

# Student Handbook

~~2012-2013~~2013-14



Manawa Wolves

Little Wolf Junior/Senior High School  
School District of Manawa  
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**\*\*These forms are required and must be filled out and returned to the main office by September ~~1413~~, ~~2012~~2013\*\***

## **School District of Manawa Mission Statement:**

### ***"DEVELOPING LIFETIME LEARNERS AND RESPONSIBLE CITIZENS"***

#### **Pupil Nondiscrimination**

The School District of Manawa (SDM) does not discriminate on the basis of sex, race, national ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap. Discrimination is also prohibited under related federal status, including Title VI, Title IX, and Section 504, as well as State Statute 118.13.

#### **Special Education Services**

The SDM is committed to providing a free and appropriate public education to every child attending school. We recognize that some children require special education services to meet their educational needs. A child's need for special education is determined, following a referral by a parent, teacher, or other professional, through evaluation by a team of educators knowledgeable about the child and other educational disabilities. If the team identifies a need and the parents agree upon an educational plan, special education plans can be provided.

Care is given to assure that children receiving special education services have the opportunity to be educated in the regular classroom whenever possible; all children need the opportunities for learning in and belonging to the larger school community.

If you have questions, concerns or need additional information about special education, please do not hesitate to contact the school office.

#### **English Language Learners**

The SDM is committed to providing appropriate services for students whose primary language is not English. The District shall provide appropriate services for students who possess limited or not command of the English language. The purposes of these services will be to help students learn English language skills that will enable them to become successful school citizens and lifelong learners and allow them to meet the established academic standards.

The English Language Learner (ELL) shall be identified as part of the school enrollment process. Once ELL students are identified, their English proficiency shall be assessed, and they will be classified according to the English proficiency level and placed in an appropriate program as designated by District standards.

Parents/guardians of ELL students shall be notified of student testing arrangements and of educational programs and services available to help their children improve their English language skills and academic achievement. If you have questions, concerns or need additional information about ELL services, please do not hesitate to contact the school office.

#### **2012-13 Greeting**

As we begin another school year you will notice that there are some familiar faces along with many new faces. Old or new, our staff is committed to provide each student with the best possible educational experience not only in academic subjects but in student activities. We wish each of you the best of success in everything you participate in this year. Let's bring back pride in our school and have an exciting year!

Please take some time to read through this Student Handbook. It has been compiled to help you understand requirements, rules and regulations for Little Wolf Junior/Senior High School (LWJ/SHS). All of the forms that need to be filled out are included in this handbook on pages 25, 26, 27. Please **return them to the school office by September 14, 2012.** Thank you and welcome to the 2012-2013 school year.

### Basic Expectations of Students

The expectations of students at school, in the hallways, in the classrooms and at school-related events are established to protect the rights, safety, and well being of all students and to further the academic as well as the co-curricular achievement of each student.

Honesty:	Tell the truth, mean what you say.
Responsibility:	Carry out your obligations and duties. You are responsible for your own actions.
Respect:	You gain respect if you treat everyone including yourself with dignity.
Self-Control:	Control your actions.
Promises:	Keep your word.
Equality:	Everyone has the exact same rights as you do.
Social Justice:	Everyone is innocent until proven guilty. Treat all people fairly!

#### Security Tip – Valuables

- Use common sense in what you bring to school.
- Don't bring valuable items to school.
- Don't bring large sums of money to school. If it is absolutely necessary to do so, please check valuable items and money in the office where they can be stored in the safe until you are able to take them home.
- Don't give out your locker combination to anyone.
- Don't leave your lockers set; while it may be easier to open between classes, anyone can open your locker and help themselves.
- Don't leave your purse, wallet, or other valuables lying around in the gym locker rooms during Phy. Ed. Class; use the lockers and lock them.

### Activity Code/Activities Offered

An activity code is an all-school policy. Refer to the Co-curricular Handbook.

All students are encouraged to participate in at least one of the following. It is felt this will "round out" a person's experiences and character and contribute to a feeling of "belonging" to the total school community. Activities allow students of all abilities to show something special about themselves and their talents whether in athletics, music, leadership, writing, or recreation.

#### High School Activities:

Swing Choir	Spanish Club	Football	Volleyball	Cross-Country Club
Forensics	DECA/FBLA	Wrestling	Softball	Cheerleading Club
National Honor Society	Art Club	Basketball	Golf	Bowling Club
Student Council	Art Team	Baseball	Track	Ski Club
FFA	Drama			

#### Jr. High School Activities:

Basketball	Football	Track	Volleyball	Wrestling
Forensics	Ski Club			

Students looking for more information on any of the above activities should see the principal, counselor or athletic director.

### Activity Passes

Passes may be purchased in the main office. An activity pass entitles the student admission to all home games, excluding play-off games. (Please refer to School Fees.)

### Activity Policy

At all school events, students must demonstrate proper respect and attitude towards teachers, fellow students and guests. Any student known by authorities to be using and /or possessing alcohol, drugs, or tobacco while representing LWJ/SHS at any activity will face disciplinary action, which may include suspension or expulsion.

When LWJ/SHS is host to another school, all students are expected to extend the usual courtesies to our guests. When students travel to another school, if they refuse to obey the chaperones and/or display any undesirable conduct, they will not be allowed to ride the bus to any more activities. Students should not leave the activity area unless there is an intermission in the contest.

Students who ride a team or fan bus must return on the same bus unless specifically cleared in advance with the Principal and/or Athletic Director; such permission will only be granted in the most extenuating circumstances. (Please refer to Co-Curricular Handbook.)

**Alcohol – Intoxicants – Illegal Drugs**

According to state and federal law and district policies, no student may be on “school premises” while in possession of, consumption of, or under the influence of the following:

- Alcohol
- Non-prescription drugs
- Prescription drugs not registered with the nurse
- Intoxicants
- Tobacco
- Illegal drugs
- Drug/tobacco paraphernalia

**PRODUCTS WHICH IMITATE ANY OF THE PREVIOUSLY MENTIONED ITEMS**

\*School premises include but are not limited to: school buildings, vehicles in parking lots, school buses and/or any portion of time a student is on a school-sponsored field trip, school-related activity, athletic trip or on a fan bus.

Students are hereby notified of the following: the unlawful manufacture, distribution, dispensing, possession, or use of a mood-altering substance, look-alike substance, body altering drugs, controlled substance, drug paraphernalia, and/or alcohol on school property is prohibited at all times. Failure to abide by this policy will result in disciplinary action up to and including suspension and/or expulsion from school. Such disciplinary action shall be done in accordance with state and federal law and established procedures. Violations will also result in a referral to law enforcement officials for prosecution.

**Announcements**

Announcement information must be written or sent by email to the office by 7:30 a.m. of that day and will be available on the school’s website and announced first thing in the morning after the Pledge of Allegiance. Only emergency announcements will be made during class time.

**Assignments/Make-Up Work**

Students are required to make up school work missed when absent from school. Time allowed to accomplish this is equal to the number of school days the student missed. The student may receive an “F” for work not completed and turned in within the allotted time. If a test is missed, arrangements must be made with the teacher. Students with an unexcused absence may be allowed the same time frame to accomplish the work but may not receive full credit.

**Bell Schedule**

Jr. High Schedule Sr. High Schedule

Warning Bell – 7:50 Warning Bell – 7:50

Period 1	7:55 – 8:38	Block 1	7:55 – 9:25
Period 2	8:42 – 9:25	Block 2	9:35 – 11:05
Period 3	9:29 – 10:16	Lunch	11:05 – 11:45
Period 4	10:20 – 11:05	Block 3	11:50 – 1:20
Period 5	11:09 – 11:55	Block 4	1:30 – 3:00
Lunch	11:59 – 12:29		
Period 6	12:33 – 1:20		
Period 7	1:24 – 2:07		
Period 8	2:11 – 3:00		

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## Bell Schedule

Warning Bell 7:50

### Block 1

Period 1 7:55 – 8:37

Period 2 8:40 – 9:22

### Block 2

Period 3 9:27 – 10:09

Period 4 10:12 – 10:54

J.H. Lunch/Band/H.S. RTI 10:59 – 11:34

H.S. Lunch 11:34 – 12:05

Skinny for JH 11:27 – 12:05

### Block 3

Period 5 12:08 – 12:50

Period 6 12:53 – 1:35

### Block 4

Period 7 1:40 – 2:22

Period 8 2:25 – 3:07

## **Attendance Policy**

### **SCHOOL ATTENDANCE IS THE RESPONSIBILITY OF THE STUDENT, HIS/HER PARENT OR GUARDIAN AND THE SCHOOL.**

Our attendance policies are designed to promote academic achievement and student responsibility, in addition to providing for the safety and protection of each individual. Regular attendance, regardless of age or academic placement, is the surest avenue toward well-rounded development in three crucial areas: academic growth, social growth, and emotional growth. **Regular attendance is absolutely necessary if students are to be successful in their coursework.** Most absences can be kept to a minimum if careful planning is done ahead of time.

On the day of the absence, it is the parent's responsibility to notify the school. **All absences must be reported to the main office. The LWH/SHS office may be reached by calling 596-2524.** If your child is absent and you do not notify the school office, our system will automatically contact the parents to let them know. Should parents fail to report an absence within 2 days, the student will be considered truant. In cases where contact cannot be made, the student must bring a written excuse, signed by at least one parent or the student's guardian, on the first day back to school. Written excuses must include: 1-date(s) of absence(s); 2-full name of student; 3-reason for absence(s); 4- parent/guardian signature

Attendance according to S.118.15 (1) (a) of Wisconsin Statutes 118.15 Compulsory school attendance: (1) (a) except as provided under AOTs. (b) and sub. (4), unless the child is excused under sub. (3) or has graduated from high school, any person having under control a child who is between the ages of 6 and 18 years shall cause the child to attend school regularly during the fall period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter or semester of the school year in which the child becomes 18 years of age.

**Students 18 years or older:** Students who have reached 18 years of age (or emancipated) are not exempt from complying with rules and policies enacted by the Board of Education, administration and staff. School rules made under state statutes are binding on all pupils, regardless of age. A Parental Permission Release Form must be on file in the high school office for any students 18 years or older prior to their excusing themselves from school. All rules and regulations for attendance adopted by the School Board and administration are binding upon all students regardless of their age. It will be at the discretion of the administration for any student 18 years of age or older to provide documentation for appointments and/or absences.

**Attendance—Graduation Requirements:** Current seniors must attend at least ninety percent (90%) of their scheduled class periods that receive grades during the last semester of their senior year to participate in the graduation ceremony. Exceptions to this policy will be for a student who is absent due to a confining illness verified by a doctor’s statement and for school sponsored absences like field trips and athletic competitions. All other absences including illness, appointments, vacations, etc., will be included in the periods that are counted as absent toward the 90% attendance policy.

**Extended trips/Pre-Arranged Excused Absence:** We discourage planning family vacations during school days. Students should request a pre-arranged excused form from the office. Teachers may or may not require the student to complete make-up work between the absences. *Five (5) or more school days prior to leaving, a written request, which has been signed by the student’s parent/guardian, must be turned into the office.* This allows students and teachers to prepare as much advance make-up work as possible.

**Approved Absences:** Personal illnesses, death in the family, religious holiday, or extreme emergency are acceptable reasons for 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 **“valid”** excuse, see the following examples:

Example of Excused Absences:

Illness-medical verification may be required  
Death in the family/funeral  
Religious holiday  
Educational trips accompanied by parents  
Emergency in the family

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

~~**Tardiness:** A student will be counted as tardy for missing the first 10 minutes of each class; after the first 10 minutes, a student may be considered excused or unexcused for that class period. **WHEN LATE FOR SCHOOL, STUDENTS SHOULD REPORT TO THE OFFICE FOR A LATE PASS.** Students who are late and who do not possess a valid pass will be counted as an unexcused tardy. If a teacher or the office has detained a student, the staff member should be asked for a pass. If students have an emergency and cannot make it to class on time, they should speak with a school administrator for clearance.~~

~~Each quarter a student is granted three tardies before they will have to make up the time that is missed. For each tardy after three, a student will have a 30 minute detention served with the teacher assigned to detention for that week. Detentions will be held on Mondays, Tuesdays, and Thursdays. Detention will run from 3:15 until 3:45. If a student misses his/her detention, they will have another assigned to them. If they skip two in a row, there will be a meeting called with their parents, but it will also result in a half-day of In School Suspension. If a student has off-campus privileges, and has 10 or more tardies in a given quarter, they will lose those off-campus privileges.~~

~~Each quarter all students will start fresh with zero tardies.~~

**Unexcused Absences and Truancy:** Any student absent from school and/or any class without the knowledge and consent of the parent/guardian and approval of the school administration will be considered truant. “Truant” means a student who is absent from school without an acceptable excuse under ss.118.15 and 118.16 (4) for part or all of any day on which school is held during a school semester. This includes leaving the building/campus without permission. Students are not



to leave the school building/grounds without permission *from a parent/guardian and the office. The student must also sign out in the office.* Students who are truant may be issued a citation from the Manawa Police Department. This citation will require a court appearance by both the student and the parent/guardian.

A “Habitual Truant” is defined as a pupil who is absent from school without an acceptable excuse for part or all of five (5) days on which school is held during a school semester. Students who fall under the definition of a habitual truant will be issued a citation by the Manawa Police Department. This citation will require a court appearance and may result in all or some of the following:

- Order the student to attend school
- Suspend the student’s driver’s license for 30-365 days
- Order the student and parent/guardian to participate in counseling
- Order the student to perform community service
- Order home detention
- Revocation of student’s work permit
- Impose a fine not to exceed \$500.00
- Order the parent/guardian to attend school with the student
- Order a curfew for the student
- Order student to stay away from certain people and places
- Order court supervision

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 if the absence is excused and for what reason. 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.

Skip Days: **THERE ARE NO SCHOOL-SANCTIONED SKIP DAYS FOR STUDENTS.**

Closed Campus: Students are reminded that LWJ/SHS operates under a closed campus policy. ~~Juniors and seniors, who have a cumulative 3.0 or better grade point average (GPA) and receive parental permission, will be granted honors release from school for open campus during lunch. The Honors Lunch Release Form can be found on Page 28. Only Juniors and Seniors are allowed to leave campus during the lunch hour.~~ Work release is only excused if the proper application has been made through the school administration. Students who violate the honors release rules will be disciplined accordingly. Students not meeting the above criteria will not be released during lunch hour without proof of medical appointment.

Honors Release Requirements/Procedures

~~\*Students are required to complete and submit the release form, continue to keep a 3.0 GPA status each semester, follow all district and Student Handbook rules, and follow all state and local truancy rules including not transporting anyone from school grounds without a “Pass to Leave” from the high school office.~~

~~\*All honor students who are approved for Honors Lunch Release will need to sign in and out of the office e.g., if leaving or entering the building.~~

~~\*This is not a pass to wander the halls or be off campus without a pass. Failure to be in a designated area may result in revocation of Honors Lunch Release.~~

~~\*Honor students need to complete paperwork at the beginning of the semester or at least one week prior to beginning Honors Lunch Release privileges to allow the office the time to process paperwork. Only students with complete and approved paperwork will be permitted Honors Release privileges.~~

~~\*Any honor student who leaves campus without approval is subject to school sanctioned consequences and/or truancy citations.~~

~~\*If students participate in sporting or extracurricular activities, a coach’s expectations and WIAA rules will apply and may supersede the Honor permission slip.~~

~~\*Student who do not maintain a 3.0 or better grade point average or are not earning a ‘C’ or better in all classes will be removed from this Honors Lunch Release privilege.~~

~~\*Students may be removed (by due process) for handbook and policy violations. Students and parents will be notified in writing/by phone of this dismissal process.~~

~~\*Approval/Non Approval is subject to Little Wolf High School principal authorization.~~

#### **Bus Policy**

Parents and students should read the MSD Bus Policy; and if they have questions or concerns, contact the Director of Transportation.

Students who will ride a bus other than their assigned bus must present a note to the office from their parent/guardian stating the specific date and the student they will be riding with. Honoring of this request is at the discretion of the bus driver and/or Transportation Director.

#### **Camera Surveillance**

LWJ/SHS employs surveillance equipment throughout the school for security purposes.

#### **Cheating**

Students who are found to be cheating may be given a failure for that work, and will receive discipline set forth by the teacher and administration. Students involved in co-curricular activities who are found to be cheating may receive further disciplinary action as a result of the incident. (Please refer to the Co-Curricular Handbook.)

#### **Computer Use**

The MSD requires that all staff and students have a Computer Usage form signed and on file in the office. The use of computers in the schools is a privilege and not a right. The district reserves the right to restrict or terminate network or internet access for any student or staff at any time. Students and staff are asked to review the Computer Usage Policy.

#### **Confidentiality**

Based on a strong foundation in federal law, Wisconsin Code, and by general counselor codes of ethics, students are entitled to a confidential relationship with their counselor when discussing personal issues.

What is the law? Wisconsin State Statute Chapter 48, specifically state statute 48.981 (2), defines a lengthy list of nearly 30 positions required to report suspected child abuse or neglect. The list of enumerated positions required to report is found in Chapter 48, subsection 48.981, and is located on Page 107-108 or the 115 page chapter of the statutes.

Who is required to report? Any person on the enumerated list, found in 48.981 (2) which defines "person required to report" (State Statute 48.981 (2)). The statute specifically states "Any of the following persons who has reasonable cause to believe that a child seen by the person in the course of their professional duties has been abused or neglected or has reason to believe that a child seen by the person in the course of professional duties has been threatened with abuse or neglect shall report the incident as required in subsection (3) of the statute. All individuals employed by the MSD are required to report.

What are the types of incidents that are legally required to be reported? Chapter 48 and Chapter 948 define what are physical abuse, sexual abuse and neglect. ANY TIME mandated reporters come into contact with a child who they reasonably believe has suffered from physical abuse, is being neglected, or has been sexually abused; they are REQUIRED TO REPORT that incident. NOTE: The law defines children under the age of 18 engaging in consensual sexual activity to being sexually abused, even if there was no force in the incident, and thus these incidents are ones they are required to report. Exceptions to maintaining confidentiality exist where the counselor is aware of a serious danger to health or the well being of the student. For more complete discussion on confidentiality, please consult with the school counselor.

#### **Crime Stoppers/Quick \$50**

The Manawa Police Department offers the Crime Stoppers/Quick \$50 program. It pays rewards for information on illegal weapons, drugs or any violence witnessed. Any individual with information should call the Waupaca County Crime Stoppers Hot Line at 1-888-258-9955. This is a non-recorded phone line. At the time of your call, you are given a confidential I.D. number to remain anonymous. You can also text a tip. Text "Crimes" plus your tip to 274627; upon reception of the tipster's first incoming message, the system will auto-reply with a confirmation containing their unique Tip ID; to submit follow-up information, the tipster simply replies. Nothing else is needed; when the tip is sent, it is encrypted and routed through secure servers, protecting the personal details of the tip provider without ever knowing the person's identity. Crime Stoppers will investigate the report. This service is NOT for emergencies or crime in progress. For emergencies, call 911.

#### **Detentions and/or Suspensions**

~~Detentions are assigned by the administration after receiving a referral from a staff member. Detentions assigned by the administration are to be served before school from 7:15 to 7:45 a.m., or after school from 3:00 to 3:30 p.m. It will be up to the discretion of the administration for a student to serve their detention during their lunch period or any other time during the day. Students have 3 school days to complete their detention. Morning and lunch detentions are served in the office and after school detentions are served in an assigned staff member's room. Students are to report to the assigned detention room with study materials and work silently throughout the time in detention. Failure to serve a detention could result in a suspension. Detentions are assigned by the administration and are to be served on Mondays, Tuesdays or Thursdays. The student will be given 24 hours' notice before they will serve their detention and ALL DETENTIONS will be served after school from 3:15 – 3:45, with the designated staff member. If a student misses a detention, it will be doubled. If a second detention is missed, the parent/guardian will be notified and the student will have a half a day in School Suspension.~~

Notification: Parents/guardians will be notified by telephone and or by mail of all disciplinary action taken.

Suspensions: Students may be given an in-school suspension when they are in violation of the attendance policy and/or good conduct and citizenship.

It is the student's responsibility to obtain his/her work. The suspended student will not be allowed to follow the normal school routine and will not be allowed to participate in and/or attend any school-sponsored activities.

Students may be assigned an out-of-school suspension. Students suspended out of school are not allowed on school grounds or at school-sponsored functions. In addition, a parent conference may be required prior to the student returning to school. Students who are suspended from school are ineligible for participation in activities for the period of suspension.

Expulsion of Pupils and Due Process: The MSD Board of Education follows Wisconsin Statute 120.13 (1) © when dealing with expulsion of students. This law is available for reading at each school office upon request.

#### **Discipline and Social Conduct**

1. All students have the right to be free from harassment and physical torment while in class, passing legitimately through the halls, or legitimately on the school grounds. Outward behavior (speech, actions, symbols, etc.) which is motivated by a bias revolving around any of the following is expressly prohibited by the MSD: sexual gender, age, religion, race, color, disabilities or national origin.
2. All students have the right to dress as their parents see fit and so long as the school judges it sanitary, decent, safe, and not offensive or disruptive to the learning process.
3. All students and staff members have the right to be treated with respect and, in turn, have the obligation to treat others respectfully. This respect and treatment includes not using vulgar, abusive, suggestive or otherwise offensive language.
4. All students have the right to participate in curricular and co-curricular activities so long as they have met the requirements of the Wisconsin Department of Public Instruction and the MSD.
5. All students have a right to a fair hearing on disciplinary matters with the understanding that the final decisions must be made by the school.
6. All students have the right to bring their concerns about school matters to the attention of the staff and administration of the building.

With these personal rights comes the responsibility to respect these as the rights of all students. Any students violating the rights of others will be held responsible and appropriately disciplined (including forfeiture of their attendance rights) in accordance with the MSD Board of Education.

**Harassment:** The MSD expressly prohibits any form of harassment. Employees or students guilty of harassment are subject to disciplinary action up to and including dismissal or expulsion. HARASSMENT IS DEFINED AS ANY DELIBERATE, REPEATED OR UNWANTED VERBAL OR PHYSICAL CONTACT, DEROGATORY STATEMENT OR DISCRIMINATING REMARK WHICH IS OFFENSIVE OR OBJECTIONABLE TO THE RECIPIENT OR WHICH CAUSES THE RECIPIENT DISCOMFORT OR HUMILIATION OR WHICH INTERFERES WITH THE RECIPIENT'S ACADEMIC PERFORMANCE. Threats, physical or verbal, and/or physical violence to students or staff will not be tolerated and may result in suspension or expulsion or termination.

Sexual harassment can take the form of any unwanted sexual attention, ranging from leering, pinching, patting, verbal comments, display of graphic or written sexual material and subtle or express pressure for sexual activity. In addition to the anxiety caused by these types of demands on the recipient, sexual harassment may include the implicit message from the offender that noncompliance will lead to reprisals. Reprisals may include, but are not limited to, the possibilities of harassment escalation, unsatisfactory academic evaluations, and difference in academic treatment, sarcasm, or unwanted comments to or by peers. It is important to remember that if it is offensive to anyone who is witnessing the harassment it is illegal and against the law.

Displays of Affection: Public displays of affection are disruptive to the school environment. When students are found to be in violation and not able to exercise self control, disciplinary action will be taken.

### Dress Code

Parents and students are expected to use good judgment in selecting appropriate clothing to wear at school. Each student shall wear clothing that fits properly, is neat, and is not revealing as to cause a distraction. This code is in force during the school day, in school vehicles and at all school activities.

~~For safety reasons, shoes or sandals must be worn. All hats must be taken off when entering the building.~~

~~Shorts and Skirts must be finger-tip in length for daily wear during school hours.~~

~~ALL Shirts must have sleeves. No tank tops, see through shirts or blouses, low cut shirts or blouses (cut below the arm pit line), bare midriffs, strapless and /or backless outfits, one-shoulder shirts, spandex and beach wear are prohibited.~~

~~Pants must be above the hip-bones, so no undergarments are showing.~~

- ~~➤ Inseams on shorts must be 4 inches or longer.~~
- ~~➤ Skirts must be 12 inches or longer in length.~~
- ~~➤ Leggings may be worn with skirts, but not alone.~~
- ~~➤ Students shall have no skin or undergarments exposed from armpit line to mid-thigh. Muscle shirts, see-through shirts or blouses, low cut shirts or blouses (cut below the armpit line), bare midriffs, strapless and/or backless outfits, one-shoulder shirts, spandex and beachwear are prohibited.~~
- ~~➤ No bra straps showing. (Cami straps and tank tops are acceptable.)~~
- ~~➤ No undergarments may be showing.~~
- ~~➤ No body cleavage or midriff may be showing.~~
- Students may not wear clothing with writing, pictures, symbols, or slogans depicting drugs, tobacco, alcohol, vulgarity, occult worship, racism, gangs, mutilation, and/or sexual connotation.
- Students should place their coats, jackets and outerwear in their locker upon arrival at school. Outer apparel is not to be worn indoors unless special permission is granted from the instructor or nurse. This includes hats, bandanas, all jackets or coats and sunglasses.

~~Reporting Concerns: Staff should contact the office immediately when they see a clothing issue. We request that first period/block teachers either email the office or send students to the office for clothing issues. Staff~~

~~members who are in the hallways or Commons and witness inappropriate apparel should have the student report to the office or notify the office immediately of the clothing issue. There will be a common check time during announcements at 7:55 for teachers to check if there are any students that in violation of this policy. Anyone in violation will be sent to the office to meet with the principal.~~

Consequences of clothing issues:

- **First Occurrence:** Student will be asked to correct the problem by changing clothes, turning a shirt inside out, putting on shoes, etc., and parent will be notified by letter.
- **Second Occurrence:** Student will be asked to correct the problem by changing clothes, turning a shirt inside out, putting on shoes, etc., and parent will be notified by phone call ~~of an in-school suspension. and a parent meeting will be set up with the building principal.~~
- **Third occurrence:** in-school suspension
- **Additional occurrences:** Out-of-school suspension and parent meeting with administration. Students may be denied admission to school events and activities if their clothing violates the dress code.

~~(PICTURES TO HELP EXPLAIN THE DRESS CODE ARE DISPLAYED ON THE FOLLOWING PAGE.)~~

**APPROVED**

**DRESS CODE**

**NOT APPROVED**

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~~Shorts need to have a 3-inch inseam or longer.~~



~~Tops need to have a neckline no lower than the armpit.~~

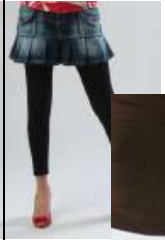


~~Skirts need to be 12-inches or longer.~~



~~No bra straps showing.~~





No leggings worn as pants  
(leggings worn under shorts and skirts=appropriate)



No

No undergarments showing  
body cleavage or

midriffs showing.



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## Electronic Devices

### 441.5 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. Therefore, the use of wireless communication devices (WCDs) before and after school, during lunch break, in between classes, during after school activities (e.g. extra-curricular activities), and/or at school-related functions is permitted. WCDs may also be used in class when authorized by the classroom teacher. Use of WCDs at any other time is prohibited. Such possession or use of the WCDs may not, in any way,

1. Create a distraction, disruption or otherwise interfere with the educational environment.
2. Endanger the health or safety of the student or anyone else.
3. Invade the rights of others.
4. Involve in illegal or prohibited conduct of any kind

A "wireless 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 WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), BlackBerries/Smartphones, 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 WCDs 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.

Permission for the possession of a WCD is allowed after an Electronic Communication Device Permit is signed by a parent/guardian, approved by the principal/designee, and on file in the principal's office. The permit will only be valid for the school year in which it was filed. Permission to possess a WCD is dependent on observing the following:

- Students are personally and solely responsible for the care and security of their WCDs. The School District of Manawa and its employees assume no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.
- Students agree that the WCD 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 are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person during the school day, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal.
- "Sexting", the electronic transmission of sexual messages or pictures, usually through cell phone text messaging, is prohibited at any time on school property or at school functions, while under the supervision of school authorities, or transmitted to others at school. This prohibition also explicitly includes displaying images received to a third party. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.
- WCDs, including but not limited to those with cameras, may not be possessed, 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, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. See Policy 731.1 – Locker Room Privacy Policy. The building principal has authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited.
- No expectation of confidentiality will exist in the use of WCDs on school premises/property.

- Students are prohibited from using a WCD 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 411.1 – Harassment and/or Bullying of Students.
- Students are also prohibited from using a WCD 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 WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g., child pornography).

A person who knows a student is using a WCD in violation of this policy is obligated 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 parents/guardians during permissible times of the school day.

In order to ensure dissemination of this policy, it will be included in all student handbooks. The administration will establish procedures for violation of this policy in the student handbook.

LEGAL REF.: Section 118.28 Wisconsin Statutes

APPROVED:

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** – prior to noon – phone will be returned at the end of the school day. The device will be handed into the office and the student will have it returned at the end of the day.~~

~~**2<sup>nd</sup> offense** – after noon – phone will be returned at the end of the next school day.~~

~~**3<sup>rd</sup> offense** –confiscation for 5 school days and student may pick up device at the end of the 5<sup>th</sup> school day. The student's device will be handed into the office and the parent will be called and will be required to pick it up at the end of the day.~~

~~**4<sup>th</sup> offense** –confiscation of 10 school days and parent pick up of the device. The device will be handed into the office and a parent meeting will be called by the building principal. The device will be kept in the office for two days.~~

~~**5<sup>th</sup> + offense** – confiscation for 20 school days and parent pick up of the device at the District Administrator's office. The student will serve an In School Suspension.~~

**Students refusing to relinquish their WCD may receive an out-of-school suspension.**

**The Electronic Communication Device Agreement form can be found on Page 29 and should be signed off on by filling out the Permission/Consent/Verification Form on Page 27.**

#### **Emergency Information**

Students are required to fill out or update their Emergency Information to the office each new school year; e.g., information regarding new addresses, parent employment and doctors.

Immunization Records: According to Wisconsin State Law, 120.12(16)(b), each student is to present evidence of completed basic and recall (booster) series immunizations unless the student, if an adult, or the parent/guardian or legal custodian of a minor student submits a written waiver to the school board under s. 252.04(3).

Accidents: Students should report all accidents that happen during school or at a school-sponsored activity and complete an accident report to be kept on file in the school office. MSD will not be held responsible for students failing to report an accident in the allotted time given by the supplementary insurance company.



Medical Treatment: MSD has a nurse on staff Monday mornings, Wednesday and Friday of each week. Students may make an appointment to visit with the nurse at any time during these hours. The nurse is also contacted on these days for emergencies and to handle medical issues of students and staff along with handling of the dispensing of all medications. Please contact the school nurse at any time with health or medication concerns.

### **Prescription and Non-Prescription (over the counter) Drugs Guidelines**

#### **Medications brought to the school office**

- If you wish to have the school administer medication to your son/daughter, you must bring it in the original pharmacy labeled container, properly marked with the name of the student, name of medication, dosage, and the time to be given.
- It is the parents/guardians' responsibility to provide all prescription / over-the-counter medications to the school.

#### **Medication Administration Consent Form**

This form must accompany both prescription and over-the-counter medication. The district has approved the following guidelines:

- Both **parent/guardian and physician** must sign the Medication Administration Consent Form for administration of any **prescription medication** during the school day.
- For **over-the-counter (non-prescription) medication** to be administered during the school day, only the **parent/guardian** signature is required.
- Only a limited supply of medication should be brought to school at any one time.
- Parent/guardian is responsible for personally delivering controlled substances to the school office personnel/school nurse.
- Controlled substances should be counted and the number of pills received documented on the medication form each time medication is brought to school.

**No medication** will be administered by school personnel unless this policy is followed. If a child brings a medication to school without the appropriately signed form or non-matching prescription bottle, the school will notify the parent or guardian that the medication will not be given until the necessary signatures or labels are provided. In the interim, the parent will be invited to administer the medication to their child at school.

**Medications kept by students:** According to school policy, medications (both prescription and over-the-counter) are generally not kept by students during the school day. However, special health concerns may warrant a change in procedure (i.e., inhalers). Older reliable students may have medication in their possession if the following criteria are adhered to:

- A properly completed and signed Medication Administration Consent Form is on file in the school health office AND
- The student has **personally** met with the school nurse.
- Students may **NOT** dispense any (prescription or over-the-counter) medication to another student.
- Student may **NOT** self-administer any medication without authorization according to school policy.

#### **Information to consider**

- Discuss the times of medication to be given with your physician. It may be possible to regulate the dosage so that the medication could be given while your child is at home.

### **Evacuations (Fire, Tornado, Bomb Threat)**

In the event that an evacuation needs to take place, it is very important for students and staff to know the procedure of an evacuation. All precautions are taken to make sure that each student and staff member are directed to a safe location. Periodic fire drills and tornado drills are done during the school year. Complete cooperation is expected from each student if and when an evacuation may occur.

**Extra/Co-Curricular Activities**

Please refer to your Extra /Co-curricular Handbook.

**Field Trips**

Students on field trips will conduct themselves according to the directions of the field trip chaperone(s), and will abide by all school rules and regulations. Students participating on school arranged field trips must have the Field Trip / Out of School Permission Slip signed and on file with the field trip chaperone(s). Students participating on school arranged field trips must ride to and from destination on transportation provided. Exceptions may be made by field trip chaperone(s) and/or school administration.

**General Scheduling and Graduation Requirement Information**

Courses at LWJ/SHS: The plan of study should be done carefully, with input from the parents, student, and counselor. Prior to registration for courses, one should consider student ability, attitude, and current grades for courses in progress. Students are encouraged to consult the Course of Study booklet as an aid to developing future plans. All students are encouraged to explore opportunities for post-secondary education and/or vocational training. Students are encouraged to enroll in the vocational classes provided by the district. If you are in need of special services to help you benefit from these classes, please contact your high school counselor. The counselor will work with students to develop a career and education plan. Class schedule registration will normally take place in December and January of the previous school year

Graduation Requirements: In order to receive a diploma from Little Wolf High School, a student must satisfy the following requirements.

1. Credits - Beginning with the 2012-13 school year the following transitions will occur with regard to the number of credits required to graduate

Class of 2013----- 26 Credits

Class of 2014 & beyond----- 28 Credits

2. All required courses must be successfully completed. Any failure must be made up before a diploma will be issued.

3. The minimum class load for a full-time student is seven (7) credits. Overloads are permitted with approval of the building principal and school counselor.

4. Graduation Requirements. Successfully complete 26 credits in the 2012-13 school year.

English ----- 4 credits

Science ----- 2 credits

Math ----- 3 credits

Social Studies ----- 3 credits

\* American History ----- 1 credit

\* Financial Literacy ----- ½ credit

\* Government ----- ½ credit

\* Elective Social Studies ----- 1 credit

Physical Education ----- 1-½ credits\*

Health ----- ½ credit

Electives ----- 12, 14 credits respectively

\*Students may opt to take a core academic subject in lieu of .5 credits of Physical Education. Academic subject areas include English, Science, Social Studies and Mathematics.

**Schedule Changes:** The counselor will only be on duty during certain days. **Only emergency schedule changes will be made.** This does **NOT** include changes to accommodate work schedules or friends' schedules. No course may be dropped or added without administrative approval. Withdrawal from a course after the fifth week results in an **F** for the semester unless granted administrative exception. A schedule change is not in effect until the principal and the teacher(s) initials are on the drop/add paperwork involved.

**\*\*Note:** All students who qualify to take Algebra 1 or Geometry in their 8<sup>th</sup> grade year will be granted one credit on their high school transcript. The grade earned for this course is not part of the high school grade point average

(GPA), but it is counted towards the overall graduation credit requirement. Failure to earn a grade of C- or higher for both semesters will require the student to retake Algebra 1 or Geometry as a freshman. However, this credit does not preclude the student from taking an additional three credits of mathematics which in high school.

## Grading

Grading Scale for all students:

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

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.

Students are responsible for knowledge of their total number of credits accumulated towards graduation (see Course Plans, under Counseling Services section). You may check on this information at any time with the Guidance Office.

(I) Incomplete: When a student’s work is not completed by the end of the quarter due to being absent 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.

### Honor Roll:

High	4.00
Honor	3.50 – 3.99
Honorable Mention	3.00 – 3.49

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, parents, 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.

If at any point in the semester the student’s work is poor or below the standards of the class, the teacher may send a “Progress Report” to the counselor and parents. Parents are encouraged to request progress through the counselor’s office or through the teacher at any time they desire to do so. A conference among parents or guardians and the teacher may be called at any time to discuss student progress.

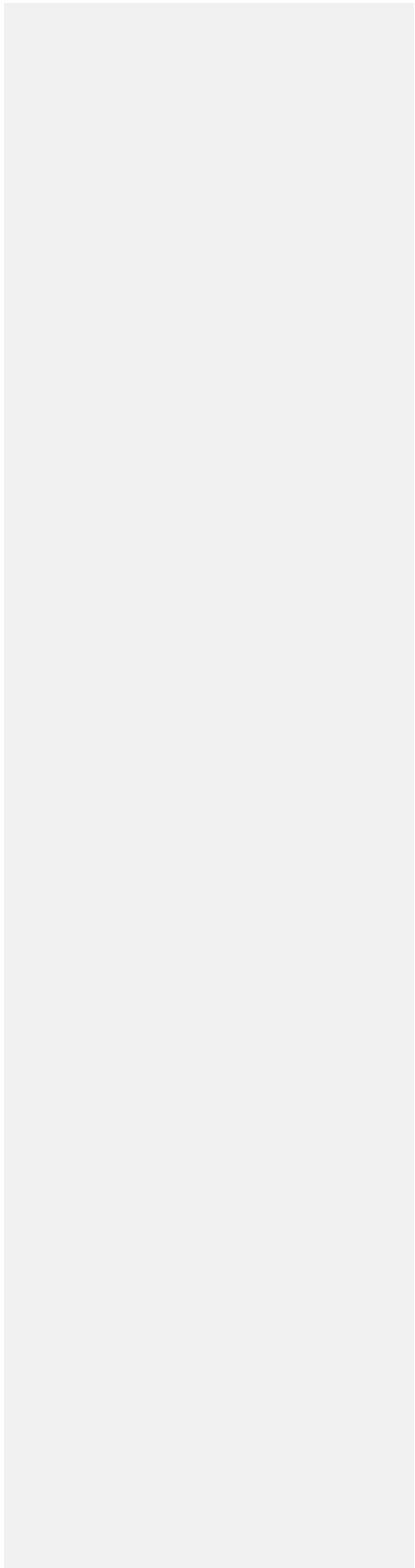
Parent / Teacher Conferences: Parent/teacher conferences will be held for the purpose of evaluation of student progress in the school. Additional conferences may be arranged and initiated by both parent/guardian and teacher when difficulties occur. Parents are encouraged to communicate with staff members at any time throughout the school year concerning their child’s progress. Any time a parent wishes to see their child’s records or confer with a teacher they should make an appointment through the middle school office. Conferences for 2012-2013 are on the following dates:

~~November 20, 2012 5:00 – 8:00 P.M. and November 21, 2012 8:00 – 11:00 A.M.~~

~~February 21, 2013 5:00 – 8:00 P.M. and February 22, 2012 8:00 – 11:00 A.M. October 17, 2013 4 pm.-7pm.~~

~~October 18, 2013 8:00 am – 11:00 am Staff Development~~

~~February 20, 2014 4:00 pm-7:00 pm February 21, 2014 8:00 am – 11:00 am. Staff Development~~



Skyward Family Access: An excellent way to communicate with the high school includes the Skyward *Family Access* site. With the click of a mouse and access to the World Wide Web, parents are able to access records on their child (ren) such as discipline data, attendance information, lunch account information, and grades. Please contact the high school office to request a form to setup your username and password. Once setup *Family Access* can be accessed by visiting [www.manawa.k12.wi.us](http://www.manawa.k12.wi.us). Each student is also set up with Student Access and can monitor their grades and attendance as well.

Withdrawal and/or Transfer: Wisconsin Act 399 must be followed when a student withdraws from school. All students are required to attend school regularly during the full day while school is in session. Students 18 years or older may withdraw from school prior to the end of the school year if the student and his/her parent or guardian agree. Withdrawals from school will be handled through the administrator and guidance department.

Students who are transferring out of the district must provide a note stating such by a parent and/or guardian and the student must obtain the Withdrawal Form from the school office. This form needs to be completed by the teachers, nurse, guidance officer, librarian, administrator and parent/guardian. All schoolbooks must be returned and fees must be paid in full. Transferring school records may be detained until the proper procedure has been completed.

### **Hall Passes**

Students are to remain in the classroom for the complete class period. If a student needs to leave the class room, they must have permission from the staff member, sign out on the Sign Out form and carry the hall pass with them. If a student is found in the hallway without a hall pass or permission from a staff member, they will be referred to the office and receive a detention. Students are to remain in the Commons during their lunch period and should not be in the hallways without a hall pass.

### **Lockers, Search and Seizure Policy**

All desks and lockers, in the school building, are the property of the Manawa School District and remain the school's property even though they are temporarily assigned to students. Students are to use desks and lockers only for the storage of schoolbooks, school materials, and possessions ordinarily used in day-to-day school activities, and outerwear clothing. *The desks and lockers may be subject to inspection at any time for health or safety reasons, to check for missing school or personal property, or evidence of vandalism.* All students assigned to a desk or locker are responsible for it and may be charged individually or equally for damage to lockers or desks. Personal locks not belonging to the school will not be allowed on hall lockers and will be removed with bolt cutters. In order to keep our school safe, drug and weapons-free, and to follow-up on bomb threats or other threats against the school, staff or students, a canine search of the building, student lockers, parking lot and staff areas may be conducted. Random searches of lockers may occur at any time.

In the interest of health and safe environment, lockers are further subject to inspection and search for the location and discovery of items of contraband. Items of contraband include non-prescription and controlled substances, alcoholic beverages, pornographic materials, tobacco, matches, lighters, weapons, explosives, poisons, and stolen property. **Such items of contraband are forbidden and not to be placed in school desks, lockers, or be in a student's possession under any circumstances:** Students who place such items in a desk or locker shall be subject to disciplinary action, which may include suspension from school, expulsion from school, and/or referral to the proper authorities.

Food and Drink in Lockers: Unopened food and drinks may be stored in lockers for the purpose of lunch or after school. Students are permitted to drink from a capped container at their locker during passing time only.

### **Lunch**

~~The closed campus policy is in effect during all lunch periods for 7<sup>th</sup> through 10<sup>th</sup> grade students and for those juniors and seniors who are not on honors. Junior or Senior students on honors may leave during their lunch.~~ **Campus is closed for students 7<sup>th</sup>-10<sup>th</sup>. Students with Senior and Junior status are eligible to leave campus after they have submitted the student release form. Students must follow all district and Student Handbook rules, and follow all state and local truancy rules including not transporting anyone from the school grounds without a "Pass to Leave" from the high school office.**

**Any student who leaves campus without approval, is subject to school sanctioned consequences and or citations.**

Students are assigned to the cafeteria for their lunch period. ALL FOOD AND DRINK MUST BE CONSUMED IN THE COMMONS AND STUDENTS ARE TO REMAIN IN THE COMMONS UNTIL THE BELL RINGS FOR THE CONCLUSION OF THE LUNCH PERIOD. The student may bring his/her lunch from home or eat a hot lunch prepared at the school cafeteria. Students are given a PIN number, which at the time of purchasing their lunch, they will enter into the computer and the student's name and picture will appear. No money will be accepted in the lunch line. Students will bring the money into the office and it will be credited to their account. This system will facilitate both the hot lunch and the Ala Carte lines. Eating in the cafeteria is a privilege. Any student who demonstrates poor conduct in the cafeteria may lose this privilege. Breakfast will be served from 7:30 AM to 7:55 AM only.

#### **Pictures**

School pictures are scheduled through the District. Students in grades 7<sup>th</sup> - 11<sup>th</sup> grade will have their pictures taken by the photography company setup by the District on:

**Tuesday, September 18, 2012 Beginning at 7:50 AM**  
**Picture Retake – Tuesday, October 23, 2012 Beginning at 7:50 AM**

#### **Residence**

All students attending the Manawa School District must reside with a parent and/or legal guardian. Residence will be established as of the date of school enrollment for the school year. If the student's residence should change, it is the student, parent and/or legal guardian's responsibility to inform the school of such changes.

#### **Registration**

School registration is held during the summer prior to the start of the school year. Registration is handled two ways, first on the school district web site or second by registration forms being sent through the mail to your home. All students must complete registration to the high school.

**Legal Name:** When students are registered, it is very important to keep in mind that report cards, transcripts, and diplomas are legal forms of identification. Students must use their legal given name as found on their birth certificates.

#### **Respect for Personal and School Property**

Students will be held financially responsible for any willful damage, or damage as the result of "horse play," to any school or personal property. In addition, disciplinary action may be taken.

#### **School Closing**

The decision to close school or have a delayed start to school is made by the District Administrator, bus supervisor, and/or city and county police. Please DO NOT call these authorities, the school, the radio or television stations to determine if school is "on" or "off". Rather tune in the radio and/or television stations listed below under Weather to find out this information. Every effort is made to contact the media by 6:00 AM and/or as soon as a decision is made during the school day regarding the closing of school, late start, or early dismissal. In the event weather changes during the course of the school day and warrants early dismissal; again the media will be notified immediately to broadcast the information. New in 2012-2013, parents will have the option of receiving an alert to their phone or email account.

#### **Theft**

If you have experienced a theft, please report it to the office at once. Students are encouraged to contact their insurance carrier to see if theft loss is covered by their parent's policies. A report of any theft can be made to the City of Manawa's Police Department.

#### **Vehicles/Parking Lot**

Students, who drive to school, must have a valid driver's license and obey the state laws that apply to vehicles on school grounds. Students are required to register their car and pay the \$10.00 fee in the office. Students will receive a parking permission sticker or tag and should place it in their front window. This *must* be displayed while their vehicle is on campus. The parking lot will be monitored by school personnel and anyone violating school rules or traffic laws will be reported to administration immediately and the local authorities will be called.

[All spots will be numbered and students must park in their designated spot. If students are not in the designated parking spot, they are subject to being towed at the owners expense.](#)

Snowmobiles are allowed on school property during the school day or during school activities. Students are required to register them and pay the \$5.00 fee in the office. Students will receive a parking permission sticker or tag and should place it in a location easily noticeable by the police. Snowmobilers must be kept in their designated location at all times.

Every effort will be made to protect student property and to keep the parking lot area free from indiscriminate use by students and non-students. **However, parking remains at the risk of the student.** To better monitor the parking, no students may be in the lot except when legitimately arriving or leaving school. *The administration reserves the right to collect car keys from students during the school day.* Students needing to get articles from their cars must obtain approval and a pass from the school office. Detentions may be assigned or parking lot and driving privileges can be revoked at any time for reckless driving, improper parking or violation of lot rules. **Student parking is only permitted in the student parking lot, before, during and after school. Misuse of a motor vehicle on school property may result in the student's loss of privileges to park on school grounds and/or notification of proper authorities.**

#### Visitors

**Parents are welcome to visit the school at any time and should feel free to do so.** Please register in the office upon arrival. If a parent-teacher conference is desired, an appointment should be made. Appointments may be arranged by calling the office at 596-2524.

Generally, **student visitors are not allowed.** Approved visitors must sign in, secure a visitor's pass from the office and display the pass for the time they are in the building. Visitors must have legitimate business in the school. All visits by students must be arranged at least one day in advance with the principal. All visitors must have administrative approval. Individuals who are not LWJ/SHS students may not attend classes, unless they attend as a guest of a LWJ/SHS student.

Students are permitted to bring one guest to school dances. Students must complete the proper form in the office prior to the day of the dance. Students are responsible for their guest's behavior.

#### Weapons

No one shall possess a weapon (or look alike) on school property, school buses, or at any school-related event. If observed with one, the student will be suspended immediately and the process of expulsion will begin. School premises include the school bus and/or any portion of time a student is on a school-sponsored field trip, activities or athletic trip, or on a fan bus.

#### Severe Weather Warning and School Cancellation Broadcasts:

In case of severe/increment weather students and parents/guardians can listen to or watch the following area radio and television stations for information regarding the status of Manawa Schools:

WDUX ----Waupaca 92.7  
WROE/WGEE -----Appleton Area 94.3  
WBAY-CH 2  
WFRV-CH 5  
WSAW-CH 7  
WLUK-CH 11  
NBC 26

If there is no announcement made on the radio and television stations, it will mean schools 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 of this effect will be made on the above stations. New in 2012-2013, parents



will have the option of receiving an alert to their phone or email account, so it is very important that we have updated information.

### Little Wolf Junior/Senior High School Staff Directory

This is your school district. We welcome your questions and concerns. The following information is presented to help you communicate with school district personnel.

<b>Principal</b>	<del>TBA</del> — <a href="#">Karl Morrin</a>	596-5310
<b>Jr/Sr High Counseling Office</b>	Cindy Kelm	596-2524
<b>Office Administrative Assistant</b>	<del>Julie Patri</del> <a href="#">Carrie Koehn</a>	596-2524
<b>School Nurse</b>	Michelle Kaczorowski	596-2524
<b>Athletic Director</b>	Jeff Bortle	596-2524
<b>Librarian</b>	TBA	596-2524

**To leave a voice message or contact a teacher:**

Call the main office line (596-2524). When you hear a voice, push 1, then 4, then the teacher's extension number. This will go directly to voice mail.

**THIS WILL ALL HAVE TO BE CHANGED ONCE WE KNOW WHO IS ALL LEAVING AND WE HAVE ALL OF THE VACANCIES FILLED.**

Mary Besaw –Lunch-Health	3001	Kitchen Crew	3035
Jeff Bortle--AD	3007	Dan Koehler	3029 (TECH ED)
Carey Celske	3046	Tracy Konkol	3013
Amy Anaya (SPANISH)	3023	Jill Krause	3037
Patrick Collins (MATH)	3016	Jennifer Krueger	3015
Sandra Cordes	3027	Librarian	3014
Custodians	3050	Rebecca Marquardt-Comp Lab	3008 (BUS ED)
Deb Draeger-Library Aide	3014	Lori Miller	3021
Mary Eck	3029	Weight Rm Coaches' Office	3036 ( P.E.)
Tracy Eklund	3034	Carmen O'Brien	3031
Jacqueline Gast	3030	Valarie Pari	3032
Mary Bonikowske-Guid. Sec.	????	<del>Julie Patri</del> <a href="#">Carrie Koehn</a>	3000
Nicholas Hericks	3011	Jim Roenz	3012
Shannon Huettner	3010	Linda Trepasso	3033
<del>Joe Isham</del> <a href="#">Kim Poli</a>	3019	Nancy Zabler	3026
Will Johnson	3020		
Michelle Kaczorowski (Nurse)	3044		
Shelley Keller-S.E. Aide	3021		
Cindy Kelm	3002-Counseling Office		
Tammy Kempf-S.E. Aide	3020		

**Disclaimer:**

This booklet does not cover all existing policies of the Board of Education. Additional policies and regulations will be presented and discussed with the student body as they become pertinent in terms of timing. Should a question arise on any topic not covered in this handbook, in this or other sections, students are encouraged to converse with school personnel for facts and opinions.

**SCHOOL FEES – ~~2012-2013~~ 2013-14**

School Fees include, but are not limited to:

High School Fees:	Yearbook	\$50.00 (All Color) (optional) (Last year's cost-could change)
	District Fee	\$20.00*
	Student Pass	\$ 5.00 (optional)
	Lyceum	\$ 2.00*
	Newspaper	\$ 1.00*
TOTAL		\$78.00 (with pass)
		\$73.00 (without pass)
		Plus class fee and course fees*

7 <sup>th</sup> & 8 <sup>th</sup> Grade Fees:	Yearbook	\$12.00 (Plain) (Last year's cost-could change)
	District Fee	\$20.00*
	Lyceum	\$ 2.00*
	TOTAL	\$34.00 (Plain)
		Plus class fee and course fees*

\*\*\*\*\*The listing of individual classes with fees can be found on Page ~~2327~~. \*\*\*\*\*

Students do not have to purchase a yearbook or the student pass if they prefer not to do so. However, the yearbook will need to be paid in full prior to January 1 in order to be guaranteed one. After January 1 names are placed on a waiting list.

***\*High School Students are required to pay District Fee, Lyceum programs and Newspaper (Wolf Talk), class fees, and course fees. 7<sup>th</sup> & 8<sup>th</sup> grade students are required to pay District Fee, Lyceum, class fee, and course fees.***

***Students who qualify for Free/Reduced lunch need to request the District Waiver. District fees and sports fees may be waived if a form is filled out and returned to the District Office.***

STUDENT PARKING LOT PERMIT \$10.00

A new sticker is required every year. Must be displayed behind rear view mirror. Police patrol parking lot. There will be a fine for students not displaying the parking permit.

SNOWMOBILE PERMIT \$ 5.00

A new sticker is required every year. 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 you have a Parking Lot Permit, you will only need to fill out the paperwork)

JUNIOR CLASS FEE \$10.00\*

Fee helps pay for Prom/Homecoming

SOPHOMORE CLASS FEE \$ 5.00\*

Fee helps pay for Homecoming

FRESHMAN CLASS FEE \$ 5.00\*

Fee helps pay for Homecoming

8<sup>TH</sup> GRADE CLASS FEE \$ 5.00\*

Fee helps pay for upcoming class events

7<sup>TH</sup> GRADE CLASS FEE \$ 5.00\*

Fee helps pay for upcoming class events

INDIVIDUAL CLASSES WITH FEES:

Agriculture	Field Trips
Grade 7 Art	\$ 3.00
Grade 8 Art	\$ 3.00
Biology II	\$25.00
2-D Art	\$25.00
3-D Art A	\$30.00
3-D Art B	\$45.00
Fiber Arts	\$25.00
Graphic Design and Photography	\$40.00
Senior Art	\$10-100
<del>Intro. To Engineering Design</del>	<del>\$30.00</del> <u>Human Biology \$25.00</u>
Machine Woodworking (Woods I)	\$50.00
Furniture & Cabinetry (Woods II & III)	<del>\$50.00</del> <u>\$175.00</u> Plus materials
Metals Mfg. Materials Process (Metals I)	<del>\$25.00</del> <u>\$35.00</u>
Metals Fabrication (Metals II)	<del>\$25.00</del> <u>\$50.00</u>
<del>Spanish I &amp; II</del>	<del>\$14.00</del> <u>for workbooks</u>
KSCADE Classes: Students may be responsible for full payment if the course is failed or dropped.	
Guidance Office	Tests (ACT, AP English, transcript requests etc.)
PE Elective	\$20-25 for Various Activities
CAPP English & <del>CAPP Spanish</del> *3 credit course *	<del>\$380.67</del> <u>\$405.00</u> est. (annual price adjusted through UW

Oshkosh)

CAPP Spanish \*3 Credit Course \$670.00

**½ of CAPP courses will need to be paid by end of first semester**

All unpaid fees will be totaled at the end of each year and will be carried over until the student graduates. MSD also reserves the right, after 30 days from the last day of school and three statement notifications, to turn all remaining statements over to the Manawa Police Department for collection.

Questions or concerns should be directed to the school office: (920) 596-2524

Contact Mr. Duane Braun, Principal, if you need to discuss financial arrangements. District Fee waivers are available in school and district offices.

Please keep in mind that the school does not keep large amounts of money in the building. We ask that large bills be taken to a bank to be exchanged. LWJ/SHS office will NOT cash checks for cash only!

<u>LUNCH PROGRAM--Students</u>	\$ <del>2.50</del> <u>\$ 2.60</u> a day or <del>\$12.50</del> <u>\$13.00</u> a week
<u>Adults and Staff</u>	\$ <del>3.15</del> <u>\$ 3.25</u> a day

Prepaid Lunch program – Students receive a PIN number. When a student brings in money for lunch, it will be put into their account. New in the 2012-2013 school year, alerts will automatically be sent out when your account reaches a predetermined low balance threshold.

<u>BREAKFAST PROGRAM--Students</u>	\$ 1.20 a day or \$6.00 week
<u>Adult and Staff</u>	\$ 1.75 a day

Breakfast is served until 7:55 AM. Breakfast is to be eaten in the Commons. Food is **not** to be taken out of the Commons and brought into any classroom.

Free/Reduced forms must be filled out each year. Any returning student has a 10-day grace period. Forms are available in each school and district office.

The following are fees for specific classes. These fees will need to be paid before the student will receive their Annual or diploma.

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**School District of Manawa**  
**ATHLETIC CO-CURRICULAR FEES**  
2012-2013 2013-14

The following is the list of Athletic Co-Curricular Activities and their fees for the high school:

Baseball	\$30.00
Basketball (Girls & Boys)	\$30.00
<u>Cross Country (Girls &amp; Boys)</u>	<u>\$30.00</u>
Football	\$30.00
Golf (Girls & Boys)	\$30.00
<u>Hockey (Girls &amp; Boys)</u>	<u>Co-ed</u>
Softball	\$30.00
Track (Girls & Boys)	\$30.00
Volleyball	\$30.00
Wrestling	\$30.00

<del>Maximum per high school student Fee</del>	<del>\$90.00 per year</del>
Maximum per high school family	\$250.00 per year

Fees are to be made payable to the school office.

Following is the list of Athletic Co-Curricular Activities and their fees for the 7<sup>th</sup> & 8<sup>th</sup> grade:

Basketball (Girls & Boys)	\$15.00
Football	\$15.00
Track (Girls & Boys)	\$15.00
Volleyball	\$15.00
Wrestling	\$15.00

Maximum per middle school student	\$30.00 per year
Maximum per middle school family	\$60.00 per year

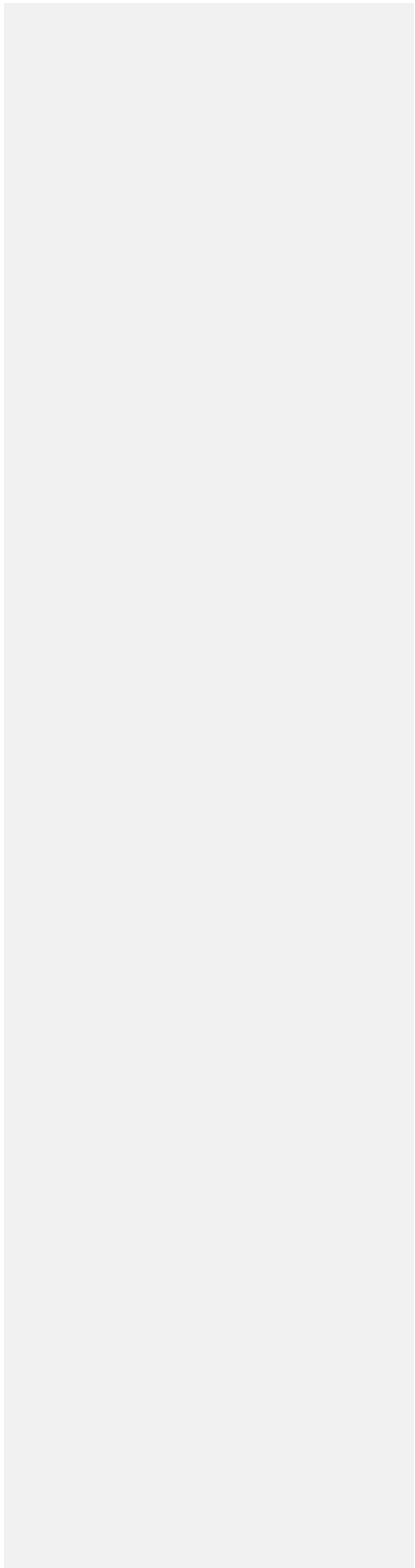
All co-curricular fees are to be paid in full prior to the first event. Fees are to be made payable to the school office. Contact the District Administrator if you need to make financial arrangements or have questions or concerns: (920) 596-2525

Other Co-Curricular activities include, but are not limited to:

Art Team	Bowling Club	FBLA/DECA	Drama
Art Club	National Honor Society	Spanish Club	<u>Swing Choir</u>
FFA	Forensics	Student Council	<u>Pep Band</u>

Sports Activity Pass: The cost is \$5.00 per student, \$25.00 per adult and seniors 62 and older free. This pass allows you into all home sporting events. The Sports Activity Pass is not allowed at any WIAA tournament games.

**Fees may be waived if the family qualifies for Free or Reduced priced meals and completes the waiver. Waivers are located in school or district offices.**



MANAWA SCHOOL DISTRICT ~~2012/2013~~ 2013-14 REGISTRATION/ EMERGENCY CONSENT FORM

Student's full name: Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_

Date of birth \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Grade \_\_\_\_\_ Social Security# \_\_\_\_\_

Address where student lives \_\_\_\_\_

(Address) (City) (State) (Zip)

Township: \_\_\_\_\_ County: \_\_\_\_\_ Miles from School: \_\_\_\_\_ Ride Bus: Yes or No

\*Place of Birth: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_ Country \_\_\_\_\_

Ethnic Background: (Refer to Family Access)  No, my child is not Hispanic or Latino  Yes, my child is Hispanic or Latino  American Indian or Alaska Native  Asian  Black or African American  Native Hawaiian or Other Pacific Islander  White

Family E-Mail Address \_\_\_\_\_ Special Educational Services \_\_\_\_\_

Student E-Mail Address \_\_\_\_\_

Mother or Guardian \_\_\_\_\_ May we contact you at work? Yes / No

Mailing Address \_\_\_\_\_

(Address) (City) (State) (Zip)

Home Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

Employer \_\_\_\_\_

(Name) (Address) (Phone)

Father or Guardian \_\_\_\_\_ May we contact you at work? Yes / No

Mailing Address \_\_\_\_\_

(Address) (City) (State) (Zip)

Home Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

Employer \_\_\_\_\_

(Name) (Address) (Phone)

Custody (Who has custody of child?) Please circle one: Mother Father Both Guardian Court

If school cannot contact parent, name a friend or relative in the area who may be called for both illness and emergency.

First Choice \_\_\_\_\_

Friend or Relative? (Name) (Address) (Phone)

Second Choice \_\_\_\_\_

Friend or Relative? (Name) (Address) (Phone)

Health Alert:  Asthma (carries inhaler)  Seizure Disorder  Diabetic  Heart Condition  Other \_\_\_\_\_

Doctor \_\_\_\_\_ Dentist \_\_\_\_\_

(Name) (Phone) (Name) (Phone)

Hospital \_\_\_\_\_

(Name) (Phone)

Date of last Tetanus Shot \_\_\_\_\_ Name of any current medication(s)? \_\_\_\_\_

Pre-existing medical conditions? \_\_\_\_\_ Allergies of any kind? \_\_\_\_\_

Health Insurance Co. \_\_\_\_\_

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

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

**SCHOOL DISTRICT OF MANAWA**  
ANNUAL HEALTH UPDATE FOR ~~2012-13~~2013-14 SCHOOLYEAR  
Complete this information to be shared with school staff as medically indicated.

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

1. Does your child have asthma as diagnosed by a physician?     \_\_\_yes \_\_\_ no  
If yes, does he/she require an inhaler and/or breathing machine at school?     \_\_\_yes \_\_\_ no  
(Medication and asthma forms required)

2. Has your child had allergic reactions to medication, foods, or insects?     \_\_\_yes \_\_\_ no  
If yes, please list the type of reaction and any care needed \_\_\_\_\_

If your child requires emergency care (for example, EpiPen for bee sting or food allergy), please advise the school nurse.

3. Has your child been diagnosed with a condition which could impair his/her ability to learn? (ADD/ADHD, depression, bipolar disorder, autism, migraines, seizure disorder, menstrual cramping, acid reflux)  
\_\_\_yes \_\_\_ no  
a. If yes, please state the condition (s) and list any medication, amount, and time of administration.

**Please be aware that no medication will be administered during school hours unless the medication procedure is followed (See medication form).**

4. Does your child have a bleeding disorder?     \_\_\_yes \_\_\_ no

5. Does your child have diabetes?     \_\_\_yes \_\_\_ no  
**If yes, please see the school nurse for appropriate forms.**

6. Does your child wear glasses? \_\_\_ Contact lenses? \_\_\_ neither? \_\_\_ (Check one)  
If yes, is correction for near \_\_\_ or distance \_\_\_ vision difficulties? (check one)

7. Does your child have braces/retainer?     \_\_\_yes \_\_\_ no

8. Has your child received any vaccines this year?     \_\_\_yes \_\_\_ no  
If yes, please list name of vaccine(s) and date received \_\_\_\_\_

9. List any other health concerns you have for your child:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is there anything that you would like to discuss with the school nurse prior to the school Year? \_\_\_yes \_\_\_no

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



**School District of Manawa/Little Wolf Jr/Sr High School Permission/Consent Verification Form**

Student Name(s) & Grades: \_\_\_\_\_

**Please use this form after you have read through all of the information in the handbook, which is available on the website at <http://www.manawa.k12.wi.us/jrsr/>. Hard copies will be available at registration if you do not have internet access.**

**Emergency/Registration Consent Form Page**

Parents/Guardians will be asked to complete the Emergency/Registration form for each student. The District nurse has asked that you sign the following, as well: In the event of a medical emergency, during my absence, I hereby give consent for treatment, administration of anesthesia, and surgical intervention for my child(ren) \_\_\_\_\_ as deemed necessary by the attending physician. This consent is extended to the physician, nursing staff, and hospital and will remain in effect until revoked in writing by the undersigned. The parent's recommendation will be respected as far as possible. I understand that in the final disposition of an emergency, the judgment of school authorities will prevail. Anytime the information on the Emergency Form changes, I will notify the school.

\_\_\_\_ YES, I have read and understand the School District of Manawa Registration/Emergency Consent Form information and give consent for my child to be treated.

\_\_\_\_ NO- I have read and understand the School District of Manawa Registration/Emergency Consent Form information. I **DO NOT** give consent for my child to be treated.

**Computer/Internet Usage/Electronic Device Policy—Pages**

Parents/Guardians and student(s) have read, understand and agree to the MSD Computer/Internet Use Policy and the Electronic Device Policy. We understand that violations of the usage stated in the policy may constitute suspension or revocation of computer and/or internet privileges.

\_\_\_\_ YES, I have read and understand the MSD Computer/Internet Use Policy and the Electronic Device Policy. I give permission for my child use District technology.

\_\_\_\_ NO – I have read and understand the MSD the Computer/Internet Use Policy and Electronic Device Policy. I **DO NOT** give permission for my child to use District technology.

**Co-Curricular Handbook**

Parents/Guardians and student(s)/athlete(s) have read the School District of Manawa Co-Curricular Handbook, which includes the Code of Conduct for Athletics/Activities and Disciplinary Action.

\_\_\_\_ YES \_\_\_\_\_ NO

**Photo/Video Permission—Page**

In order to submit classroom images (pictures/videos) for publication, we need parental permission.

\_\_\_\_ YES, I give my permission for images of my child to be published \_\_\_\_ NO, please do not submit images of my child for publication.

**Field Trip—Page**

I hereby give my permission for my child(ren) to attend any scheduled field trip either in the District or out of the District. It is my understanding that my child(ren)'s teacher will notify me in advance of any upcoming field trip. If I decide that I do not want my child(ren) to attend the scheduled field trip, I can notify the teacher in writing or by a telephone call at least twenty-four (24) hours prior to the scheduled trip so other arrangements can be made for my child(ren) to attend his/her regular scheduled classes.

\_\_\_\_ YES, I give my permission for images of my child to be published \_\_\_\_ NO, please do not submit images of my child for publication.

**Student Handbook Acknowledgement**

Parents/Guardians and student(s) have read the MSD—LWJ/SH Handbook, which includes **Registration-Emergency Consent Form, Health Form, Computer-Internet Usage & Electronic Device Policy, Photo/Video Policy**, , but is not limited to school policies, general scheduling, graduation requirement information, grading, discipline and social conduct.

\_\_\_\_ YES \_\_\_\_\_ NO

I have been given the opportunity to view and/or obtain any of the above information to review. My child(ren) and I have read and understand each section. **By signing below, we agree to follow the rules and guidelines within the 2012-2013 Student Handbook**

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

Student(s) Signature(s): \_\_\_\_\_

**Little Wolf High School Honors Lunch Release Form**

Juniors and seniors, who have a 3.00 or better cumulative grade-point average (GPA), are earning a 'C' or better in all classes and receive parental permission as indicated below, will be granted release time from school for open campus during lunch.

Little Wolf High Principal

\*\*\*\*\*

---

Student Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Grade Level (2012-2013) \_\_\_\_\_

Grade Point Average \_\_\_\_\_

---

Home Address \_\_\_\_\_

Home Telephone # \_\_\_\_\_ Cell Phone # of Student \_\_\_\_\_

Email address if available \_\_\_\_\_

As an honor student, I promise to follow all Honors Release (open campus) rules and regulations established by Little Wolf JR/SR High School as reflected in the Student Handbook and this form. I will follow all check-in and check-out rules established by the school. I understand if I break any rules I will have my privileges revoked and will go through due process for reinstatement.

\_\_\_\_\_  
Honor Student's signature

\_\_\_\_\_  
Date

As a parent/guardian of the above student, I give my permission for my child to participate in the Honors (open campus) program, and I expect them to follow all school rules to keep their Honors status.

\_\_\_\_\_  
Honor Student's parent/guardian name (please print)

\_\_\_\_\_  
Parent or Guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office Approval

\_\_\_\_\_  
Date

**\*\*\*\*Please read all the rules and regulations found on Page 8-9 before signing the above permission slip. \*\*\*\***

**Electronic Communication Device Agreement**

Student Name (Print): \_\_\_\_\_ School Year: \_\_\_\_\_

Permission to possess a wireless communication device (WCD) is dependent on observing the following rules:

1. Students are personally and solely responsible for the care and security of their WCDs. The School District of Manawa and its employees assume no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.
2. Students agree that the WCD 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.
3. Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person during the school day, without express prior notice and authorized by the building principal.
4. "Sexting", the electronic transmission of sexual messages or pictures, usually through cell phone text messaging, is prohibited at any time on school property or at school functions, while under the supervision of school authorities, or transmitted to others at school.
5. WCDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. See Policy 731.1 – Locker Room Privacy Policy.
6. No expectation of confidentiality will exist in the use of WCDs on school premises/property.
7. Students are prohibited from using a WCD 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 411.1 – Harassment and/or Bullying of Students.
8. Students are also prohibited from using a WCD 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.

=====

We agree that any device specified on this agreement will only be used for the reason that is stated on this agreement, and only under the circumstances allowed by the School District of Manawa. This agreement is valid only for the school year in which it was filed.

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

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

=====

This student has permission to possess the electronic communication device specified on this agreement, and to use the device for the stated purpose under conditions agreement by the School District of Manawa.

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS AGREEMENT IS INCLUDED IN THE GENERAL PERMISSION/CONSENT/VERIFICATION FORM FOUND ON PAGE 27 AND DOES NOT NEED TO BE TURNED IN SEPARATELY.**

**SCHOOL DISTRICT OF MANAWA COMPUTER USEAGE AGREEMENT**

Student Name (Print): \_\_\_\_\_ School Year: \_\_\_\_\_

The School District of Manawa has acquired a vast inventory of computers and other technology-related items. The district’s Technology Committee, in cooperation with the Board of Education, has set forth the following guidelines and restrictions for proper use of this equipment:

**HARDWARE:**

Students will be given access to the district’s technology hardware to use for educational purposes. Any abuse of misuse of these machines will not be tolerated. Students will be held financially responsible for any repairs that need to be made due to misuse, including parts and labor. Hardware access privileges may be revoked at the discretion of the district’s Technology Committee.

**SOFTWARE:**

Students may use the software provided by the district for educational purposes. These applications are to be used within guidelines set forth by instructional staff and as dictated by curriculum. Students may not install or use any software in violation of the district’s copyright policy. Students may not alter or tamper with any software on the district’s computers. Misuse of software may result in revocation not computer privileges.

**NETWORK:**

Each student will be given a valid user account on his or her building’s network. Students are responsible for all network activity under their account. Students may not access the network with another user’s account. Students may not tamper with administration of the network. Misuse of the network may also result in revocation of computer privileges.

**INTERNET:**

Students will be allowed to use the Internet only after agreeing to the terms of this Acceptable Use Policy, and only after they have received parental permission to use the Internet as indicated by the signature on this AUP. Students will be allowed to use the World Wide Web for educational purposes. Students may not use the Web to access material that is pornographic, obscene, or otherwise educationally inappropriate. Email, Chat, FTP/Download, and Telnet will only be available for use under the direct supervision of a staff member. As with other technologies, misuse of Internet access may result in loss of privileges.

I accept the above terms, and will use the district’s technology resources as set forth by the guidelines contained therein.

\_\_\_\_\_  
**Student**

The above-signed child has my permission to use the districts technology resources as set forth by the terms outlined above.

\_\_\_\_\_  
**Parent or Guardian**

**THIS AGREEMENT IS INCLUDED IN THE GENERAL PERMISSION/CONSENT/VERIFICATION FORM FOUND ON PAGE 27 AND DOES NOT NEED TO BE TURNED IN SEPARATELY.**

(SAMPLE FORM)

Little Wolf Junior/Senior High School

515 E. Fourth Street, Manawa WI 54949, (920) 596-2524

Field Trip/Out of School Permission Slip

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

Course Name/Chaperone: \_\_\_\_\_

Destination: \_\_\_\_\_

Date of Trip: \_\_\_\_\_ Time/Place to Meet: \_\_\_\_\_

Return Time/Place: \_\_\_\_\_ Fees/Equipment: \_\_\_\_\_

Other: \_\_\_\_\_

Detach and return the bottom portion by \_\_\_\_\_ (date).

If field trip is scheduled to leave before school starts and because weather does not permit, staff member will make a phone call to each student.

Please keep the above information for your reference.

I grant permission for \_\_\_\_\_ to attend \_\_\_\_\_ and be transported by the Manawa School District. My student agrees to abide by all school policies while attending this field trip.

Person to contact in case of medical emergency: \_\_\_\_\_

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

Is your son or daughter allergic to anything? \_\_\_\_\_

Any special needs or other information that we should be aware of? \_\_\_\_\_

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

Signature of Parent or Guardian \_\_\_\_\_

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

Home Phone Number: \_\_\_\_\_