

Student Handbook

2013-2014



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 September13, 2013, if not previously returned.****

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 no 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 their 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.

2013-2014 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 providing 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 have 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 (LW JR/SR HS). Forms that need to be filled out are included in this handbook on pages 27, 28, 29. Please **return these forms to the school office by September 13, 2013, if not previously returned.** Thank you and welcome to the 2013-2014 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 achievements 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 preset your locks on your lockers..
- 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.
- Little Wolf JR/SR High School is not responsible for lost or stolen items that are not kept locked in the students lockers

Activities Offered

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
Forensics	FBLA	Wrestling	Softball	Cheerleading Club
National Honor Society	Art Club	Basketball	Golf	Bowling Club
Student Council	Art Team	Baseball	Track	FFA
Drama	Hockey	Quiz Bowl	FCA	Madrigal
Pep Band	Solo Ensemble			

Jr. High School Activities:

Basketball	Football	Track	Volleyball	Wrestling
Student Council	Ski Club	Cross-Country	Forensics	Solo Ensemble

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 toward teachers, fellow students and guests. Any student known by authorities to be using and /or possessing alcohol, drugs, or tobacco while representing LW JR/SR HS at any activity will face disciplinary action, which may include suspension or expulsion.

When LW JR/SR HS 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.

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

PRODUCTS THAT 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

Warning Bell	7:45
<u>Block 1</u>	
Period 1	7:50 – 8:32
Period 2	8:35 – 9:17
<u>Block 2</u>	
Period 3	9:22 – 10:04
Period 4	10:07 – 10:49
JH Lunch	10:49 – 11:20
JH RTI	11:23 – 12:05
HS Band/RTI	10:54 – 11:34
HS Lunch	11:34 – 12:05
<u>Block 3</u>	
Period 5	12:08 – 12:50
Period 6	12:53 – 1:35
<u>Block 4</u>	
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 the LW JR/SR HS office may be reached by calling 920-596-2524.** 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, according to Wisconsin State Statute 118.15, 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 for all pupils, regardless of age. A Parental Permission Release Form must be on file in the high school office for any student 18 years or older prior to being excused from school.

Attendance—Graduation Requirements: Current seniors must attend at least ninety percent (90%) of their scheduled graded classes during the last semester of their senior year to participate in the graduation ceremony. Confining illnesses verified by a doctor's statement and school-sponsored absences such as field trips and athletic competitions constitute exceptions to this requirement. All other absences including illnesses, appointments, vacations, etc., will not constitute exceptions.

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 of the 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: Each quarter a student is granted three tardies before he/she 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 he/she skips two detentions in a row, there will be a meeting called with his/her parents/guardians, and 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, he/she will lose the off-campus privilege.

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 the reason for the absence. If after 2 days the office has not received notification for the unexcused absence, the student then becomes truant and will be referred to administration for disciplinary action.

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

Closed Campus: Students are reminded that LW JR/SR HS operates under a closed campus policy.

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 release rules will be disciplined accordingly. Students who have lost release privileges will not be released during lunch hour without proof of medical appointment.

Bus Policy

Parents and students should read the MSD Bus Policy; and if there are 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

LW JR/SR HS 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.

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

Students are entitled to a confidential relationship with their counselor when discussing personal issues according to federal and Wisconsin laws.

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 of 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 receipt 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.

Detentions and/or Suspensions

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 decision 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 expressed 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, they will subject to disciplinary action.

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.

Dress Code

We take pride in the appearance of our students. All students are expected to dress and groom themselves neatly in clothing that is seasonably suitable for school activities. Students wearing inappropriate clothing, such as but not limited to, clothing with alcohol/tobacco reference, inappropriate slogans and suggestive in nature may be asked to return home to make necessary changes. Clothing must cover undergarments. Shorts, skirts and dresses must have a four-inch inseam or reach fingertip in length. Hats, caps, headwear, jackets/coats, bulky outerwear, backpacks, large chains, jewelry with sharp objects, etc., are not allowed to be worn in the school.

Remember, this is a place of education. It is the responsibility of the school to prohibit students from attending school when their personal appearance or attire is of a nature that interferes with the instructional purpose of the school or attracts undue attention that is detrimental to the normal operation of the school

Reporting Concerns:

There will be a common check time during announcements at 7:50 for teachers to check if there are any students that are 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 a 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 a parent will be notified by phone call and a parent meeting will be set up with the building principal.
- **Third occurrence:** In-school suspension
- **Additional occurrences:** Out-of-school suspension and a parent meeting with administration.

Students may be denied admission to school events and activities if their clothing violates the dress code.

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 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/Smart phones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students may not use 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).

Any 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).

1st offense –Warning – device is requested to be turned off

Every other time the student will have their phone taken from the teacher and given back at the end of the day.

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

The Electronic Communication Device Agreement is included in the All Encompassing Permission/Consent/Verification Form found on Page 30.

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) Drug 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

Co-Curricular Activities

Co-curricular activities will include but are not limited to the following:

Section 1: All athletic activities offered:

Basketball	Softball	Wrestling	Baseball
Cross Country	Football	Track	Bowling Club
Golf	Volleyball	Hockey	

Section 2: All non-athletic activities offered:

Art Club	FBLA	FCA	Solo Ensemble
Art Team	Ski Club	Swing Choir	Quiz Bowl
FFA	Spanish Club	Madrigal	Forensics
Student Council	Pep Band	National Honor Society	

Membership (4-26-10)

As stated in the WIAA High School Handbook – Article VII – Health and Behavior/Compliance:

Section 1 – Required Documentation

A. A student may not practice for or participate in interscholastic athletics until the school has written evidence on file in its office attesting to:

- 1) Yearly parental permission , including an acknowledgment of receiving the school athletic code
- 2) Acknowledgement of receiving the WIAA rules of Eligibility
- 3) Athletic Emergency Form
- 4) Current physical fitness to participate in sports
- 5) Sports fee paid or fee waive turned into school office.
- 6) Concussion information sheet may be obtained by athletic director.

Section 2 – Physical Examination

A. A current physical fitness to participate in sports as determined by a licensed physician or advanced practice nurse prescriber (APNP) no less than every other school year with April 1 the earliest date of examination. School policy determines when an athlete may return to competition following an injury, except where rule book or WIAA tournament policies apply.

B. Physical examinations are good for two years from the date the physical was given.

- **Be an amateur in all sports. You violate your amateur status if you: “Accept any amount of money or merchandise, awards for athletic services, or sign a contract for athletic services.” Example: League Teams, Golf outings –“hole in one win a car”**
- Parents/Guardians and students who are involved in an athletic program are requested to attend either the fall, winter or spring informational meeting.

Academic Eligibility

Eligibility requirements will begin with the initial enrollment in the first co-curricular activity. In order to be academically eligible for co-curricular activities, a student must meet all the District and DPI requirements defining a full-time student. Additionally, each student must have passed or be currently passing all classes as stated in the following academic requirements:

- Athletes who receive an “F” at the conclusion of a nine-week grading period will be ineligible to participate in 25% of the total games or appearances of that sport or activity’s full season. The athlete will be placed on academic probation for the entire quarter and must be passing all classes during the quarter. If at any time an athlete falls to failing status the athlete will be ineligible to participate until the athlete has regained passing status in all classes. **The athlete will not be allowed to leave school early for any event in that sport until all grades are passing.**

- Athletes who receive two or more “F’s” during a nine-week grading period will be ineligible for participation for the entire next nine-week grading period. This does not prohibit an athlete from practicing or assisting with the activity, with the coach’s approval. **The athlete will not be allowed to leave school early for any event in that sport until all grades are passing..**
- An athlete who is enrolled in any state-approved Exceptional Educational Needs program, and who receives no usual grades for such courses, may be eligible if he/she is making satisfactory progress in his/her total school program as indicated by his/her IEP.
- All athletes must be enrolled in semester classes, which will result in earning 7 credits per academic year to be eligible for co-curricular participation the following year.

Attendance: (Athletic & Non-Athletic Activities)

A student must be in attendance by noon to participate in any co-curricular events. Exceptions to this are excused school- related activities and appointments that are approved in advance by Administration and/or a written doctor’s excuse.

- **(Exception: acceptable absences as they fall under Wisconsin State Statute 118 regarding compulsory education)**
- If a student is truant from an assigned class period or is displaying a pattern of habitual tardiness to a specific class, he/she will be referred to the principal and will not be allowed to compete until the situation is resolved.

Students may not compete, perform, practice or attend on days of an out-of-school suspension.

- All student athletes must attend school the day following an athletic contest, except for non-school days, barring of course, injury, emergency, etc. Violation will result in athletes missing the next scheduled contest.
- Students suspended from co-curricular activities are expected to remain as part of the team or group. Due to the diversity of co-curricular activities, it will be up to the advisor or coach to determine what level of involvement the student will have in the group and whether or not the student will be required to attend all contests and activities. **Members of athletic teams are required to attend all practices and be a non-participants during the time of their suspension.**
- Students with five (5) or more unexcused absences within a quarter will be suspended from competition until a conference with parents/guardian and building principal, athletic director and/or advisor can be held to resolve the attendance problem.

Travel and Conduct on Trips

1. Students/athletes who participate in activities outside of the School District of Manawa will conduct themselves as responsible young adults. This includes but is not limited to the following
 - Show appropriate respect for all adults and authority figures.
 - Show courteous and well-mannered behavior.
 - Show appropriate sportsmanship at all times.

2. It is the student/athlete's responsibility to represent our school and community in a positive manner.
3. Athletes participating in athletic activities and performing on behalf of the School District of Manawa must use the means of transportation provided by the school to get to and from a co-curricular event. Any exception/change to the above must have written parental consent to the building principal or athletic director or coach by 9:00 am the day of the event. The athletic director or principal will act upon violations of this rule.
4. Non-athletic activities must have a Field Trip form filled out and signed by a parent/guardian and returned to the advisor prior to their field trip.(forms may be picked up from an advisor or in the main office)
5. A student/athlete may ride home from these events with an immediate family member or an approved adult, once a release form has been completed and after receiving permission from the athletic director, advisor or principal.
6. If no prior approval, permission by a parent/guardian must be given to the coach and/or advisor at the event and abide by provisions of rule five (5).

Injuries, Accident Reports and Insurance Coverage

1. The School bears the cost of co-insurance with the exception of a \$100.00 deductible per incident. (The deductible is the student's/guardian's responsibility)
1. All injuries must be reported immediately to the coach and/or advisor. Coaches and advisors should be notified prior to any medical treatment on the part of the student/athlete whenever possible or as soon as possible after treatment. The injury must also be reported immediately to the office by the coach or advisor for insurance purposes. The report should be handed into the high school office.
2. It is the policy of W.I.A.A. and the School District of Manawa to have a medical release from a medical physician following any severe injury.
3. All head injuries severe enough to have received medical treatment require a medical release from a medical physician before the athlete may return to any practice or competition. (please refer to the W.I.A.A. for further requirements for head injuries/concussions)

Care of Equipment

1. Each student/athlete is responsible for the proper care and safekeeping of equipment issued to him/her. Lockers should be securely locked during and after every practice/game/event.
2. Equipment issued to a student/athlete shall be the responsibility of that individual. These individuals shall pay for any equipment not returned at the current replacement cost.
3. School issued equipment is school property and is used during a particular season/event only. At the conclusion of a season/event equipment must be turned in to the coach/advisor in charge. Parental assistance in this matter will be greatly appreciated. It is the responsibility of the student/athlete and the parent to have equipment turned in at the proper time.
4. A student/athlete will not participate in another activity until all equipment and /or fines have been returned or paid to the appropriate coach or advisor.
5. A student/athlete will not receive any "end of the season" awards until all equipment, fees and/or fines have been returned or paid.

Practice, Competition, Contests (Athletic & Non-Athletic Activities)

1. All athletes/members are expected to attend all practices and events of that activity unless excused by their coach/advisor, principal or athletic director.
2. Violations such as being late for practices, missing practice and disrespect shall be dealt with at the coach/advisor, principal or athletic director's discretion.
3. All athletes/members and/or parents/guardians are asked to give each coach and/or advisor a **24 hour courtesy time limit** prior to discussing an issue or concern following an event.

Changing a Sport/Activity

1. A student/athlete may not quit one sport/activity and begin another during the same season without the consent of both head coaches/advisors involved in the change and permission from the athletic director, advisor and principal. Any disciplinary actions that are in place will remain in place in the new activity.

Athletic Awards (Athletic Activities)

1. A letter "M" and certificate will be awarded the first time to the athlete who fulfills the varsity requirements set forth by the coach, provided he/she has not been expelled from athletic participation due to training rule violations and finishes the season in good standing.
2. Any athlete who earns additional varsity letters shall be presented with a certificate and bar pin signifying this honor.
3. Participation certificates are awarded to all athletes who successfully complete a season, but who do not earn a varsity letter.
4. All awards will be received and displayed with honor, pride and dignity.
5. Any "M" which becomes too shabby to be worn while an award winner is still in school may be turned in to the athletic director for a new letter.
6. Any student having a code violation will forfeit the privilege of having their name submitted for any special awards (conference, state, etc) or honors during the season in which the code violation was committed and/or served.

Pre-Season Meeting

This Student Handbook shall be distributed to each student during the pre-season meeting and/or the first day that he/she reports for a co-curricular activity. Physical card, Emergency Form, Concussion Form and Athletic Fee information shall be distributed at this time as well. The original signed form for the Student Handbook, physical card, Concussion Form, and Emergency Form shall be kept on file in the High School office. The Pre-Season Meeting shall be offered in the fall prior to the beginning of the co-curricular season.

Parent Involvement

Parental attendance at pre-season meetings is requested and involvement throughout the season is encouraged.

Code of Conduct

Participants/athletes are reminded that they represent the school both at athletic contests and elsewhere. All participants/athletes are expected to follow all school rules and to display high standards of behavior, including good sportsmanship, respect for others, and use of appropriate language and dress at all times. Participants/athletes must refrain from any conduct at any time that would reflect unsatisfactorily on him or her or the school. Conduct which would reflect unsatisfactory on a participant/athlete (Conduct Unbecoming of an Athlete) or on the school includes, but is not limited to, the following:

- Any crime dealing with, but not limited to, sexual behavior, vandalism or property damage, theft.
- Possession, use, sale or purchase of any controlled substance/intoxicant or drug paraphernalia. Controlled substances/intoxicants include, but are not limited to: alcoholic steroids or prescribed medications used in a manner other than that for which it was prescribed.
- Purchase, use or possession of tobacco products in any form.
- The possession of any weapon or look alike weapons.
- Hosting, sponsoring, or organizing a party/gathering at which alcohol or drugs are being used, consumed or offered.

Code violations may be presented, in writing, to the Administration by any staff member, liaison officer and/or credible person who has knowledge of a possible infraction. Such reports must be made within ninety (90) days of said violation. A confidential complaint will be investigated to the extent possible.

Violations of the school rules/conduct shall also be a violation of the Extra-Curricular Code and the participant/athlete is to be disciplined accordingly as established by the principal, athletic director, and/or advisor.

Violation of Training Rules

Athletic Activities:

- An athlete who is charged with a violation of training rules or any W.I.A.A. regulation shall be suspended until such time as his/her violation is reviewed by his/her coach, the athletic director and the principal. The athlete must participate for the entire season in order for the suspension to be considered served.

Athletic & Non-Athletic Activities:

- A student/athlete will be determined to have committed a violation of the Co-Curricular Code if any of the following have occurred:
 - a. The student/athlete admits the conduct constituting a violation
 - b. The building administrator or designee obtains information, which in his/her judgment is clear and convincing evidence that the student/athlete engaged in conduct constituting a violation.
- All students/athletes attending the School District of Manawa schools must abide by the rules and regulations of this handbook.
- The Athletic Director will maintain an ongoing record of all co-curricular violations to the rules of this handbook.

Penalties for Violation of Co-Curricular Activities Rules:

Athletic Activities:

- First offense: suspension from 25% of the contests in the present season or a minimum of two (2) contests.
- Second Offense: suspension from 50% of the contests in the present season or a minimum of five (5) contests.
- Third and subsequent offenses: suspension from all activities for one (1) calendar year.
- Grade violations will follow the evaluation identified under academics of this handbook.
- The above co-curricular rules/violations will pertain to all athletes in grades seventh through twelve. Offenses stay with the student throughout their years in school. The slate is not wiped clean by ignoring or not serving a suspension or entering into the next grade or new school the next year.

Listed below is the number of contests students would have to sit out if they violated the co-curricular activities rules. There will be a twenty-five percent (25%) penalty for the first violation, fifty percent (50%) for second violations, and one-calendar year (1) suspension for third and subsequent violations.

Number of Contests	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Percentage	Number of Contests Penalized																					
*25%	1	1	1	1	1	1	2	2	2	2	2	3	3	3	3	4	4	4	4	5	5	5
*50%	1	1	1	2	3	3	3	4	4	5	5	6	6	7	7	8	8	9	9	10	10	10

- All fraction of percentages .5 and lower have been rounded down to the next full number. Any enforcement of individual or multi-game/meet date will be considered as individual games scheduled. Other types of tournaments, when not individual or dual tournaments will count as one game or meet scheduled.

Completion of Suspension:

Any remaining percentage of the suspension not served during the initial sports season shall be applied toward the season of the next sport in which the athlete participates (for example, if an athlete is suspended for a percentage of football games with less than the percentage remaining in the season, he/she will be suspended from a percentage of contests of the next sport in which he/she competes) A suspension may need to be repeated if a student who is on suspension for part of the season does not complete the season of his/her sport or activity. The intent of this provision is to prevent students from beginning a sport season and then quitting in order to satisfy a suspension.

Non-Athletic Activities:

- Other co-curricular students will follow suspensions specific to the activities they’re involved with during the school year.
- For those activities with limited scheduled events, a violation could result in exclusion from that activity. Administrative discretion regarding specific penalties may have to be applied to those situations where students are participating in only one event.

Athletic & Non-Athletic Activities:

- Any student, who in good faith, refer themselves or parents who refer their son or daughter for violations of the co-curricular rules may have their penalty reduced by one (1) event/contest if deemed appropriate by the building administrator or athletic director.

Appeal Procedure

- A student/athlete may appeal disciplinary action by making application in writing within seven (7) calendar days to the building principal for an appeal to the Appeal Board. The Appeal Board will consist of the Athletic Director, co-curricular advisor, and two faculty members not directly involved with the individual students co-curricular activities. Disciplinary action administered for academic reasons will not be heard in appeal. The Appeal Board will be selected by the building principal. The right to appeal will not serve as a pardon for participation purposes.

Sportsmanship

All students and parents are required to practice good sportsmanship during all school related events. The demonstration poor sportsmanship can result in the removal from sporting events.

**ATHLETIC
CO-CURRICULAR ACTIVITY FEES
2013-2014**

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

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

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

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

Baseball	\$30.00
Basketball (Girls & Boys)	\$30.00
Cross Country (Girls & Boys)	\$30.00
Football	\$30.00
Golf (Girls & Boys)	\$30.00
Hockey (Girls & Boys)	CO-OP
Softball	\$30.00
Track (Girls & Boys)	\$30.00
Volleyball	\$30.00
Wrestling	\$30.00

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

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

Fees are to be made payable to Little Wolf Jr/Sr High School.

Field Trips

Students on field trips 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 teacher. Students participating on school arranged field trips must ride to and from destination on transportation provided.

General Scheduling and Graduation Requirement Information

Class schedule registration will normally take place in December and January of the previous school year. Please consult with the school guidance counselor.

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

Graduation Requirements

1. Credits required for graduation is 28 Credits
2. The minimum class load for a full-time student is seven (7) credits per year
3. Graduation Requirements. Successfully complete 28 credits in the 2013-14 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 -----	14 credits

*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: Students will have up to three days at the beginning of each semester to make any schedule changes. Schedule changes may be made by the school counselor. **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 8th 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 while 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.

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

(W) Withdrew: A student receives this grade when he/she drops a course with administrative approval. NOTE: A student withdrawing from a course after the fifth week of the semester will do so with an F unless granted administrative exception.

	<u>Honor Roll</u>	
High Honor	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.

Parent / Teacher Conferences: Parent/teacher conferences will be held for the purpose of evaluation of student progress in school. Parents/guardians are encouraged to communicate with staff members at any time throughout the school year concerning their child's progress. Any time a parent wishes to see his/her child's records or confer with a teacher they should make an appointment through the High School office. Conferences for the 2013-2014 school year are on the following dates:

***October 17, 2013 4 pm – 7pm and October 18, 2013 8:00 am – 11:00 am followed by Staff Development
February 20, 2014 4:00 pm – 7:00 pm and February 21, 2014 8:00 am – 11:00 am followed by Staff Development***

Skyward Family Access: Parents may access records on their child, 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 set up *Family Access* can be accessed by visiting www.manawa.k12.wi.us. Each student is also set up with Student Access and can monitor his/her 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, he/she must have permission from the staff member, and must have their planner with them as their 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. *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 phy.ed. lockers. In order to keep our school safe, drug and weapon-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.

Lunch

Campus is closed for students in 7th-10th grades. Students with Senior and Junior status are eligible to leave campus for lunch. Students must follow all District and Student Handbook rules, and follow all State and local truancy rules.

Any student who leaves campus without approval, is subject to disciplinary action.

Registration

The School District of Manawa will be hosting a district wide registration for all students Thursday, 8/22/2013 from 4:00 pm – 8:00 pm and Friday, 8/23/2013 from 8:00 am – noon

School Closing

In case of inclement weather, notification of any school closings, late starts or early dismissals, shall be the determination of the school administration. Parents, guardians and students will be notified by school announcements, Skylert announcements or by tuning into stations: WDUX 92 FM, 800 AM, WFRV Channel 5, WBAY Channel 2, WSAW Channel 7, WLUK Fox 11, NBC Channel 26 and WROE/WOZZ Radio.

Theft

Report any theft to the High School Office. Personal property is not the responsibility of the school district

Vehicles/Parking Lot

A \$10.00 fee is required to register your vehicle. Parking permits are required to and shall be hung on the front windshield mirror. 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.

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 **permission sticker or tag and should place it in a location easily noticeable by the police. Snowmobiles must be kept in their designated location at all times.**

Visitors

All visitors must register in the school office. Visitors will be given a pass that shall be displayed during the time of the visit.

All visits by students must be arranged at least one day in advance with the principal. All visitors must have administrative approval from both schools. Individuals who are not LW JR/SR HS students may not attend classes, unless they attend as a guest of a LW JR/SR HS 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

See school board policy.

Weather Alerts

In case of severe/inclement 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
WBAY-CH 2
WSAW-CH 7
NBC 26

WROE/WGEE ----Appleton Area 94.3
WFRV-CH 5
WLUK-CH 11

If there is no announcement made on the radio and television stations, school will be open and the buses will be running. If the weather should turn severe during the day and buses are sent out early, an announcement of this effect will be made on the above stations. 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.

SCHOOL FEES – 2013-2014

School Fees include, but are not limited to:

High School Fees:	Yearbook	\$50.00 (All Color) (Optional) (Subject to change)
	District Fee	\$20.00*
	Student Pass	\$ 5.00 (Optional)
	Lyceum	\$ 2.00*
	Newspaper	<u>\$ 1.00*</u>

TOTAL	\$78.00 (with pass and yearbook)
	\$23.00 (without pass and without yearbook)
	Plus class fee and course fees*

7th & 8th Grade Fees:	Yearbook	\$12.00 (Plain) (Last year's cost-could change)
	Student Pass	\$ 5.00 (Optional)
	District Fee	\$20.00*
	Lyceum	<u>\$ 2.00*</u>

TOTAL	\$39.00 (with pass and yearbook)
	\$22.00 (without pass and without yearbook)
	Plus class fee and course fees*

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. 7th & 8th 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. It must be displayed behind the rear view mirror. Police patrol the parking lot. Students failing to display their parking permit will be fined.

SNOWMOBILE PERMIT \$ 5.00

A new sticker is required every year. It must be displayed on the side of the snowmobile visible for the police to see. There will be a fine for students not displaying the snowmobile permit.

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

8TH GRADE CLASS FEE \$ 5.00

Fee helps pay for upcoming class events

7TH 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
Drawing and Painting	\$25.00
Pottery and Sculpture	\$30.00
Jewelry and Glass	\$45.00
Fiber Arts	\$25.00
Graphic Design and Photography	\$40.00
Senior Art	\$10.00 - \$100.00
Intro to tech	\$35.00
Human Biology	\$25.00
Machine Woodworking	\$50.00
Furniture & Cabinetry	\$75.00 Plus materials
Metals Mfg. Materials Process	\$35.00
Metals Fabrication	\$50.00

KSCADE Classes:

Students shall be responsible for full payment of books and courses if the class is failed or dropped.

Guidance Office	Tests (ACT, AP English, transcript requests etc.)
PE Elective	\$20.00 - \$25.00 for Various Activities
CAPP English *3 credit course	\$405.00 est. (annual price adjusted through UW Oshkosh)
CAPP Spanish *3 Credit Course	\$670.00 est. (annual price adjusted through UW Oshkosh)

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

All fees shall be paid at the end of the current school year, unless arrangements have been made through the district administration.

Payments may be made through checks written to the School District of Manawa, cash payments and online payments through student access. Credit cards will not be accepted.

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

Free/Reduced Breakfast and Lunch forms must be filled out each year. Forms are available in each school and District Office.

MANAWA SCHOOL DISTRICT 2013-2014 REGISTRATION/ EMERGENCY CONSENT FORM

Student's full name: Last _____ First _____ M.I. _____

Date of birth _____ Male _____ Female _____ Grade _____ Social Security# _____

Address where student lives _____

Township: _____ (Address) _____ (City) _____ (State) _____ (Zip) _____
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 2013-2014 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 sign this form after you have read through all of the information in the student handbook.

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.

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/Co-Curricular 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, social conduct, and Co-Curricular information which includes the Code of Conduct for Athletics/Activities and Disciplinary Action.

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 2013-2014 Student Handbook.

Parent/Guardian Signature: _____ **Date:** _____

Student(s) Signature(s): _____