines. Prior to accessing the Internet at school,

students must sign the Student Network and Internet Acceptable Use and Safety Agreement each year.

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Use of the Network to engage in “cyberbullying” is prohibited. "Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites or Social Media accounts, 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."

Cyberbullying includes, but is not limited to the following:

1. Posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on Social Media;
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/recordings of students or school staff members or post these images on video sharing sites such as You Tube or any Social Media.
4. Posting misleading or fake photographs of students or school staff members on web sites, or Social Media.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct

Students shall not access social media for personal use from the District's network but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

### **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

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 Skylar Liebzeit, the Athletic Director, at (920) 596-5838.

Basketball	Softball	Wrestling	Baseball
Cross Country	Football	Track	Bowling Club
Golf	Volleyball	Cheer/Dance Club	Lifting Club

## **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. 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:** Little Wolf Jr./Sr. 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 2.75 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 Jr./Sr. 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. 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.

- 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 Jr. High 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 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 and /or fines have been returned or paid to the appropriate coach or advisor.
5. A student/athlete will not receive any “end of the season” awards until all equipment; and fines have been returned or 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  
2019-2020**

Following is the list of Athletic Co-Curricular Activities and their fees for the Junior High School:

Basketball (Girls & Boys)	\$15.00
Cross Country (Girls & Boys)	\$15.00
Football	\$15.00
Track (Girls & Boys)	\$15.00
Volleyball	\$15.00
Wrestling Club	No Charge

**Maximum per Junior High student \$30.00 per year**

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
Cheer/Dance Club	No Charge

**Maximum per High School student \$75.00 per year**

**Maximum per family (Junior and Senior High) \$150.00 per year**

Fees are to be made payable to Little Wolf Jr./Sr. 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, backpacks, 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.

### **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 Jr./Sr. 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, 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.
- **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 are allowed to 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: \_\_\_\_\_



***Student/Parent/Guardian Handbook  
Co-Curricular Code of Conduct Acknowledgement***

***One signature page for each child in the school will be required***

**I have been given the opportunity to view and/or obtain any of the above information for review. My child 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 Student 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**

**Please note, the Board of Education will be approving the official Student/Parent/Guardian Handbook, Including Co-Curricular Code of conduct handbook on 7/17/18. At this time, the draft version is posted.**

**Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**Student Signatures: \_\_\_\_\_**



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

To: Dr. Melanie J. Oppor  
 From: Michelle Pukita  
 Date: June 4, 2019  
 Re: MES Student Handbook

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

<b>Page #</b>	<b>Current Language (If applicable.)</b>	<b>Proposed Change or Addition</b>
Cover	2018-2019; Manawa Wolves; <a href="http://www.manawa.k12.wi.us">www.manawa.k12.wi.us</a>	2019-2020; Students to excel; realizing their strengths; <a href="http://www.manawaschools.org">www.manawaschools.org</a>
2	2018-2019; Students Handbook adopted June 2018	2019-2020; Student Handbook adopted June 2019
3	2018 – 2019 School Calendar	2019 – 2020 School Calendar
4	Courtney Stilen; cstilen Kindergarten teacher; <a href="mailto:TBD@manawaaschools.org">TBD@manawaaschools.org</a> ;  Andrea Whitman; 1 <sup>st</sup> grade teacher; <a href="mailto:awhitman@manawaschools.org">awhitman@manawaschools.org</a> ;  Sarah Highlander; 5 <sup>th</sup> grade teacher; <a href="mailto:shighlander@manawaschools.org">shighlander@manawaschools.org</a>	Hayley Harvey; kindergarten teacher <a href="mailto:harvey@manawaschools.org">harvey@manawaschools.org</a>  Casey Johnson; 1 <sup>st</sup> grade teacher <a href="mailto:cjohnson@manawaschools.org">cjohnson@manawaschools.org</a>  Andrea Whitman; 5 <sup>th</sup> grade teacher; <a href="mailto:awhitman@manawaschools.org">awhitman@manawaschools.org</a>
5	Randi Arenson; DISTRICT NURSE <a href="mailto:rarenson@manawaschools.org">rarenson@manawaschools.org</a>  Stephanie Flynn Special Education Secretary  Robert Phelan Custodian  Diane Teuscher Para-professional	TBD; DISCTRICK NURSE; <a href="mailto:TBD@manawaschools.org">TBD@manawaschools.org</a>  No longer in MES handbook as Stephanie is located in District Office Staff  Diane Teuscher Custodian  This position was no longer needed
8	If any of the policies or administrative guidelines referenced herein are revised after June 30, 2018 the language in the most current policy or administrative guideline prevails	If any of the policies or administrative guidelines referenced herein are revised after June 30, 2019 the language in the most current policy or administrative guideline prevails

8	<i>The School District of Manawa is the place where students choose to excel academically and realize their strengths.</i>	<i>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.</i>
14	<b>Arrival</b> School begins promptly at 7:50 a.m.	<b>Arrival</b> School begins promptly at <b>7:50 a.m. for Grades K through 6</b> and <b>7:40 a.m. for 4K.</b>
14	<b>Daily Schedule</b> 7:30 a.m. Breakfast 7:40 a.m. Students report to classrooms 7:50 a.m. Classes begin 10:50 a.m. Morning 4K & Early Childhood dismissal 11:50 a.m. Afternoon 4K begins 2:50 p.m. Dismissal for students	<b>Daily Schedule</b> 7:30 a.m. Breakfast 7:40 a.m. Students report to classrooms & Morning 4K begins 7:50 a.m. Classes begin K through 6 10:50 a.m. Morning 4K & Early Childhood dismissal 11:40 a.m. Afternoon 4K begins 2:50 p.m. Dismissal for students
14	<i>Wednesday Early Dismissal will be 1:50 p.m., except on September 5<sup>th</sup> and June 5<sup>th</sup> dismissal will be 2:50 p.m.</i>	<i>Wednesday Early Dismissal will be 1:50 p.m., except on August 28<sup>th</sup>, September 4<sup>th</sup> and May 27<sup>th</sup> dismissal will be 2:50 p.m.</i>
50		Added the Logo
25	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.	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). Devices must be stored out of sight unless allowed by a teacher or administrator.
25	Students agree that the PCD will remain turned off except when the student is using the device. This means that the device will not ring, beep, vibrate, buzz, or exhibit other displays that indicate that the device is activated.	Students agree that the PCD will remain silent and out of sight except when allowed by a teacher or administrator. This means that the device will not ring, beep, vibrate, buzz, or exhibit other displays that indicate that the device is activated.
28	<b>LUNCH PROGRAM</b>  Hot Lunch & Breakfast Prices for 2018-2019 School Year:  <b>Hot Lunch (Per Day)</b> Elementary: \$2.80 Adult:     \$\$3.50 <b>Breakfast</b> Elementary : \$1.20	<b>LUNCH PROGRAM</b>  Hot Lunch & Breakfast Prices for 2019-2020 School Year:  <b>Hot Lunch (Per Day)</b> Elementary: \$2.80 Adult:     \$\$3.50 <b>Breakfast</b> Elementary : \$1.30

	Adult: \$1.75 <b>Milk (Per day): \$0.30</b>	Adult: \$1.75 <b>Milk (Per day): \$0.40</b>
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\*Any changes to this handbook after 6/17/2019 will reflect personnel that has been approved by the SDM Board of Education.

# Student Handbook

2019-2020



*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 2019-2020**



Dear Students and Parents:

Welcome to the 2019-2020 school year. We are excited that you are a part of our great School District of Manawa and look forward to working with you and your child.

Please read and keep this book 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.

I look forward to working together with you during the course of the school year. Should you have any questions or concerns, please do not hesitate to contact me.






Sincerely,

Mrs. Michelle Pukita

- Mrs. Michelle Pukita, Principal (920) 596-2259
- Ms. Dannel Brauer, Special Education/Curriculum and Instruction Director, (920) 596-5301
- Ms. LuAnne Ujzdowski, School Counselor (920) 596-5703
- Mrs. Kris Thompson, Administrative Assistant, (920) 596-2238

Board of Education Approval:  
Student Handbook adopted July 2019



-  No School
-  P/T Conferences
-  Early Release / Staff Development
-  End of Quarter / Semester
-  Inservice (No School)

**SCHOOL DISTRICT OF MANAWA**  
**2019 - 2020 SCHOOL CALENDAR**  
 Board Approved June 17, 2019

1 Hour Early Release Day  
 Commencement

JULY						
S	M	T	W	T	F	S
	1	2	3	<del>4</del>	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			

4 - Independence Day Observed

- 1 - No School - Holiday Break
- 17 - End of 2nd Qtr (46 days)
- 17 - End of 1st Semester
- 20 - Records / Inservice - No School
- 21 Student Days - 1 Inservice

JANUARY						
S	M	T	W	T	F	S
			<del>1</del>	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	<del>17</del>	18
19	<del>20</del>	21	22	23	24	25
26	27	28	29	30	31	

AUGUST						
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

- 13 - New Curriculum Day
- 16 - New Teacher Orientation
- 7/1 - 8/23 All District Staff Floating Work Day-Specialized Training
- 7/1 - 8/23 Teacher Floating Day

- 19 - All Teacher In-Service
- 20 - All District Staff In-service a.m. Work in Buildings
- 20 - p.m. - Back to School Night 3:30 to 6:30 p.m.
- 26 - 1st Day of School

5 Student Days - 4 Inservice Days

- 6 - P/T Conf 3:30 - 6:30 p.m. Both Schools
- 7 - No School P/T Conf 7:30 to Noon
- 17 - No School - Inservice Day
- 18 Student Days / 1 Inservice / 1 PT Conf

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	<del>6</del>	<del>7</del>	8
9	10	11	12	13	14	15
16	<del>17</del>	18	19	20	21	22
23	24	25	26	27	28	29

SEPTEMBER						
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					

2 - Labor Day - No School

- 2-6 - Spring Break - No School
- 27 - End of 3rd Quarter (42 days)
- 17 Student Days

MARCH						
S	M	T	W	T	F	S
1	<del>2</del>	<del>3</del>	<del>4</del>	<del>5</del>	<del>6</del>	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	<del>27</del>	28
29	30	31				

OCTOBER						
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>	<del>25</del>	26
27	28	29	<del>30</del>	<del>31</del>		

- 24 - Early Release - P/T Conf 12:30 to 8:00 p.m.
- 25 - No School
- 30 - End of 1st Quarter (46 days)

22 Student Days / 1 PT Conf

- 10 - Holiday Break - No School
- 21 Student Days

APRIL						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	<del>10</del>	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

NOVEMBER						
S	M	T	W	T	F	S
						1
						2
3	4	5	6	7	<del>8</del>	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	<del>27</del>	<del>28</del>	<del>29</del>	30

- 8 - Early Release / Staff Development
- 27-29 No School - Thanksgiving

18 Student Days / .5 Inservice

- 13 - Recognition Celebration After School
- 23 - Commencement Ceremony
- 25 - No School - Memorial Day
- 29 - Last Day of School (43 Days)
- 29 - Records & Check Out Until 7:00 p.m.
- 20 Student Days / 1 Holiday / 1 Inservice

MAY						
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>	26	27	28	29	30
31						

DECEMBER						
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>	<del>25</del>	<del>26</del>	<del>27</del>	28
29	<del>30</del>	<del>31</del>				

- 16 - BOE Meeting
- 23-31 No School - Holiday Break
- 15 Student Days

JUNE						
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				

## OFFICE STAFF

NAME	CONTENT AREA	EMAIL
MICHELLE PUKITA	ELEMENTARY PRINCIPAL	<a href="mailto:mpukita@manawaschools.org">mpukita@manawaschools.org</a>
KRISTINE THOMPSON	MES ADMINISTRATIVE ASSISTANT	<a href="mailto:kthompson@manawaschools.org">kthompson@manawaschools.org</a>
MELANIE J. OPPOR, PhD	DISTRICT ADMINISTRATOR	<a href="mailto:moppor@manawaschools.org">moppor@manawaschools.org</a>
CARMEN O'BRIEN	BUSINESS MANAGER	<a href="mailto:cobrien@manawaschools.org">cobrien@manawaschools.org</a>
JEANNE FRAZIER	DISTRICT ADMINISTRATIVE ASSISTANT	<a href="mailto:jfrazier@manawaschools.org">jfrazier@manawaschools.org</a>
DANNIELLE BRAUER	DIRECTOR OF SPECIAL EDUCATION/ CURRICULUM AND INSTRUCTION	<a href="mailto:dbrauer@manawaschools.org">dbrauer@manawaschools.org</a>
JACQUELYN SERNAU	DIRECTOR READING SPECIALIST	<a href="mailto:jsernau@manawaschools.org">jsernau@manawaschools.org</a>
VALERIE PARI	INTERVENTIONIST	<a href="mailto:vpari@manawaschools.org">vpari@manawaschools.org</a>
BRYANT COBARRUBIAS	DIRECTOR OF TECHNOLOGY	<a href="mailto:bcobarrubias@manawaschools.org">bcobarrubias@manawaschools.org</a>
BRENDA SUEHS	DIRECTOR OF FOOD SERVICE	<a href="mailto:bsuehs@manawaschools.org">bsuehs@manawaschools.org</a>

## MANAWA ELEMENTARY SCHOOL STAFF

NAME	CONTENT AREA	EMAIL
JILL SEKA	EARLY CHILDHOOD TEACHER	<a href="mailto:jseka@manawaschools.org">jseka@manawaschools.org</a>
JANET HUEBNER	4-year old KINDERGARTEN TEACHER	<a href="mailto:jhuebner@manawaschools.org">jhuebner@manawaschools.org</a>
HAYLEY HARVEY	KINDERGARTEN TEACHER	<a href="mailto:hharvey@manawaschools.org">hharvey@manawaschools.org</a>
MICHELLE POPPY	KINDERGARTEN TEACHER	<a href="mailto:mpoppy@manawaschools.org">mpoppy@manawaschools.org</a>
CASEY JOHNSON	1 <sup>st</sup> GRADE TEACHER	<a href="mailto:cjohnson@manawaschools.org">cjohnson@manawaschools.org</a>
JENNIFER ROSIN	1 <sup>st</sup> GRADE TEACHER	<a href="mailto:jrosin@manawaschools.org">jrosin@manawaschools.org</a>
KATHERINE FLAMANG-FIELD	2 <sup>nd</sup> GRADE TEACHER	<a href="mailto:kfield@manawaschools.org">kfield@manawaschools.org</a>
ALICIA DEAN	2 <sup>nd</sup> GRADE TEACHER	<a href="mailto:adean@manawaschools.org">adean@manawaschools.org</a>
BECKY STORMOEN	3 <sup>rd</sup> GRADE TEACHER	<a href="mailto:bstormoen@manawaschools.org">bstormoen@manawaschools.org</a>
JEANNE MEIER	3 <sup>rd</sup> GRADE TEACHER	<a href="mailto:jmeier@manawaschools.org">jmeier@manawaschools.org</a>
CATHLEEN MCCOY	4 <sup>th</sup> GRADE TEACHER	<a href="mailto:cmccoy@manawaschools.org">cmccoy@manawaschools.org</a>
MELISSA TASSONE	4 <sup>th</sup> GRADE TEACHER	<a href="mailto:mtassone@manawaschools.org">mtassone@manawaschools.org</a>
CHRISTINE HANSEN	5 <sup>th</sup> GRADE TEACHER	<a href="mailto:chansen@manawaschools.org">chansen@manawaschools.org</a>
ANDREA WHITMAN	5 <sup>th</sup> GRADE TEACHER	<a href="mailto:awhitman@manawaschools.org">awhitman@manawaschools.org</a>
JOSEPH CHRISTENSEN	6 <sup>th</sup> GRADE TEACHER	<a href="mailto:jchristensen@manawaschools.org">jchristensen@manawaschools.org</a>
MERIA WRIGHT	6 <sup>th</sup> GRADE TEACHER	<a href="mailto:mwright@manawaschools.org">mwright@manawaschools.org</a>
KATHRYN SITTER	SPECIAL EDUCATION TEACHER	<a href="mailto:ksitter@manawaschools.org">ksitter@manawaschools.org</a>

MEGAN ANDERSON	SPECIAL EDUCATION TEACHER	<a href="mailto:manderson@manawaschools.org">manderson@manawaschools.org</a>
SHELLEY RADLEY	GENERAL MUSIC TEACHER	<a href="mailto:sradley@manawaschools.org">sradley@manawaschools.org</a>
JUDITH CONNELLY	TITLE I TEACHER	<a href="mailto:jconnelly@manawaschools.org">jconnelly@manawaschools.org</a>
ELLEN CHRISTENSEN	VOCAL MUSIC TEACHER	<a href="mailto:echristensen@manawaschools.org">echristensen@manawaschools.org</a>
JENNIFER KRUEGER	LIBRARY MEDIA SPECIALIST	<a href="mailto:jkrueger@manawaschools.org">jkrueger@manawaschools.org</a>
ANN ROMBERG	SPEECH THERAPIST	<a href="mailto:aromberg@manawaschools.org">aromberg@manawaschools.org</a>
AUSTIN ROHAN	5-12 INSTRUMENTAL MUSIC	<a href="mailto:arohan@manawaschools.org">arohan@manawaschools.org</a>
TBD	DISTRICT NURSE	<a href="mailto:TBD@manawaschools.org">TBD@manawaschools.org</a>
TBD	HEALTH/OFFICE	<a href="mailto:TBD@manawaschools.org">TBD@manawaschools.org</a>
LUANNE UJAZDOWSKI	SCHOOL COUNSELOR	<a href="mailto:lujzadowski@manawaschools.org">lujzadowski@manawaschools.org</a>
SARAH BORTLE	ART TEACHER	<a href="mailto:sbortle@manawaschools.org">sbortle@manawaschools.org</a>
CORRIE ZIEMER	PHYSICAL EDUCATION TEACHER	<a href="mailto:cziemer@manawaschools.org">cziemer@manawaschools.org</a>

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.

#### **VALUABLE MEMBERS OF MANAWA ELEMENTARY STAFF**

SUE LOUGHRIN	FOOD SERVICE
JENNIE BEYER	FOOD SERVICE
DEE DEE LOWNEY	CUSTODIAN
DIANE TEUSCHER	CUSTODIAN
CONNIE SELL	PARA-PROFESSIONAL
TAMARA JOHNSON	PARA-PROFESSIONAL
TORI GAST	LIBRARY PARA-PROFESSIONAL
MELISSA LOBIANCO	PARA-PROFESSIONAL
PAT SPIEGELBERG	PARA-PROFESSIONAL
LAURA O'BRIEN	PARA-PROFESSIONAL

## TABLE OF CONTENTS

Foreword	Pg. 8
Mission of the School	8
Equal Education Opportunity/Anti-Harassment	8-13
Sexual Harassment	13-14
Section 504 / ADA Complaint	14
School Day / Bell Schedules	14
Student Rights and Responsibilities	15
Student Well-Being	15
Injury and Illness	15
Homebound Instruction	15

### Section I - General Information

Enrolling in the School	16
Scheduling and Assignment	16
Early Dismissal	16
Transfer Out of the District	16
Open Enrollment	16
Withdrawal from School	17
Immunizations	17
Student Accident / Illness / Concussion	17
Emergency Medical Authorization	17
Use of Prescribed Medications	17-18
Asthma Inhalers and Epi-Pens	18
Use of Non-Prescribed (Drug Products)	18-19
Head Lice	19
Control of Casual-Contact Communicable Diseases	19
Direct Contact Communicable Diseases	19-20
Individuals with Disabilities and Limited English Proficiency	20
Student Records	20-22
Student Fees, Fines and Charges	22
Student Fund-Raising	22
Student Valuables	22-23
Review of Instructional Materials	23
Meal Service	23
Fire and Tornado Drills	23
Emergency Closings and Delays	23
Preparedness for Toxic and Asbestos Hazards	23-24
Visitors	24
Use of School Equipment and Facilities	24
Lost and Found	24
Student Sales	24
Use of School Telephones	24
Use of Cell Phones or Electronic Communication Devices	24-26
Weapons	27
Advertising Outside Activities	28
Video Surveillance	28
Safety and Security	28
Lunch Program	28

### Section II - Academics

Field Trips	29
Grades	29
Grading Periods	29
Promotion, Placement, Retention	29-30
Homework	30-31
Student Network and Internet Acceptable Use and Safety	31
Student Assessment	31-32

### **Section III - Student Activities**

School-Sponsored Clubs and Activities	32
Co-Curricular Activities	32

### **Section IV - Student Conduct**

Attendance	32
Compulsory Student Attendance	32
Student Network and Internet Acceptable Use and Safety	31
Student Assessment	31
Excuse for Absence	33
Excused Absences	33-34
Truancy	34
Unexcused Absences	34
Habitual Truancy	34-35
Tardiness	35
Student Attendance at School Events	35
Code of Conduct	35-36
Dress and Grooming	36-37
Care of Property	37
Student Conduct	37-38
Drug Abuse Prevention	38-39
Use of Tobacco Prohibited	39
Student Code of Classroom Conduct	39
Grounds for Removal of a Student from Class	39-40
Procedure for Student Removal from Class	40-41
Other Forms of Discipline	41-42
Suspension and Expulsion	42-45
Search and Seizure	45-46
Student Rights of Expression	46
Student Suggestions and Complaints	46

### **Section V - Transportation**

Bus Transportation to School	47
Bus Conduct	47-48
Videotapes on School Buses	48
Penalties for Infractions	48
Self-Transportation to School	48
Addendum A: Harassment Complaint Form	49
Student / Parent / Guardian Handbook – Signature Page	50

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 your 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 Michelle Pukita. 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, 2019 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.*

## **EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT**

It is the policy of the District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits 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 (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents who have questions should contact school counselor, LuAnne Ujazdowski, at 920-596-5703.

Any person who believes that the Manawa Elementary 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 listed below:

Dan Wolfram  
Principal (920) 596-5310  
[dwolfram@manawa.k12.wi.us](mailto:dwolfram@manawa.k12.wi.us)

Carmen O'Brien  
Business Manager (920) 596-5332  
[cobrien@manawa.k12.wi.us](mailto:cobrien@manawa.k12.wi.us)



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**

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

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 which 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.

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 bullying behavior need not be based on any of the legally protected characteristics. It includes but is not necessarily limited to such behaviors as stalking, cyber bullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the building 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 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.

Parents and/or guardians 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. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parent/guardians, 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, that 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. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. 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.

Some examples of bullying are:

- Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- "Cyber-bullying" – 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."

"Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

"Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

"Harassment" means behavior toward a student or group of students based, in whole or in part on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parent/guardian status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by federal or state civil rights laws (hereinafter referred to as "Protected Characteristics which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. Examples of conduct that may constitute harassment include:

- A. Graffiti containing offensive language;
- B. Name calling, jokes or rumors;
- C. Threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability);
- D. Notes or cartoons;
- E. Slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic;
- F. Written or graphic material containing comments or stereotypes which is posted or circulated, and which is aimed at degrading individuals or members of protected classes;
- G. A physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic; or
- H. Other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

### **SEXUAL HARASSMENT**

Sexual harassment deserves special mention. Sexual harassment consists of 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 obtaining an education; or
- B. Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
- 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 include, but is 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; or
- F. Unwelcome behavior or words directed at an individual because of their sex or sexual orientation;

Sexual harassment examples include, but are not limited to:

- A. Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- B. Rating a person's sexuality or attractiveness;
- C. Staring or leering at various parts of another person's body;
- D. Spreading rumors about a person's sexuality;
- E. Letters, notes, telephone calls or materials of a sexual nature; and
- F. Displaying pictures, calendars, cartoons or other materials with sexual content;

- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

It is also the policy of the School that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, 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. An inappropriate boundary invasion by a District employee or other adult member of the School District Community into a student's personal space and personal life is sexual harassment.

If you wish to report harassment, please contact one of the Complaint Coordinators listed above.

A copy of school's Anti-Harassment Policy, including the reporting, investigation, and resolution procedures, is available in the school office.

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

Any person who believes that the Manawa Elementary 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:

LuAnne Ujazdowski  
 School Counselor, (920) 596-5703  
[lujazdowski@manawa.k12.wi.us](mailto:lujazdowski@manawa.k12.wi.us)

The complaint procedure is available in the School office.

### **SCHOOL DAY/BELL SCHEDULE MANAWA ELEMENTARY BELL SCHEDULE**

#### **Arrival**

School begins promptly at **7:50 a.m. for Grades K through 6** and **7:40 a.m. for 4K**. 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 begins
7:50 a.m.	Classes begin K through 6
10:50 a.m.	Morning 4K & Early Childhood dismissal
11:40 a.m.	Afternoon 4K begins
2:50 p.m.	Dismissal for students

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

*\*Wednesday Early Dismissal will be 1:50 p.m., except on August 28<sup>th</sup>, September 4<sup>th</sup> and May 27<sup>th</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, Trisha Taber.

## **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.

## **USE OF PRESCRIBED MEDICATIONS**

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

- Parents/guardians should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The Medication Request and Authorization Form must be filed with the principal and the school nurse before the student will be allowed to begin taking any medication (including emergency medications for allergies and/or reactions) during school hours. The forms are available in the School office.
- All medications to be administered during school hours must be registered with the nurse's office.
- Medication that is brought to the office will be properly secured.
- Medication may be conveyed to school directly by the parent/guardian.

- For each prescribed medication, the container shall have a pharmacist's label with the following information:
  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
- Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- Any unused medication unclaimed by the parent/guardian will be destroyed by School personnel when a prescription is no longer to be administered or at the end of a school year.

A log for each prescribed medication shall be maintained by the School that will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent/guardian's written release.

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

Students, with appropriate written permission from both physician and parent/guardian, may possess and use a method dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Inhalers and Epinephrine (Epi-pen) can be administered only in accordance with conditions confirmed by the school principal and updated annually.

#### **USE OF NON-PRESCRIBED (DRUG PRODUCTS)**

- Staff and volunteers will not be permitted to dispense non-prescribed drug products to any student without written parent/guardian consent.

The Nonprescription Drug Product Request must be filed with the School Nurse or Principal before the student will be allowed to begin taking any medication during school hours.

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 parent/guardians request to administer a nonprescription drug product shall contain the following information:

- A. Student's name
- B. Date
- C. Name of medication
- D. Dosage and frequency
- E. Special handling and storage directions

Further, only those nonprescription drugs that are provided by the parent/guardian in the original manufacturers' package which lists the ingredients and dosage in a legible format may be administered.

Parents/guardians may authorize the school to administer a non-prescribed drug product using a form which is available at the school office. A physician does not have to authorize such medication. The parent/guardian may also authorize on the form that their child:

- May self-administer the medication.
- Keep the medication in his/her possession.

If a student is found using or possessing a non-prescribed drug product without parent/guardian authorization, s/he will be brought to the school office and the parents/guardians will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one previously authorized is in violation of the school's Code of Conduct and may be disciplined in accordance with the drug-use provision of the Code.

### **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 Dr. Melanie J. Oppor (920) 596-2525.

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 Carmen O'Brien at (920) 596-5840.

### **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 Jeanne Frazier, 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 6 students is \$15.00.

There is no district fee for 4K students.

The field trip fee for 4K through Grade 6 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 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.

### **USE OF CELL PHONES, OR ELECTRONIC COMMUNICATION DEVICES**

#### **SCHOOL DISTRICT OF MANAWA**

#### Electronic Communication Device Policy

The School District of Manawa recognizes the value electronic communication devices add to the educational experience of all students as well as aid in improving communication with parents/guardians. Students may use personal communication devices (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). Devices must be stored out of sight unless allowed by a teacher or administrator.

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.

A "personal communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of PCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Smart phones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. 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 are personally and solely responsible for the care and security of their PCDs. The School District of Manawa and its employees assume no responsibility for theft, loss, damage, or vandalism to PCDs brought onto its property, or the unauthorized use of such devices.
- Students agree that the PCD will remain silent and out of sight except when allowed by a teacher or administrator. This means that the device will not ring, beep, vibrate, buzz, or exhibit other displays that indicate that the device is activated.
- 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.
- 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. See Locker Room Privacy Policy.
- 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 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 their WCDs 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.

Parents/guardians 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 parent/guardians during permissible times of 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 2019-2020 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**

The 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-6 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 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 provided outside of the classroom setting) will be put in place.
- If the intervention was successful, the student returns to universal instruction 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 (individualized 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 NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

Students are encouraged to use the school's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of the school's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the school's rules, and civil or criminal liability. Smooth operation of the school's network relies upon users adhering to the school's policies and administrative guidelines. Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement each year.

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Use of the Network to engage in "cyber-bullying" is prohibited. "Cyber-bullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites or MySpace accounts, 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."

Cyber-bullying includes, but is not limited to the following:

1. Posting slurs or rumors or other disparaging remarks about a student or school staff member 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/recordings of students or school staff members or post these images on video sharing sites such as You Tube;
4. Posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyber-bullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct

Students shall not access social media for personal use from the District's network but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

### **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, Mrs. Pukita, 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

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.

### **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, headwear, jackets/coats, bulky outerwear, backpacks, 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.
- or 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 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 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 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**

- 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: \_\_\_\_\_ 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: \_\_\_\_\_



*Student / Parent / Guardian Handbook:*

**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.**

*Parent/Guardian Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Student(s) Signatures(s):* \_\_\_\_\_