



# SCHOOL DISTRICT OF MANAWA

## Student/Parent Handbook 2023-24



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The policies/procedures referenced in the handbook are found on the district website (<https://www.manawaschools.org>). Copies of any policy/procedure can be obtained by contacting the District Office.

The School District of Manawa does not discriminate against individuals on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Federal law prohibits discrimination in education and employment on the basis of age, race, color, national origin, sex, religion, or disability.

# School District of Manawa

## ■ ADMINISTRATION/BOARD OF EDUCATION

800 Beech Street  
Manawa, WI 54949  
920-596-2525  
Ryan Peterson - District/Business Administrator

## ■ LITTLE WOLF HIGH SCHOOL/MANAWA MIDDLE SCHOOL

515 East 4th Street  
Manawa, WI 54949  
920-596-  
Michelle Johnson - Principal; 6-12 Curriculum Director  
Jeff Bortle – Dean of Students  
Lance Litchfield – Athletic Director

## ■ MANAWA ELEMENTARY SCHOOL

800 Beech Street  
Manawa, WI 54949  
920-596-2559  
Danielle Brauer – Principal; Special Education Director; 4K-5 Curriculum Director

## ■ PAVING THE WAY

407 S. Bridge Street  
Manawa, WI 54949  
920-596-2526  
Danielle Brauer - Principal

## ■ FOOD SERVICE

515 East 4th Street  
Manawa, WI 54949  
920-596-5834  
Brenda Suehs, Food Service Manager

## ■ KOBUSSEN BUSES, LTD.

109 N. Bridge Street  
Manawa, WI 54949  
920-389-1500  
Jacob Elsner – Terminal Manager



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## Student/Parent Handbook

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# SECTION ONE

## School District of Manawa Board of Education

### **Mission Statement:**

*The School District of Manawa engages students to reach their full potential in a changing global society through highly effective instruction and leadership.*

### **Vision Statement:**

*The School District of Manawa is the place where students are choosing to excel, realizing their strengths and achieving academic excellence.*

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

### **Manawa Board of Education Mission Statement:**

*The Manawa Board of Education exists to lead and serve to support the education of all students focused on developing policies, retaining highly effective staff, acting on behalf of the community, and ensuring the sustainability of the district through open and clear communication.*

### **Guiding Principles Grouped by Core Values:**

- 1. Student Success - Public schools focus on putting the needs of all students first by:**
  - *Creating a student-centered learning environment conducive to all learners.*
  
- 2. Highly Effective Staff – Public schools demonstrate accountability to the students and community they serve by promoting high standards for:**
  - *Creating academically rigorous curriculum and instruction for ALL.*
  - *Closing the achievement gaps between sub-groups of students and their peers.*
  - *Engaging in regular professional development on research-based best practices.*
  - *Supporting and rewarding innovative and progressive initiatives for the betterment of the District.*
  - *Fostering a positive attitude toward change for the betterment of the District.*
  - *Expecting the highest degree of professionalism.*
  - *Creating a culture of competent and passionate employees.*
  
- 3. Innovative Leadership – Public schools demonstrate accountability to the students and community they serve by holding high leadership standards for:**
  - *Developing proactive planning procedures for curriculum, instruction, assessment, and record-keeping.*
  - *Budgeting with the needs of all learners as the first priority.*
  - *Recruiting and retaining highly effective educators.*
  - *Creating balanced programming options for remediation and enrichment.*
  - *Setting proper class sizes.*

# SECTION ONE

## 4. **Parent-Community Engagement – Public schools are centers of community life and enhance the quality of life in the community to the extent that they promote and support:**

- Collaborating with all stakeholders involved in issues prior to decision-making.
- Being transparent in communications.
- Maintaining an open door policy.
- Creating a culture that develops and sustains school/district pride.
- Offering academic and social programs for families and the community.

## 5. **Learning Environment – Successful teaching and learning are nurtured in an institutional climate characterized by:**

- Maintaining the facilities to ensure they are safe, clean, welcoming, inspirational, and reliable work spaces for all.
- Nurturing a learning community that provides stability and a sense of satisfaction and fulfillment for all students and personnel.
- Providing contemporary, research-based resources and materials to support learning.
- Supplying and maintaining contemporary technology.

### **Key Performance Indicators:**

- **Learning** – The SDM will provide instruction that meets local curriculum maps and engages students in experiencing that will prepare them for life after high school.
- **Operation Efficiencies** – The SDM will efficiently and effectively manage resources (human and financial) to produce long-term infrastructure sustainability and optimal student learning outcomes.
- **Safe & Orderly Environment** – The SDM will ensure that the school culture reinforces positive behavioral practices and that a comprehensive school safety plan is in place.
- **Engagement & Satisfaction** – The SDM will systemically build staff capacity through professional development and leadership opportunities in order to enhance student learning and a sense of personal well-being.

### **Board of Education Meetings/Members**

The District is governed by the Board of Education, which is comprised of seven members who are elected for three-year terms. Regular Board of Education meetings are held at 7:00 p.m. on the third Monday of each month (unless otherwise posted) in the Board of Education Room located within Manawa Elementary School at 800 Beech Street, Manawa, Wisconsin 54949. Agendas are posted on the school's website, at each building, the Sturm Memorial Library, and the Manawa City Hall. Community input is encouraged.

- Sondra Reiersen - *President*
- Pete Griffin - *Vice President*
- Craig Fietzer - *Clerk*
- Kerri Jepson - *Treasurer*
- Shannon Hansen - *Director*
- Jamie Krueger - *Director*
- Stephanie Riske - *Director*

Refer to:

Policies 0100 through 0175.2

Policy 0167.3 Public Comment at Board Meetings

# SECTION TWO

## **Administrative Team Mission Statement:**

*The mission of the executive team is to innovate, establish processes, and collaboratively problem-solve to ensure academic, behavioral, and social-emotional improvement for all students.*

## **Little Wolf High School Mission Statement:**

*Creating solid foundations for lifelong success.*

## **Manawa Middle School Mission Statement:**

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

## **Manawa Elementary School Mission Statement:**

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



# SECTION THREE

## Age of Majority (High School)

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 faculty. School rules made under state statutes are binding on all pupils, regardless of age. Eighteen-year-old students may petition to have their school records withheld from parents, may establish their own residence, write their own excuses, etc. If 18-year-old students develop poor attendance, tardiness, or a truancy record because of illness, they will be required to submit doctor's excuses. Before receiving this privilege, a parent contact may be required with the Building Principal to fully explain this process.

## Attendance

There is strong evidence of a direct correlation between good attendance and student achievement. Wisconsin state law mandates all school age children must attend school unless they are ill or officially withdrawn from school. It is very important that we have the full cooperation of parents/guardians to ensure we verify each child's safe arrival at school and that we accurately record each student's daily attendance. We ask that parents/guardians call the school office before the start of the school day that their child is absent from school. When calling the attendance line, please provide the following information:

- Name of caller and relationship to the child (adults only)
- Student's name and grade level
- Reason for absence

If a child is absent and we have not received a call, we will attempt to reach the parent/guardian by calling home or work. The responsibility for reporting absences remains with the parent/guardian. Students are not penalized for participating in school sponsored co-curricular activities. Field trips, vocational programs, special assemblies, and athletic trips are examples of excused absences. A participant in a co-curricular activity must be in school and attend all scheduled afternoon classes on the day of an event except in cases of family emergency, excused pre-planned absences, or if a written medical release is obtained from a physician.

All excused planned absences require that written verification be provided by parents/guardians in advance of the absence. Requests for Planned Absence forms (Gr. 6-12 only) are available in the office and online, and forms MUST be completed and returned to the office at least one week in advance of a planned absence. Parents will be asked to provide verification of medical or dental appointments. Class work and tests will be allowed to be made up, but the responsibility for make-up work rests with the student. In order to provide work in advance of a planned absence, notification of at least one week is required. The school attendance officer or designee is authorized to approve a legal excuse for any student for the following reasons:

1. Evidence that the student is not in proper physical or mental condition to attend school or an educational program. The district may request the parent/guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student upon three consecutive days of illness and/or all or part of 10 cumulative days of illness. Such excuse will be in writing and will state the period of time (not to exceed 30 days) for which it is valid.
2. An emergency in the family or other crisis which requires the absence of the student.
3. Observance of a religious holiday.
4. A quarantine imposed by a public health officer.
5. An in-school or out-of-school suspension from school.
6. Approved school activities during class time.
7. Special circumstances that show good cause.

*Reference to: Policy 5200 - Attendance*

# SECTION THREE

## Tardiness

Students are expected to be on time for all classes. In order for students to do their best work in class, it is necessary to be in class for a full period. Moreover, late arrivals in the classroom disrupt the educational environment for other students. A tardy is defined as the late arrival (10 minutes or less) of a student to a class without a pass from another staff member.

*Refer to: Policy 5200 – Attendance*

## Manawa Middle/little Wolf High School Attendance Procedure

### Unexcused Absences:

**Each unexcused absence is communicated with families, discussed with students and the Dean of Student/ Administration.**

### If a student has an unexcused absence for. . then

1 – Partial or full day	Assigned 1 Restorative Lunch Detention
2 – Partial or full days	Assigned 2 Restorative Lunch Detentions
3 – Partial or full days 3	Day Attendance Letter is sent home, assigned 2 Restorative Lunch Detentions
4 – Partial or full days	Phone call with family and assigned 2 Restorative Lunch Detentions
5 – Partial or full days	5 Day Attendance Letter is sent home, attendance meeting with student and family, assigned 3 restorative lunch detentions
Over 5 unexcused	Attendance meeting/contract with student, family, school counselor, officer, Dean of Students, and Administration
7 or more unexcused	7+ Day Attendance Letter is sent home, meeting with attendance team, referred for truancy to District Administrator and county

**\*Each student situation is determined and reviewed by administration case by case.**

## Truancy

Truancy means any absence of part or all of one or more days from school during which the school has not been notified of the legal cause. Truancy will also be applied for intermittent attendance carried on for the purpose of defeating the intent of the law. Students who are absent without an acceptable excuse for part or all of five (5) or more days in one semester are considered to be habitually truant. School personnel will contact the parent/guardian if an absenteeism problem is developing and a meeting will be arranged to discuss and remedy the matter. A student who is truant for all or part of a school day may be assigned consequences to include municipal citation and referral to the court system.

*Refer to: Policy 5200 - Attendance*

## Honors Pass (High School)

Little Wolf High School issues an Honors Pass to students who maintain a 3.25 GPA or higher. The privileges associated with the Honors Pass are as follows:

- Gr. 9 – Open campus for lunch
- Gr. 10 & 11 – Open campus for homeroom and lunch unless the student needs to attend a meeting held during homeroom.
- Gr. 12 – Open campus for homeroom, lunch, and study halls.

## Leaving School Grounds

**Elementary/Middle School** – No student is allowed to leave school grounds during school hours without direct communication from a parent or guardian.

**High School** – Students with an active Honors Pass are permitted to leave school grounds during their scheduled lunch period.

# SECTION THREE

## Picking Up and Dropping Off Students

When students arrive at school in the morning, they should be dropped off at the designated student drop off area.

**Elementary School** - If a child is to be picked up early from school, the parent/guardian is asked to send a note to the teacher or phone/email the school office. In that event, an approved adult must come to the office and sign the student out. The student will then be called from his/her classroom to leave from the office. The office should be called by 2:30 p.m. if there is a change in pick up. When picking up students at the end of the day, parents/guardians are asked to wait in the designated area.

**Middle/High School** - If a child is to be picked up early from school, the parent/guardian is asked to phone, send a note, or e-mail the attendance office. Students are required to sign out before leaving. Parent/Guardians are asked to wait outside at the front of the school.

## Safety and Security

Your child's safety at school is our top priority. School administrators and staff are continually practicing, updating, and evaluating school safety policies and procedures.

**Emergency and Crisis Planning** - The School District of Manawa and each school building has emergency and crisis plans.

**Secure Entrances** – Manawa Elementary School and Manawa Middle School/Little Wolf High School have a secure entrance. All guests must request entry and register before being allowed to enter. All doors are locked throughout the school day to prevent any unwelcome guests.

**Video Surveillance** - All district buildings have video surveillance to assist in providing a safe school environment.

**Emergency Communication** - The School District of Manawa will provide emergency information through the Skylert (phone/email/text messaging) messaging system.

**Emergency Drills** - Emergency response drills are practiced with students and staff on a regular basis. Emergency action steps that are practiced include:

- Evacuation
- Shelter in Place
- Lockout
- ALICE – Alert, Lockdown, Inform, Counter, Evacuate

## School Closing/Cancellation

If the School District of Manawa has any variation to the regular school day, an announcement is shared via Skylert, the district website, and/or local radio/television stations.

# SECTION THREE

## School Hours

<b>SCHOOL</b>	<b>SCHOOL DAY</b>	<b>EARLIEST ARRIVAL/ BREAKFAST PROGRAM</b>
Manawa Elementary School	8:00 a.m. – 3:00 p.m.	7:30 – 7:55 a.m. Arrival 7:40 a.m. Breakfast Served
Manawa Middle school	7:55 a.m. - 3:15 p.m.	7:30 – 7:55 a.m. 7:30 a.m. Breakfast Served
Little Wolf High School	7:55 a.m. - 3:15 p.m.	7:30 – 7:55 a.m. 7:30 a.m. Breakfast Served

Student supervision is available at the 'earliest arrival' time indicated on the chart above. Students should not be in the building before or after school unless there is an appointment with school personnel previously determined by teachers/parents or a school activity under the supervision of a teacher, coach, or advisor. Please contact the school office in advance of the event or extenuating circumstances.

## School-to-Work Program (High School)

Students in the School-to-Work Program will keep regular attendance both in school and at the worksite. A student will not report to the worksite on any day he/she is absent from school and misses classes due to illness or truancy. An unexcused absence (1) and/or excessive excused absences (10) from school may result in suspension and/or removal from the School-to-Work Program. Unexcused absences (1), excessive absences (10), tardies, or behavior issues may result in suspension and/or removal from the School-to-Work Program.

## Withdrawal and Transfer

Students are required to attend school regularly during the full period and hours that school is in session. Appropriate documentation must be completed in the event of withdrawal or transfer. School property must be returned and fees paid.

# SECTION FOUR

## Behavior

School District of Manawa staff and students value the dignity of all members of the school community at all times. A positive, consistent approach to discipline focuses on safety, respect, communication, self-discipline, problem solving, and prevention of discipline problems.

Repeated and/or serious rule violations and misbehaviors will result in an office referral to building administration. Parents/guardians will be contacted and will meet with the building administrator and/or Dean of Students in the event of serious or repeated behavior referrals.

Inappropriate and/or unsafe behavior may result in restrictions from play areas and/or participation in classroom activities. A student whose disruptive behavior forces his/her temporary removal from the regular classroom may be assigned to a suspension by an administrator or the Dean of Students. A parent/guardian of a student who is assigned an in-school or out-of-school suspension, will be given verbal and written notice of the suspension. A meeting between the parent/guardian, student, and school personnel will be arranged if deemed necessary by the school and/or parent/ guardian.

The Board of Education may expel a student from school whenever it finds them guilty of repeated refusal or neglect to obey the rules, or finds that they engaged in conduct while at school or while under the supervision of a school authority which endangers the property, health, or safety of others, and is satisfied that the interest of the school demands their expulsion. The District expressly prohibits use, possession, or exchange of alcohol, tobacco, drugs, or possession of related drug paraphernalia in the school building, on school property or school buses, or at school-related activities.

The District Administrator will refer any student who violates this policy to the student's parents and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion.

**Disciplinary Action** may be taken as a result of any behavior, which is disruptive or which violates the rights of others. The following acts are unacceptable and subject to disciplinary action in school, on district provided transportation, or at any school-sponsored activity. Minimum and maximum actions do not imply or require that a "step-by-step" progression of increasing severity be employed by an administrator in dealing with a violation. However, there will be a logical relationship between the severity of the offense and administrative action.

It should be understood by parents/guardians, students, and staff that all violations of school rules and regulations of state and federal laws will be vigorously enforced by school officials. Student's rights and responsibilities outlined by the School District of Manawa will be adhered to as the standard administrative practice regarding student discipline and student rights.

Corrective measures include, but are not limited to, a student conference, student dismissal from class, student detention, student suspension, counseling, expulsion, and/or change of placement.

### Types of suspensions include, but are not limited to, the following:

- **In-School Suspension** - Student is assigned to a designated area during the regular school day under direct supervision. The student may not participate in co-curricular activities or any other district activities. The student is not allowed to leave school during the day for any reason. School work is assigned and credit is given for work successfully completed.
- **Out-of-School Suspension** - Students are placed under supervision of a parent/guardian during the period of suspension. A suspended student may not loiter, appear on school property, or be present at school-sponsored activities during the period of suspension. It is intended that this leave from school will afford the student and parents/guardians the opportunity to reflect, focus, discuss, and evaluate positive alternatives to the problem being addressed. Once a proposed plan of action has been determined, a conference with the concerned individuals will be arranged to rectify the condition for which the suspension was assigned. A student will be re-admitted to school after a satisfactory solution to his/her conduct is agreed upon by parents and administration.

# SECTION FOUR

- **Suspensions and Disciplinary Leaves** are meant to positively modify student behavior. If a student continues to exhibit inappropriate behaviors which warrant further suspension, additional strategies may be implemented in an attempt to improve student behaviors. Parent conferences, counseling, behavior contracts, assessments and referrals to outside agencies are examples of such strategies. Continued violation of rules could eventually lead to expulsion.
- **Expulsion** is an action by the Board of Education that prohibits an enrolled pupil from further attendance as per Wisconsin State Statute. The Board of Education may expel a student whenever it finds them guilty of repeated refusal or neglect to obey the rules or finds that they engaged in conduct while at school or while under the supervision of a school authority which endangers the property, health, or safety of others, and is satisfied that the interest of the school demands their expulsion.
- **Referral to Law Enforcement or Juvenile Authorities** - If a student's misbehavior is such that a legal violation is involved, law enforcement officers or juvenile authorities may be contacted by the principal or a designated representative. If the officer indicates that they are arresting the pupil, with or without a warrant, that officer will have complete jurisdiction and responsibility in the matter and the principal will not interfere with the pupil's removal from the building.

It is understood that the rules for student conduct are not all inclusive. The administration will take such action as necessary and not forbidden by law to maintain a positive educational climate. Action may be taken with respect to any offense which interferes with the orderly conduct of the school or which impairs the usefulness and well-being of the school regardless of existence of a rule covering the offense.

The following violations could result in a minimum penalty of a student conference/parent contact and/or a maximum penalty of suspension/expulsion. Some violations require involvement of law enforcement authorities. This listing is not all inclusive.

## Violations against persons:

- Fighting, harassment, inappropriate language, abusive language, disorderly conduct, interference, obstruction, possession of a weapon, assault, bullying, cyberbullying, intimidation, and discrimination.

## Violations against property:

- Unauthorized use of school property, damage/defacing of property, tampering with fire equipment, theft, extortion.

## Violations against school administrative procedures:

- Cheating, refusal to follow school rules, disruptive behavior, possession of fireworks, defiance of authority, distribution of inappropriate materials, inappropriate student dress, trespassing, throwing ice/snowballs.

## Violations against technology regulations:

- Using the District Network or Internet for purposes with no clear educational value.
- Storing, accessing, creating or displaying obscene, pornographic, profane, threatening, racially offensive or illegal material.
- Attempting to gain access to the local drive of a machine or a network drive and/or attempting to modify, destroy, or abuse in any way system components including hardware and software.
- Vandalizing, harassing, or inciting insulting attacks on others.
- Violating copyright laws.
- Academic Dishonesty: Students are expected to do their own work. Copying, cheating, and plagiarizing are not allowed. includes inappropriate use of artificial intelligence websites or applications to dishonorably complete student work. Staff who assign work which is susceptible to plagiarism are asked to teach the definition of plagiarism and how to avoid it through quotations, citations, and rewording.
- Using another person's password.
- Trespassing or attempting to trespass in another person's folders, work, or files.

# SECTION FOUR

- Downloading and/or installing of any file not for clear, educational purposes. Absolutely no program files (.exe) games of any sort, or shortcuts should be present in a user's assigned network space.
- Posting any contact/personal information.
- Personal accounts on school devices.
- Vandalizing Chromebooks or other district devices.

## **Violations involving drug and alcohol:**

- The unlawful manufacture, distribution, dispensing, possession, or use of a mood-altering substance, look-alike substance, controlled substance, drug paraphernalia, and/ or alcohol on school district property, including all district-owned vehicles is prohibited at all times. These same provisions shall be in effect at all school-sponsored events including extracurricular activities while off school premises. Failure to abide by this policy will result in disciplinary action up to and including suspension and/or expulsion, and police involvement.
- All doctor prescribed medication must be stored and distributed within the Health Office. Any prescription medication consumed or stored in the school building outside of the Health Office will be in violation of the drug and alcohol policy.

## **Violation involving smoking/tobacco/vaping:**

- The School District of Manawa is a Tobacco Free Zone
- Tobacco prohibition applies to everyone on school premises inclusive of students, staff and the public. Tobacco includes all electronic smoking devices, vapes, vape products whether or not they contain nicotine, and smokeless tobacco.

## **Violations involving weapons:**

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law.

The term "weapon" means any object that, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives (subject to the exceptions below) razors with unguarded blades, clubs, electric weapons (as defined in 941.295(1c)(a), Wis. Stats.), metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

## **Policy exceptions include:**

- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
- B. items pre-approved by the Board as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education and Archery Education courses, if used for the purpose and in the manner approved (working firearms and live ammunition are never approved); and
- C. theatrical props used in appropriate settings with the approval of the building principal.

*Refer to:*

*Policy 7540.03 - Student Technology Acceptable Use and Safety  
Policy 5136.01 - Technology Resources and Other Electronic Equipment*

*Policy 7540 - Technology*

*Policy 7540.07 - District-Issued Student E-Mail Account*

*Policy 7544 - Use of Social Media*

*Policy 7542 - On-Site Access to District Technology Resources from Personally-Owned Communication Devices*

*Policy 5500 - Student Code of Classroom Conduct*

*Policy 5610 - Suspension and Expulsion*

*Policy 5605 - Suspension/Expulsion of Students with Disabilities*

*Policy 5772 - Weapons*

# SECTION FOUR

## Bullying

The School District of Manawa strives to provide a safe, secure, and respectful learning environment for all students in school buildings, on school grounds, district provided transportation, and at school-sponsored activities. Bullying has a harmful social, physical, psychological, and academic impact on bullies, victims, and bystanders. The district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying is repeated behavior and involves an imbalance of power. The behavior is motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

### **Bullying behavior can be:**

- Physical (e.g., assault, hitting or punching, kicking, theft, threatening behavior)
- Verbal (e.g., threatening or intimidating language, teasing, or name-calling, racist remarks)
- Indirect (e.g., spreading cruel rumors, intimidation through gestures, social exclusion, sending insulting messages or pictures electronically)

The School District of Manawa will not tolerate any known act of harassment or bullying occurring on district property or at school-sponsored activities scheduled on or off school grounds.

*Refer to:  
Policy 5517.01 - Bullying  
Policy 5517 - Student Anti-Harassment*

## Due Process

An administrator may suspend a pupil for not more than five (5) school days or, if a notice of expulsion hearing has been sent for not more than a total of fifteen (15) consecutive school days for non-compliance with such rules, or for conduct by the pupil while at school or under the supervision of a school authority which endangers the property, health or safety of others.

Prior to any suspension, the pupil will be advised of the reason for the proposed suspension. The pupil may be suspended if it is determined that they are guilty of noncompliance with such rule, or of the conduct charged, and that their suspension is reasonably justified. The parent or guardian of a suspended minor pupil will be given prompt notice of the suspension and the reason therefore. The suspended pupil or his/her parent/guardian may, within five (5) school days following the commencement of the suspension, have a conference with the school district administrator, or designee, who will be someone other than an administrator or teacher in the suspended pupil's school. If the school district administrator, or designee, finds that the pupil was suspended unfairly or unjustly, or that the suspension was inappropriate, given the nature of the alleged offense, or that the pupil suffered undue consequences or penalties as a result of the suspension, reference to the suspension on the pupil's school record will be expunged. Such finding will be made within 15 days of said conference. A pupil suspended under this paragraph will not be denied the opportunity to take any quarterly, semester, or grading period examinations missed during the suspension period.

The Board of Education may expel a pupil from school if they are found guilty of repeated refusal or neglect to obey the rules, or finds that they engaged in conduct while at school or while under the supervision of a school authority which endangers the property, health or safety of others, and is satisfied that the interest of the school demands his/her expulsion.



# SECTION FOUR

Prior to such expulsion, the Board of Education will hold a hearing. Not less than five (5) calendar days' written notice of the hearing will be sent to the pupil. If the pupil is a minor, the parent/ guardian will also be notified of the hearing and informed of the particulars of the alleged refusal, neglect or conduct, the time and place of the hearing and that the hearing may result in the pupil's expulsion. The pupil and, if the pupil is a minor, his/ her parent/guardian may be represented at the hearing by counsel. The Board of Education will keep written minutes of the hearing. Upon the ordering by the Board of Education of the expulsion of a pupil, a copy of the order will be mailed to the pupil and, if the pupil is a minor, to his/her parent/guardian. The expelled pupil or, if the pupil is a minor, his/her parent/ guardian may appeal the expulsion to the state superintendent. An appeal from the decision of the state superintendent may be taken within 30 days to the circuit court of the county in which the school is located.

*Refer to:*

*Policy 5710 - Student Complaints | Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities | Policy 5517.01- Bullying*

*Policy 2260.01- Section 504/ADA Prohibition Against Discrimination Based on Disability*

*Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity | Policy 5517 - Student Anti-Harassment*

*Policy 9130 - Public Requests, Suggestions, or Complaints | Policy 5610 - Suspension & Expulsion*

*Policy 5610.01 - In-School Suspension | Policy 5611 - Due Process Rights*

## **Student Backpacks/Book Bags/Handbags/ Purses (Middle/High Schools)**

Students must store backpacks, book bags, handbags, and purses in their locker during the school day. These items will not be allowed in the library, labs, or classrooms unless there is a principal approved deviation to the rule to address a medically necessary exception per a doctor's orders.

## **Student Dress**

Guidelines are established to promote a standard of appearance which enhances the learning environment while allowing for reasonable comfort and individuality. Students are expected to wear clothing and accessories appropriate to the school setting. When administration or staff deem that the student's dress constitutes physical danger, causes a disruption/disturbance to the learning environment, or does not meet the guidelines listed below, the student will be asked to change clothing and/ or remove accessories. These are guidelines to use before the student leaves the house to come to school.

## **Dress Code Guidelines**

While fashions change, the reason for being in school does not; School District of Manawa is a safe learning environment for all students, first and foremost. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk according to administration, is not permitted. The school recognizes that a student's individual dress is primarily a parental responsibility which should reflect concern for health and safety of the students and others and to school property. When the dress of an individual student constitutes a health or safety problem, seems to be unsuitable for school wear, is a physical danger to any person, or when the student's manner of dress or grooming causes a disruption or disturbance, staff shall take appropriate corrective action.

With these thoughts in mind, School District of Manawa has adopted the following dress code:

- The principal shall serve as the initial arbiter of student dress and grooming in his/her building;
  - A. before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the principal shall determine whether the item constitutes protected speech in so far as the item independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two that does not require separate explanation. (Refer to policy 5511)
- Appropriate footwear must be worn.
- Clothing must not resemble undergarments and must provide coverage to the chest and back, waist/ midriff and lower back, buttocks, etc. Bare midriff is not permitted. Shorts, dresses, and skirts must be long enough to cover the mid-thigh area.

# SECTION FOUR

- Apparel should not be contrary to any health and safety considerations.
- Displays of lewd, obscene, profane or vulgar language or images, or promotion of alcohol, tobacco, or other drugs (on T-shirts, etc.) are not acceptable in school or at school functions.
- All students will refrain from wearing any hats or hoods in school during the school day. Caps will be kept in lockers during the school day.
- Coats or backpacks will not be worn during the school day. Coats, backpacks, purses, etc., will be kept in lockers during the school day.

Any question regarding appropriateness of clothing or accessories will be determined by the building principal.

## **Social Events (Middle/High School)**

*Refer to: Policy 5511 - Dress and Grooming*

All Manawa Middle School social events are restricted to School District of Manawa Middle School students only.

A Little Wolf High School student who wishes to bring a guest to a school-sponsored dance must receive written approval by the administration at least two days in advance. Middle School students and/or those over the age of 19 are not permitted attendance at High School dances.

School administrators or their designee reserve the right to restrict student attendance at any event.

### **Guidelines for social events include, but are not limited to:**

- School rules apply to all school-sponsored activities.
- Students on suspension on the day of the event are not allowed to attend.
- A participant must be in school and attend all scheduled afternoon classes on the day of an event except in cases of family emergency, excused pre-planned absences, or if a written medical release is obtained from a physician.
- Doors will be locked after a reasonable time is allowed to get to social event.
- Once a student leaves the building, they are not to be readmitted to the social event.
- Roaming the building or loitering in the restrooms is not permitted.
- Students are to conduct themselves properly and to follow directions of chaperones and/or supervisors.
- Anyone who creates a disturbance may be asked to leave the event and/or restricted from future activities.
- Students removed from social events are not entitled to a refund.

## **Student Relationships (Middle/High Schools)**

Appropriate behavior between students is expected and required at all times at all school activities. School and school activities are not considered appropriate places to show affection. Individuals/couples who fail to abide by this policy may be subject to disciplinary action.

# SECTION FIVE

## Academics

### **Class Assignments (Elementary/Middle School)**

Class assignments are made with a variety of factors in mind to include, but not limited to, ability levels, peer interaction, and/or a student's learning style.

A parent/guardian may provide information about his/her child to assist in this process, but we ask that a parent/guardian avoid making specific teacher requests. Please share any pertinent information in writing with the building principal by April 30. The principal is responsible for final decisions on all class assignments. Finalized class rosters are made available to students and parents/guardians in August.

### **Co-Curricular/Academic Conflicts (Middle/High School)**

There are numerous benefits to co-curricular involvement, and participation is highly encouraged. Teachers and advisors will work to decrease the likelihood of conflicts in schedules, but avoiding all conflicts may not always be possible.

Students are asked to notify teachers and/or coaches if there are unavoidable conflicts. Each circumstance is unique, so the Athletic Director will review each situation with the student, teacher, advisor, and/or coach and make a recommendation. Students who miss an academic activity to compete in a co-curricular activity will not be penalized for the decision made. Students will be required to make up any assignments that are missed.

### **Communication Home/School**

Parents/guardians are encouraged to contact the school with any questions or concerns regarding a student's academic and social growth. There are a variety of communication forums available to share pertinent information at the classroom, school, and district level. Contact information must be kept up to date so information between home and school can be readily shared.

### **Conferences**

Student progress is communicated through a combination of written reports, electronic notices, and parent-teacher conferences. The purpose of the scheduled conferences twice annually is to provide an opportunity to discuss the student's progress and needs with the student's teacher. These conferences are a very important part of the school year and an effort should be made to attend. By attending parent-teacher conferences, students see the importance that parents/guardians have placed on education and that it is valuable to obtain a good education.

Parents/guardians are encouraged to contact the classroom teacher, specialist, or principal to schedule additional conferences at any time during the school year.

# SECTION FIVE

## Graduation Requirements

A Little Wolf High School diploma shall be granted upon successful completion of a total of 24 credits for the Class of 2023 and 25 credits for the Class of 2024 and beyond in grades 9 through 12 to include:

English.....	4 credits
Social Studies.....	3 credits
Physical Education.....	1 ½ credits
Health.....	½ credit
Math.....	3 credits
Science.....	3 credits
Financial Literacy/Employability Skills.....	1/2 credit
Electives for 2023.....	8.5 credits
Electives for 2024 and beyond.....	9.5 credits

In order to earn a high school diploma, a student must successfully complete a civics assessment in accordance with State statute.

The Board may approve a course or courses in career and technical education that it determines may satisfy up to a total of one (1) credit of mathematics and/or science credit. If the Board approves a career and technical education course as qualifying for mathematics and/or science credit, any student may satisfy a total of one (1) credit of required science and/or mathematics credits through the Board-approved career and technical education course.

The Board does permit students to earn credit by demonstrating competency or creating a learning portfolio. A student shall not earn more than half (1/2) of the required credits through this process.

All required courses shall be successfully completed, and any failure shall be made up before a diploma will be issued.

*Refer to: Policy 5460 Graduation Requirements*

## Modifications in Instructional Delivery or Academic Day

Should the need be identified to adjust traditional instructional methods and/or the traditional instructional day, students and parents/guardians will be expected to actively engage in the educational learning expectations set forth.

# SECTION SIX

## Transportation

### **Bus Transportation (Kobussen Buses, Ltd. - Contracted Service Provider)**

The Board of Education will provide transportation for those students, of any age, whose distance from their school makes this service necessary. The district shall contract for transportation services in accordance with Policy 8680 for the transportation of resident students between their home areas and the schools of the district to which they are assigned. Transportation privileges may be revoked if the student's conduct is in violation of the district administrator's administrative guidelines or the Code of Conduct pertaining to student transportation. Such revocation shall be in accord with statutory-required procedures.

Transportation of eligible students with exceptional educational needs or attending a technical education program shall be arranged through the use of district-owned vehicles, through cooperation with other district, through commercial carriers, and/or by other means in the most efficient and economical manner.

The bus schedules/routes are available by contacting Kobussen Buses, LTD at 920-389-1500.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the building principal. A change in a student's regular assigned bus or bus stop may be granted by the building for a special need, if a written request from a parent/guardian is submitted to the principal stating the reason for the request and the duration of the change.

### **Bus Conduct**

Students who are riding to and from school on transportation provided by the district are required to follow all school rules. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

#### **Parents are responsible for:**

- the safety of their child while going to or from the bus stop and while waiting for the school bus;
- their child being at the bus stop at least five (5) minutes prior to scheduled pick-up time;
- damage by their child to school buses, personal property, or public property;
- informing their child of the rules of conduct and behavior for riding on the buses;
- informing the bus company when their child will not be boarding the bus.

#### **Students shall:**

Previous to loading:

- wait until the bus has come to a complete stop before moving forward to enter;
- cross the road, when necessary, at least ten (10) feet from the front of the bus only after the driver signal it is safe;
- go immediately to a seat and be seated;

During the trip

- listen to the bus driver;
- remain seated while the bus is in motion;
- keep head, hands, arms, and legs inside the bus at all times;
- not throw anything from the bus;
- keep objects out of the aisle;
- be courteous;
- not eat;
- not tamper with the bus or any of its equipment;

# SECTION FIVE

## Leaving the bus

- remain seated until the bus has come to a complete stop;
- cross the road, when necessary, at least ten (10) feet from the front of the bus only after the driver signal it is safe;
- be alert to a possible danger signal from the driver.

## Bus Surveillance

In accord with Board policy, the transportation contractor may install the appropriate equipment for video and audio recording the interior of the buses while transporting students.

Any disciplinary action resulting from the use of the video and audio recording device shall be determined by the appropriate building principal who shall ensure that due process is provided to the students involved, in accordance with board policy and administrative guidelines related to discipline. Any use of photographs obtained through the use of the video recording devices shall be in accordance with Federal and State law.

## Self-Transportation to School

Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parent(s)/guardian(s) assume full responsibility for any transportation to and from school not provided by the school.

Bicycles, Scooters, Skateboards, Rollerblades: Bike racks are located in the front area of school buildings. Riding bicycles on school property during school hours is not permitted except during events or special occasions that involve bicycles. The district is not responsible for lost or stolen bicycles. Bicycles, scooters, skateboards, and rollerblades must be parked or stored at the areas designated at each building.

*Reference to: Policy 5514 - Student Use of Bicycles*

High School - A new car/truck student parking permit is required every year. Permits cost \$10 and must be displayed behind the rear-view mirror. Students failing to display their parking permit will be fined and may result in the suspension of the permit.

- A new snowmobile, ATV, UTV or other motorized vehicle permit is required every year. Permits cost \$5 and must be displayed visibly on the side of the snowmobile. Students failing to display their parking permit will be fined and may result in the suspension of the permit.
- If a student's permit is suspended, no fees will be refunded.
- When the school provides transportation to school-sponsored activities, students shall not drive their own vehicles, unless written permission is granted by their parent/guardian and approved by the principal in advance.
- No other students can be driven to a school-sponsored activity by the approved student driver without a note from a parent/guardian of passenger students granting permission and approved by the principal in advance.

*Policy – 8600 Transportation*

# SECTION SEVEN

## Free and Reduced Meal Applications

Free and reduced price breakfasts and lunches are available to all students whose family eligibility follows guidelines published each fall. Free and reduced meal applications can be obtained online at <https://www.manawaschools.org/programs/free-reduced.cfm> or from any school building at any time during the school year. A free/reduced application must be completed each year as guidelines change. If financial circumstances change at any time of the year, families are encouraged to complete an application. All information is kept confidential.

It is important that families complete the free and reduced lunch applications because funding for programs such as Title I reading are provided funding based on the percentage of students who qualify for this service. The School District of Manawa benefits from this application process. During periods of free food service there is a limit of one free breakfast and lunch per student each school day. All other meals and ala carte items must be purchased.

## Food Service

Breakfast/Lunch account balances can be accessed through Family Access. If you are not signed up for Family Access contact the school building office. Parents are encouraged to keep a positive balance in the student's lunch account at all times. The system will be set up using family accounts, not individual accounts. One family deposit can be made if there is more than one child in the school system. This is a prepaid system with a variety of payment methods (weekly, monthly, semester, etc.).

## Breakfast

School breakfast program is available to all students and meets or exceeds the USDA guidelines for nutritional standards. Milk is served daily with breakfast and is included in the breakfast price.

Elementary.....	\$1.40
Middle School .....	\$1.60
High School.....	\$1.60
Milk.....	\$0.40

## Lunch

School lunch program is available to all students and meets or exceeds the USDA guidelines for nutritional standards. Milk is served daily at lunch and is included in the lunch price. Students eating a cold lunch may purchase milk.

Elementary.....	\$2.90
Middle School .....	\$3.10
High School.....	\$3.10
Milk.....	\$0.40

## Milk Break (Elementary School)

Elementary school classrooms participate in a daily milk break. Students who qualify for free/reduced lunch will receive free milk for milk break.

Milk.....	\$0.40
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# SECTION EIGHT

## Emergency Contact Information

It is very important that the school is provided with updated student emergency information to enable contact in the event of emergency or illness.

## Illness/Injury/Accidents

Please follow these guidelines when your child is ill:

- Your child must stay home for 24 hours after a fever of 100 degrees or greater has subsided without the use of fever reducing products. This may mean that the child may need to be home for 48 hours or more.
- Any ill children with sore throat, cough, diarrhea, vomiting should also stay home for 24 hours after their symptoms have subsided.
- If the child is seen by the doctor and returns before the 24 hours, they must have a note from the doctor stating that they may be in school.
- Rash may be the first sign of poison ivy or sumac, or a childhood illness such as chickenpox. A child with a rash should not be sent to school until a doctor examines them and provides a note stating that they may be in school.

The school will attempt to contact the home immediately in the event of an emergency such as illness or accident involving your child. If a parent cannot be reached, the parents' designee as indicated on the school emergency information will be contacted. The school will call emergency services if it is impossible to reach either parents or the parent designee in a reasonable length of time. Please notify your school each day that your child is home ill or out of school.

It is important that all injuries are immediately reported to the staff member in charge. If a faculty member is not present, the injury should be reported to the school office. The school will contact parents in case of serious injury.

## Immunization Requirements

Vaccination requirements are determined by the Wisconsin Department of Health and Human Services (website: [www.dhs.wisconsin.gov/immunization/index.htm](http://www.dhs.wisconsin.gov/immunization/index.htm)). State law requires all public and private school students to present written evidence of immunizations within 30 days of admission.

*Refer to:*

*Policy 5320 - Immunization*

*Administrative Guideline 5320 - Immunization of Students in School*



# SECTION EIGHT

## Medication

If you wish to have the school office personnel administer medications to your son/daughter, you must bring it in the original pharmacy labeled container, properly marked with name of student, name of medication, dosage, and time to be given. The parent/guardian is responsible for personally delivering controlled substances to the school office personnel or school health paraprofessional.

An “Administration of Medication Consent” Form must accompany both prescription and non-prescription medication. Both parent/guardian and physician must sign the medication consent for administration of any prescription medication during the school day. For non-prescription medication to be administered during the school day, over-the-counter medication must be in the original, sealed manufacturer’s package and a parent/guardian signature is required. Only a limited supply of medication should be brought to school at any one time. No medications will be given without the properly signed consent form.

It is the parent’s/guardian’s responsibility to notify school personnel/school health paraprofessional of any change in medication or health condition. Emergency medications are required at school, extra-curricular events, co-curricular events, and field trips. If emergency medications are not provided, 911 will be called.

*Refer to:*

*Policy 5330 - Administration of Medication/Emergency Care*

*Administrative Guideline 5330 - Administration of Medications*

*Administrative Guideline 5330A - Drugs Administered On an Emergency Basis*

## Release of Information

In compliance with federal regulations, the District requires a signature of informed consent to obtain or release school information regarding a student. This includes information for medical professionals and outside agencies to include rating scales and checklists regarding behavior or attention. A signed release allows for two-way communication between outside parties and the school health paraprofessional or school psychologist. Other school staff may receive summary information when there is legitimate educational interest.

## School Counselors

School counselors are available to all students in an effort to personalize the educational process. This process involves a cooperative effort on the part of all school personnel to assist students in their personal and social development, educational needs and career planning. Students in kindergarten through grade 5 take part in a weekly developmental guidance program. Individual and group counseling is available to students demonstrating need. Counselors play a key role in linking student needs with available programs and services.

## School Nursing Services – Health Paraprofessional

Families are reminded to report promptly any communicable diseases to your child’s school office or the health paraprofessional. Health problems in school situations need close monitoring by parents as well as the health paraprofessional who works under the direction of the District’s Medical Advisor.

*Refer to:*

*Policy 5310.01 - Emergency Nursing Services*

*Policy 8453 - Direct Contact Communicable Diseases*

*Policy 8450 - Control of Casual-Contact Communicable Diseases*

# SECTION EIGHT

## **School Psychologist**

A school psychologist is available as needed to provide services to students between the ages of 3 and 21. School psychologists provide consultation, diagnostic assessment, and direct intervention with respect to the educational and behavioral development of students. School psychologists are specially trained to administer individual tests and assessments, as well as interpret behavioral data to parents, teachers, and others. They coordinate educational management efforts with other staff regarding special programming for individuals or groups of students.

## **Special Education Programs and Services**

The district provides special education services for students identified with the following disabilities recognized by the State of Wisconsin: Autism, Intellectual Disability, Emotional Behavioral Disability, Hearing Impairment, Other Health Impairment, Orthopedic Impairment, Significant Developmental Delay, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury, and Visual Impairment. Specialists trained in instruction for children with handicapping conditions provide services to students who are eligible.

Each school has the support of a school counselor and access to a part-time school psychologist. The health paraprofessional services the needs of students at all schools. These individuals have extensive training and serve as consultants to students, their parents, and staff to provide health, educational, behavioral, and social supports where appropriate.

## **Student Welfare**

In accordance with Wisconsin Statute, all School District of Manawa employees are required by law to report any suspected cases of child abuse and neglect.

*Refer to:  
Policy 8462 - Child Abuse and Neglect*

# SECTION NINE

## Agendas (Grades 1-5)

Student agendas are utilized as an organizational and goal achievement tool for students. The agenda may also function as a pass system for students. Lost agendas or agendas with missing pages will be replaced at a cost to the student of \$5.00.

## Animals in School Buildings

Prior approval shall be received from the classroom teacher and principal before any animals are brought into the school with the consultation of a veterinarian, if necessary, to ensure compliance for proper inoculation. The teacher must have a clear understanding of the responsible care of living animals before making any decision to use live animals for educational study. Service, emotional support, and therapy animals may be allowed contingent on meeting requirements.

*Refer to:*

*Policy 8390 - Animals On District Property*

## Birthday Parties, Treats, Snacks (Elementary School)

Elementary classrooms offer a time during the day for students to eat a snack. It is requested that snacks be healthy and nutritious. Please do not allow your child to distribute birthday or other party invitations to individual students unless all students in the class are included. A request for the names of students in a class can be made to the school office or your child's teacher.

## Change of Personal Information

Please inform the school office if there is a change in address, telephone number, or emergency medical information at any time during the year. Your call may be forwarded to the appropriate person for confidentiality purposes.

## Fees

### **Class and District Fees include, but are not limited to:**

Manawa Elementary School

- District Fee (Grades K-5) \$15.00
- Class Fee (Grades 4K-5) \$10.00

Manawa Middle School

- District Fee \$20.00
- Class of 2028-2030 \$5.00

Little Wolf High School

- District Fee \$20.00
- Class of 2025 Fee \$10.00
- Class of 2026 Fee \$5.00
- Class of 2027 Fee \$5.00

A textbook/workbook (including electronic instructional resources) use fee is charged for each child enrolled in the district. Students who enter after the start of school will be charged a prorated fee. Families that qualify for free or reduced lunch can make arrangements with the Business Office for an adjustment in the usage fee.

The District also has an Urgent Needs Fund that is supported by the generosity of donations from the public. This fund can provide students/families with assistance in times of urgent need (as determined by school personnel) with food, school supplies, footwear, clothing, gas cards, or eye glasses to name a few examples. The school counselors and health paraprofessional oversee the Urgent Needs Fund.

*Reference to: Policy 6152 - Student Fees, Fines, And Charges*

# SECTION NINE

## Field Trips

Field trips are an important part of learning for students. They help students apply what they have been taught in the classroom and learn more about the community in which they live. All students attending field trips throughout the year must have a completed Field Trip Permission Slip on record which can be completed during the on-line registration process. Parents/guardians are notified when field trips are scheduled. It is especially important for students to dress appropriately for field trips.

Field trips are designed to extend classroom learning. We expect the same behavior out of school as we do in school. Students who present discipline problems may be asked to remain at school or be accompanied by their parent/guardian on future field trips.

*Refer to: Policy 2340 - District-Sponsored Trips*

## Locker Room Privacy (Middle/High Schools)

The School District of Manawa enforces measures intended to protect the privacy rights of individuals using school locker rooms. Locker rooms are provided for the use of physical education students, athletes, and other activity groups and individuals authorized by the building principal or by District policy. No one is permitted to enter into the locker room or remain in the locker room to interview. No cameras, video recorders, cell phones, or other devices that can be used to record or transfer images may be used in the locker room at any time. Students and staff violating this policy will be subject to school disciplinary action and possible legal referral.

*Refer to: Policy 9151 - Use of Cameras and Other Recording Devices in Locker Rooms*

## Lockers/Cubbies/Desks

A student locker/cubby is assigned for student convenience for storage of outer garments and school materials. Money or other valuables should not be kept in lockers or desks. Lockers and desks are the property of the school and not the student's private property. They may be opened and searched by school authorities at any time. Police dogs may be utilized in the process of conducting locker school-wide searches. Any unauthorized items found in a locker or desk may be removed.

According to 1997 Wisconsin Act 329, a school or school district official, employee, or agent may search a student's locker as determined necessary or appropriate without the consent of the student, without notifying the student and without obtaining a search warrant because the school board retains ownership and possessory control of all student lockers. The principal, Dean of Students, administrative team members, or teachers may be assigned that responsibility. High school student lockers should always be locked. Students should not share lockers with friends, nor should they let others know their locker combinations. The School District of Manawa is not responsible for items that are lost or stolen.

Signs, pictures, or other items which are not considered to be in good taste will be removed at the request of a staff member. Nothing should ever be glued to a locker. Magnets are encouraged to be used to hold pictures, posters, etc. Students may be charged for repairs resulting from defaced or damaged lockers. Any damaged locks will result in a replacement/repair fee.

*Refer to: Policy 5771 - Search and Seizure*

## Lost and Found

All items sent to school for students should be marked with the student's name. Articles of clothing that have been found are kept in a central location. Properly labeled apparel will be returned to the original owner. Students are encouraged to check the Lost and Found area if they lose anything. Any unclaimed clothing or other articles will be donated to a community shelter at the end of each quarter. Some items may be turned over to Police Department on a periodic basis.

# SECTION NINE

## Money (Elementary/Middle Schools)

Money that is sent to school with students should be put in a sealed envelope marked with the student's name, the teacher's name, and the purpose for which the money is to be used. Checks are to be made payable to the School District of Manawa. Checks are to be made out for the exact amount for a given transaction.

## Outdoor Play (Elementary School)

Physical activity is an important part of the school day. Recess takes place outdoors, weather permitting. Please make sure students are dressed appropriately for outdoor play. At the elementary level, snow pants, boots, and mittens are needed for children to play in the snow. If temperatures fall below zero, including the wind chill factor, recess will be held indoors.

Permission is needed from the teacher, principal, or a written medical excuse from a parent/guardian or health care provider for children to stay indoors during recess. Students needing to stay indoors for more than two consecutive days may be required to provide a written medical excuse from their health care provider.

## Parent Involvement

Students achieve better academically when parents are involved as partners with educators in the learning process on a regular basis. Your interest and involvement demonstrate to your child that you value knowledge and education. There are many ways to become involved in your child's life—attending school events, visiting school for a day, participating in field trips, volunteering in the classroom.

Participate in parent/teacher conferences on a regular basis, and communicate with teachers as often as needed. Read and take note of all information that comes home from school, and promptly return requested information. Upon request, copies of information can be sent to "second parent" households. At home, encourage the continuation of the educational process by checking agendas, Skyward and/or Google Classroom/SeeSaw, as well as assisting with homework assignments and reading with your child. Expand concepts taught in school by going to plays, museums, zoos, or other educational venues. Help your child to organize time so they can accomplish what is expected, both at home and school.

Parent Teacher Organization (Elementary School) - Manawa Elementary School has a Parent Teacher Organization made up of a group of volunteer parents. Please see the individual school calendar for dates and times of meetings. For more information on becoming involved in the Parent Teacher Organization, please contact the school office.

Booster Clubs (Middle/High Schools) - There is a Manawa Athletic Booster Club and a Music Booster Club that are open to parents and all members of the community who wish to support fundraising and other support efforts for the athletic and/or music departments. For more information, contact the school office.

*Refer to:*

*Policy 9250 - Relations with Parents*

*Policy 2261.01- Parent and Family Engagement in Title I Programs*

# SECTION NINE

## Parking Regulations (High School)

Authorized school personnel may conduct a search of student possessions/belongings or automobile. A student who requests parking privileges gives implied consent for a search.

- All student vehicles must be parked in the west high school parking lot. Any vehicle not parked in this designated area may lose parking privileges.
- All vehicles must have permits to park in any the high school parking lot. This includes students, and staff. Permits are available at the school office.
- Permits stay with the vehicle of which it is registered.
- Permits and permit number must be seen from the outside of vehicle. Permits should be displayed on rearview mirror.
- Parking lots are monitored daily.
- Snowmobiles, ATVs, UTVs, or other motorized vehicles are allowed on properties in designated areas where principal permission has been granted.

*Refer to:*

*Policy 5515 - Student Use of Motor Vehicles*

*Policy 5514.01 - Student Use of Motor Vehicles*

## Personal Belongings

Students are asked not to bring valuable possessions to school unless approved by the teacher. No trading cards of any kind are allowed on the bus or school grounds. The school will not be responsible for students' personal items that are lost or stolen. If it is necessary to bring large and valuable items, students are encouraged to check them into the main office.

## Posters

All posters placed on bulletin boards or walls must be approved by an administrator before being put on display. Procedure and forms to obtain approval for distributing flyers are found on the district's website.

## Student Activities and Organizations

Any student group which expects to enjoy the privilege of a school-sanctioned group must be an approved school organization. In order to become an approved school organization, a student group must:

- Include a teacher to act as advisor to the group.
- Apply for approval as a school organization to the Board of Education. Copies of the application are to be given to the principal and District Administrator. The application should include the organization's purpose.

Club meetings must be scheduled with the approval of the advisor. The advisor is to be in attendance at meetings. Club funds are deposited in the Student Activity Account. Funds will be disbursed only with the advisor's approval. (See Addendum A for complete listing of approved clubs and organizations.)

## Student Pictures

Arrangements are made with a commercial photographer to provide individual student pictures. All students must have their photo taken for school records. Parents will be notified of order information prior to picture day, and payment must be made on picture day. Retakes will be scheduled for students who are new to the district, absent or wish to have their pictures retaken.

# SECTION NINE

## Technology

Students will have access to technology throughout the school building. The district has established acceptable use guidelines in accordance with the Children’s Internet Protection Act, and students will be held accountable to these guidelines. Internet access is monitored and should be used only for educational purposes. The District has established policies, guidelines, and strict Internet filtering safeguards in an attempt to prevent access to information that may be illegal, defamatory, inaccurate, obscene, or potentially objectionable.

The District supports and respects each family’s right to decide whether or not to allow for independent student access to the Internet. If a parent/guardian decides that the student is not to have Internet access, they must inform the building principal. Personal technology, other than cell phones, should not be brought to school.

*Refer to:*

*Policy 7540.03 - Student Technology Acceptable Use and Safety*

## Technology Devices

Technology devices may only be used for educational purposes during the instructional day. All use of District technology must be in support of the mission and objectives of the District. Any use which does not fall into this definition may result in loss of District technology use privileges, school disciplinary action, legal action, and/or compensation for damages to school property. Students violating this policy will be disciplined according to established procedures and may include temporary or permanent confiscation of the device. Building administration may involve law enforcement if the device is used for illegal purposes or for a purpose that causes harm to others.

The District wishes to prevent the technology usage for cheating, invasion of privacy, malicious activity, violations of copyright, equipment and/or hardware vandalism, hacking, disruption of instruction, and other inappropriate use (i.e., bullying/sexting). Administration reserves the right to restrict individuals from having any type of electronic device in the building. The School District of Manawa does not accept responsibility for lost or stolen personal devices. With the 1:1 Chromebook initiative, students are not allowed to bring personal devices to school (laptops, personal computers, etc.)

*Refer to: Policy 7540.03 - Student Technology Acceptable Use and Safety*

## Telephone Use (Elementary School)

Parents/guardians are encouraged to contact the teacher whenever necessary. For calls received during class time, messages may be taken for teachers to return calls as soon as possible or the call may be forwarded to the teacher’s phone messaging system.

Messages concerning changes in after-school procedures will be taken for students before 2:30 p.m. These messages will then be relayed to the student before dismissal. Whenever possible, make arrangements and send a note with the student about their after-school plans. Unless there is an emergency, students will not be called to the phone without permission of the building principal. Student calls for forgotten items will also need staff approval.

## Visitors

Immediately upon entering the building, visitors are required to register in the office and pick up a visitor’s tag. This will assure the safety and well-being of everyone in our building and will allow visitors to receive necessary information for visiting. Parent/guardian visitors are welcome at any time, however, preplanned visits may be necessary to access various classrooms or activities.

If a conference is desired with a teacher, counselor, or administrator, it is best to make an appointment.

Student visitations are discouraged, but under certain circumstances can be allowed with the permission of the building principal and classroom teacher.

*Refer to: Policy 9150 - School Visitors*

# SECTION NINE

## Volunteers

Anyone volunteering at school is required to sign in at the school office. It is important that administration is aware of all people in the building at all times. The record also helps us to keep track of the number of volunteer hours. Background checks are required for all volunteers before work begins.

*Refer to: Policy 8120 - Volunteers*

**STEP Volunteers** - The School District of Manawa is pleased to offer a property tax rebate program for eligible senior volunteers who serve in programs at Manawa Elementary School, Manawa Middle School, Little Wolf High School, and St. Paul Lutheran School. Qualifying senior citizens will receive a credit to be used to help reduce their property tax bill. The program is focused on volunteers in roles that primarily provide a direct connection with students with an emphasis on academic tutoring.

### Eligibility:

1. Age 62 or older.
2. Eligible to receive Social Security.
3. Live in the home for which the person pays property taxes in the School District of Manawa.
4. Confirm annually or enroll in the STEP program with the school district through Mrs. Esther Schmidt, STEP Coordinator. The program provides screening, orientation, and background checks.

### Property Tax Credit:

1. Credit of \$6.50 per hour.
2. Volunteers may be credited up to maximum of 66 hours in a calendar year (December 1 – November 30) for a total of \$429.00.
3. Credit will be a check, payable to the municipality and is to be applied to property tax payments.



# SECTION TEN

## **Equal Educational Opportunities/Nondiscrimination**

It is the policy of the School District of Manawa that no person may be denied admission to any public school in this district or be denied participation, be denied the benefits of, or be discriminated against in any curricular, extracurricular, co-curricular, public service, recreational, or other program or activity because of the person's sex, race, religion, national origin, ancestry, color, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability as required by section 118.13 of the State Statutes. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 Rehabilitation Act (handicap), and Americans with Disabilities Act of 1990 (disability). The district shall provide appropriate educational services or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability. The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. The District encourages informal resolution of complaints under this policy. A formal complaint procedure is available, however, to address allegations of policy violations in the district.

### **Any questions concerning policy or curriculum should be directed to:**

Ryan Peterson  
District/Business Administrator  
School District of Manawa  
800 Beech Street  
Manawa, WI 54949  
(920) 596-5300

### **Any questions concerning Section 504/ADA should be directed to:**

Sarah Chambers  
Manawa Middle School/Little Wolf High School  
515 E. 4th Street  
Manawa, WI 54949  
(920) 596-5802

### **Any questions concerning Title IX should be directed to:**

Michelle Johnson  
Secondary Principal  
Manawa Middle School/Little Wolf High School  
515 E. 4th Street  
Manawa, WI 54949  
(920) 596-5310

# SECTION TEN

## **Any questions concerning Special Education/IDEA should be directed to:**

Danielle Brauer  
Manawa Elementary Principal/Special Education Director  
800 Beech Street  
Manawa, WI 54949  
920-596-2559

## **Any questions concerning Titles I, II, III, and IV should be directed to:**

Michelle Johnson  
District Reading Specialist  
800 Beech Street  
Manawa, WI 54949  
920-596-5738

*Refer to: Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity  
Policy 5710 - Student Complaints | Policy 5517 - Student Anti-Harassment  
Policy 5516 - Student Hazing | Policy 5517.01 - Bullying*

## **Complaint Procedures**

Any person or group having a legitimate interest in the operations of this District will have the right to present a request, suggestion, or complaint concerning District personnel, the program, or the operations of the District in accordance with district policy/ procedure. At the same time, the Board of Education has a duty to protect its staff from unnecessary harassment. Any formal requests, suggestions, or complaints must be submitted in writing and signed by the person making the request, suggestion, or complaint. Assistance in drafting the written complaint will be made available if requested. Anonymous complaints, unless criminal in nature, will not be investigated.

*Refer to: Policy 9130 - Public Requests, Suggestions, or Complaints*

## **Directory Information**

Pursuant to the U.S. General Educational Provisions Act, the School District of Manawa declares the following as “Directory Information” as provided in the said act and that information related to students may be public information in any of the following categories:

- A student’s name;
- Photograph;
- Participation in officially-recognized activities and sports;
- Height and/or weight, if a member of an athletic team;
- Date of graduation;
- Degrees and awards received.

All students in the School District of Manawa grant permission for the School District of Manawa to use team and/or individual photos and names on its web site or press releases for the sole purpose of communicating contest results, event news, school activities, or promoting the specific curricular or co-curricular activities in a positive manner. Any parent/guardian of any student in this District may notify the District by notifying the principal of the school in which said student attends if the parents/guardians desire that none of the above information be released without the parent’s/guardian’s consent provided that such notification is given within fourteen (14) days of the publication of this notice to the district.

# SECTION TEN

Refer to: Policy 8330 - Student Records

## Parent/Legal Guardian Rights and Responsibilities

Both natural parents and/or legal guardians have the right:

- To view the child's school records.
- To receive school progress reports and receive school mailings.
- To visit the child briefly at school on a reasonable basis and approved by the building administrator. The parents cannot disrupt the educational process.
- To participate in parent/teacher conferences.

Only a legal document (e.g., final divorce decree which includes specific denial of visitation rights or a restraining order denying visiting rights) can prevent an individual from participating in the activities as noted above. In cases where parents are separated or divorced and one parent has legal custody, the school must have written proof in the form of a copy of the court order that explains both custody and visitation rights. Schools must have the appropriate legal documentation in order to assure compliance with any limiting court order. This would include restraining orders. Request for additional copies of report cards, newsletters, etc., should be made in writing to the building principal including name and a current mailing address. It is the responsibility of the parent and/or legal custodian to inform the school office of his/her name, address, and telephone number if they wish to be consulted regarding the child or wish to be placed on the school's mailing list.

Only a parent and/or legal guardian has the right to remove the child from school or to visit the child in school. If another individual asks to remove a child or visit a child, the principal will contact the parent/guardian and inform them of the request.

Refer to: Policy 5780 - Adult Student/Parent Rights | Policy 8330 - Student Records

## Parent Right to Know

It is the parent's/guardian's right to know the qualifications of a child's teacher and/or support staff. Requests can be made by contacting the District Office at (920) 596-2525. Requests will be addressed in a timely manner. The following information is available:

- Does the teacher have a Wisconsin Department of Public Instruction license or appropriate qualifications to teach the grades and subjects he/she teaches?
- Can the teacher teach in a classroom without being licensed or qualified under state regulations because of special circumstances?
- The teacher's college major, whether the teacher has advanced degrees, and if so, in what subjects?
- Do any teacher's assistants or similar paraprofessionals provide services to your child and what are their qualifications?

Parents/guardians will also be notified of the results of academic achievements related to required ESSA assessments.

## Place of Residence/Open Enrollment

A student's residence is with their parents or legal guardian. If for any reason a family moves out of the district boundaries during the school year, students are allowed to complete the current school year but a tuition waiver form must be completed within ten (10) days of the move. To continue attending a school outside of the resident district beyond the current school year, open enrollment forms will need to be completed. The state has established specific timelines and procedures in order to continue to attend a school outside the resident district. When moving out of the school district boundaries, contact the District Office for specific information.

Refer to:

Policy 5113 - Open Enrollment Program (Inter-District)

# SECTION TEN

## **Policies**

Any policies referred to in this handbook are available on the District Website at: <https://www.manawaschools.org/district/policies.cfm> or upon request from your child's school office. This handbook does not cover all existing policies of the Board of Education. Additional policies and regulations will be presented and addressed with the student body as they become pertinent in terms of timing. Should questions arise on any topic not covered in this booklet, students, parents, and guardians are encouraged to converse with school personnel. Please note that the administration reserves the right to deviate from the included information in the interest of the safety and welfare of the students and staff.

## **Student Records**

Student records are maintained in the interest of the student to assist the school in providing appropriate educational experiences. The School District of Manawa maintains student records for each student attending school in the District. State and federal laws require the control and maintenance of such records assure confidentiality. Accordingly, only those individuals or agencies specifically authorized by state and federal law are granted access to a student's records. Exceptions will only be made when the student's parent, guardian, or the adult student grants permission.

*Refer to: Policy 8330 - Student Records*

*Adapted with permission from the School District of New London – June 2022*

# ADDENDUM A

## SCHOOL SPONSORED CLUBS AND ORGANIZATION

### 2022-23 School District of Manawa District-Sponsored Organizations, Clubs, and Activities

The following is a listing of the many clubs and organizations available in the School District of Manawa. All club and organization participation is voluntary. Students are encouraged to discuss their interest in clubs or organizations with their parents or guardians before joining.

*Refer to: Policy 2430 - District Sponsored Clubs and Activities*

#### Competitive Extracurricular Clubs and Activities:

##### HS Forensics

**Advisors:** Mrs. Konkol

**Meeting Location, Date, & Time:** Planning and introductory meetings begin in December and January when participants meet with coaches individually and as a team to practice for competitions occurring February through mid-April. Meetings occur in Mrs. Konkol's classroom and practices occur in Mrs. Konkol's/Ms. Gruman's classrooms. Practices are held before school, during prep time, during lunch, or after school by appointment. Participants must attend team meetings and practices with coaches, as well as all meets to try to earn passing scores that allow them to advance to the next level of competition. Manawa occasionally hosts a competition, but most are held at neighboring schools; the state competition is held at UW-Madison.

**Mission and Purpose:** The mission of the LWHS forensics program is to help students improve their public speaking skills, build their confidence, and share their talents in a supportive atmosphere. The program is open to all high school students. Participants choose their own categories and deliver speeches, readings from pieces of literature, or small group dramas in front of peers and for evaluation from a judge. The LWHS forensics program belongs to the WHSFA (Wisconsin High School Forensic Association), follows its rules, and attends sub-district, district, and state competitions through this organization. There is no student fee associated with this program.

##### MS Forensics

**Advisors:** Mrs. Konkol

**Meeting Location, Date, & Time:** Locations include the choir room and the stage area. Planning and introductory meetings begin in December and participants meet with coaches individually and as a team to practice for two competitions occurring in February/early March. Participants must practice with coaches (during and after school) and attend both meets to earn ribbons/medals based on their performances.

**Mission and Purpose:** The mission of the Manawa Middle School forensics program is to help students improve their public speaking skills, build their confidence, and share their talents in a supportive atmosphere. The program is open to 6th-8th grade students. Participants choose from 14 categories and deliver speeches, readings from pieces of literature, or small group dramas in front of peers and for evaluation from a judge. The MMS forensics program belongs to the middle level of the WHSFA (Wisconsin High School Forensic Association), follows its rules, and attends meets through this organization. Manawa occasionally hosts a meet, but most are held at neighboring schools. There is no student fee associated with this program.

# ADDENDUM A - SCHOOL SPONSORED CLUBS AND ORGANIZATION

## HS Art Team

**Advisor:** Mrs. Zabler

**Meeting Location, Date, & Time:** 1-2 times per week during Rtl or after school in the fall. Additional meetings occur leading up to the spring competitions. The location is in the HS Art Room.

**Mission and Purpose:** The Wisconsin Art Education Association's mission is to promote excellence in visual art and design education for all students, art advocates, and art educators.

Students participate in a state-wide high school Art competition, sponsored by the Wisconsin Art Education Association called the "Visual Arts Classic" (thus following the rules and bylaws of the competition). The competition involves various studio media, has a yearly "theme", and students are involved with in-depth research on artists related to that year's theme. 12 members plus up to 6 alternates may participate. Students choose from artistic media and create "long-term" artwork (Oct - Feb).

At the competition, students will create an "on-site" project, as well as participate in a team "artist quiz bowl". Scores are earned both individually and as a team. Projects are judged by volunteers (professional artists, retired art teachers, etc.). The regional competition is in March at U.W.-Stevens Point, State Competition in April at U.W.-Madison. Team T-shirts are paid for through Art Club funds (as most Art Team members are also Art Club members). (Mrs. Zabler is currently the U.W.- Stevens Point Regional Chairperson, and on the Administrative Board of VAC State)

Art Team has a huge positive impact on our creative students and is an outlet for them to go above and beyond the regular HS Art Curriculum. They not only work on individual projects, but they also brainstorm ideas together and work as a team. Students also receive face-to-face critiques of their work from the judges.

## HS Debate

**Advisor:** Mr. Polkki

**Meeting Location, Date, & Time:** Debate season takes place at tournaments held at participating schools from September through early December. Practices are held in Mr. Polkki's classroom.

**Mission and Purpose:** The purpose of debate is to offer a wide range of benefits while appealing to many students by providing them chances to improve in areas such as public speaking skills, research skills, teamwork, note-taking and listening skills, knowledge of current event issues, and self-confidence. Debate is open to all High School Students. High School Debate is an organization with a set format to create a fair and challenging debating contest in which participants will often debate both sides of an issue. Debates are centered on a resolution (a controversial statement). Resolutions are about a variety of topics, chosen largely by the students participating in the league. In every debate, the affirmative (Pro) side speaks in favor of the resolution and the negative side (Con) speaks against it. A debate takes about 45 minutes and consists of a series of speeches for and against the resolution. There is also cross-examination, in which competing teams challenge each other's ideas. Each debate has a judge who listens carefully to the arguments presented and chooses a winner. Debate meets feature 4-5 rounds in a Tournament.

## High School Quiz Bowl

**Advisor:** Mr. Collins

**Meeting Location, Date, & Time:** Typical meetings take place in the advisor's room during lunch. The season begins in January and ends in March with practices beginning in November.

**Mission and Purpose:** The purpose of the Quiz Bowl is to provide students with a quiz-based competition that tests players on a wide variety of academic subjects. Quiz Bowl is a club for high school students in which they can participate in a trivia competition against other CWC schools. At a Quiz Bowl meet, two teams of four will be asked various questions about wide-ranging topics from current events, math knowledge, to even Christmas song lyrics. Students compete at either the A or B level and a competition consists of one match at each level. In addition to all the knowledge gained with answering questions and learning trivia, students also work on public speaking, teamwork, and problem-solving skills.

# ADDENDUM A - SCHOOL SPONSORED CLUBS AND ORGANIZATION

## Bowling Club

**Advisor/Coach:** Mr. Beyer

**Meeting Location, Date, & Time:** Thursdays after school at Keglers Bowling Center

**Mission and Purpose:** The mission and purpose of the Bowling Club is to provide students the opportunity to bowl with teammates and reach their full potential as lifelong bowlers. Practice starts October 1st with the first match starting the first week of November. There are 10 matches from November until mid-February. State competition is held the first weekend in March if the team qualifies. All matches are baker format or team bowling. Matches travel to area schools on Sundays. There is a fee of \$50 to help cover entries, practice, uniforms. There are some fundraising opportunities throughout the season. No experience is needed. Coaches will teach/coach to all interested students. Scholarships are available through tournaments. The middle school team is also available.

## Non-Competitive Extracurricular Clubs and Activities:

### Manawa FFA

**Advisor:** Mrs. Cordes

**Meeting Location, Date, & Time:** Before school/homeroom/lunch/evening events and held in Mrs. Cordes' classroom unless otherwise indicated.

**Mission and Purpose:** (National Mission Statement) FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education. Manawa FFA is a youth organization for students in grades 9 - 12 who wish to develop premier leadership, personal growth, and career success through agricultural education. \*\*Students in 7th and 8th grade may join FFA to complete a specific independent study project, e.g. exhibiting at the county fair or participating in a career development event (CDE) or leadership development event (LDE).

FFA is a co-curricular organization as instruction is delivered through three components: classroom/laboratory instruction (contextual learning), Supervised Agricultural Experience (SAE) programs (work-based learning), and FFA. The cost to join is \$20/year which includes a t-shirt and membership in Manawa FFA, Wisconsin FFA, and National FFA. Additional fees may apply for travel or competitive events.

The FFA Program of Activities follows national FFA standards in order to grow leaders, build communities, and strengthen agriculture. The FFA officer leadership team and advisor coordinate voluntary activities for the members. Information about opportunities is available on Google Classroom, announcements, Manawa Facebook page, in the agriculture room, and at meetings. Major fundraiser: dessert auction at annual member banquet. FFA is a buffet of opportunities!

### High School Gay-Straight Alliance (GSA) Club

**Advisors:** Mrs. Zabler

**Meeting Location, Date, & Time:** Weekly meetings on Fridays in the choir room during lunch.

**Mission and Purpose:** The mission of the club is to showcase the similarities between LGBTQ+ students and non LGBTQ+ student allies through group activities, discussion, and community service. The Gay-Straight Alliance (GSA) aims to create a safe, welcoming, and accepting environment for all youth, regardless of sexual orientation or gender identity. This club encourages the acceptance and support of all students.

# ADDENDUM A - SCHOOL SPONSORED CLUBS AND ORGANIZATION

## National Honor Society (NHS)

**Advisor:** Mrs. Koshollek

**Meeting Location, Date, & Time:** Meetings occur in the LWHS/MMS Commons once per month during homerooms.

**Mission and Purpose:** The mission of NHS is to honor students who have excelled in scholarship, leadership, service, and character. National Honor Society membership is by invitation only to juniors in their second semester and seniors with a cumulative grade point average of 3.4 or higher. Students must also have staff and community member recommendations to be in this club. The purpose of this club is to give members an opportunity to share their scholarship, leadership, and service within the school community. National Honor Society has a long-standing partnership with the Community Blood Center and hosts 3-4 Blood Drives each year for the students who are 16 years of age and older to donate blood. Students also assist with tutoring as needed and must do other service projects within the community.

## HS Student Council

**Advisor:** Ms. Eck

**Meeting Location, Date, & Time:** Once per month in Ms. Eck's classroom and TBD in the summer.

**Mission and Purpose:** The mission and purpose of the Student Council are to promote social activities within the school and the community as well as make Little Wolf High school a better place through leadership development. In addition to planning events that contribute to school spirit and community welfare, the student council is the voice of the student body.

The LWHS Student Council belongs to the Wisconsin Association of School Councils (WASC) and participates in leadership activities through WASC including the Fall Regional and Spring State WASC Conferences. The WASC is dedicated to the continuation and expansion of leadership development and student responsibilities in Wisconsin. Little Wolf High School Student Council is open to all high school students who are interested in its mission provided they continue to be students in good standing. Within the Student Council, there is a leadership team of students who are elected to those positions by their peers on the Student Council. There is no fee for students to participate in the Student Council.

## HS Art Club

**Advisor:** Mrs. Zabler

**Meeting Location, Date, & Time:** The club meets periodically as needed before or after school, homerooms, and during lunch periods in the HS Art room.

**Mission and Purpose:** The mission and purpose of the HS Art Club are to provide opportunities for creative growth, and organize High School Art students interested in raising funds to visit an Art Museum/Gallery. The club seeks to provide an opportunity to see famous works of art. Occasionally, Art Club members participate in community service activities, such as face painting, downtown window decoration, etc. Fundraising generally starts in Fall. The trip location is based on the number of funds raised and student interest. Potential destinations include but are not limited to - Milwaukee Art Museum and Horticultural Domes, Madison Chazen Art Museum, Leigh Yawkey Woodson Art Museum, and The Chicago Art Institute.

## Ski Club

**Advisors:** Mr. Bortle and Mrs. Bortle

**Meeting Location, Date, & Time:** Nordic Mountain, Dates to be determined 4:30 p.m. - 7:00 p.m.

**Mission and Purpose:** The purpose of this extra-curricular club is to provide the students of Manawa the opportunity to learn and explore activities that help develop a healthy lifestyle beyond their school years. Sixth through twelfth-grade students interested in skiing and snowboarding participate in four dates of skiing at Nordic Mountain near Wild Rose. All students are required to have lessons if they have not skied or snowboarded before. Students can rent their own equipment or bring their own equipment with them. Helmets are mandatory.



# ADDENDUM A - SCHOOL SPONSORED CLUBS AND ORGANIZATION

## HS FOR (Friends of Rachel) Club

**Advisors:** Ms. Eck and Mrs. Krause

**Meeting Location, Date, & Time:** One to two times a month during homeroom. Meetings occur in the LWHS/MMS Commons, in order to plan small and large activities to promote kindness.

**Mission and Purpose:** The mission and purpose of the LWHS FOR club are to spread kindness throughout the school community. It is open to any high school student who is interested in promoting the cause. Although the FOR club is not affiliated with any state or national organization, it is based on the story of Rachel Scott, one of the first victims of the Columbine school shooting. Her writings inspired a movement based on the idea that kindness towards others could be a spark to improve the lives of young people throughout school communities. There is no student fee associated with this program.

## MS FOR (Friends of Rachel) Club

**Advisors:** Ms. Eck and Mrs. Krause

**Meeting Location, Date, & Time:** One to two times a month during homeroom. Meetings occur in the LWHS/MMS Commons, in order to plan small and large activities to promote kindness.

**Mission and Purpose:** The mission and purpose of the FOR club are to spread kindness throughout the school community. It is open to any middle school student who is interested in promoting the cause. Although the FOR Club is not affiliated with any state or national organization, it is based on the story of Rachel Scott, one of the first victims of the Columbine school shooting. Her writings inspired a movement based on the idea that kindness towards others could be a spark to improve the lives of young people throughout school communities. There is no student fee associated with this program.

## HS Yearbook

**Advisor:** Ms. Meria Wright

**Meeting Location, Date, & Time:** TBD

**Mission and Purpose:** The mission of the LWHS Yearbook Club is to provide students the opportunity to create the Little Wolf yearbook. No artistic talents are needed as students decide on the media that will be included in the yearbook while designing the pages. As a student-led club, students have the final say for all information included. Ms. Wright will facilitate and help keep the students organized while following a timeline for production. Students will use the Jostens website to fully develop the yearbook. There is no student fee associated with this program.

## MS Yearbook

**Advisor:** Ms. Meria Wright

**Meeting Location, Date, & Time:** TBD

**Mission and Purpose:** The mission of the MMS Yearbook Club is to provide students the opportunity to create the Manawa Middle School yearbook. No artistic talents are needed as students decide on the media that will be included in the yearbook while designing the pages. As a student-led club, students have the final say for all information included. Ms. Wright will facilitate and help keep the students organized while following a timeline for production. Students will use the Jostens website to fully develop the yearbook. There is no student fee associated with this program.

## Drama Club

**Advisor:** Mr. Ftzweiler

**Meeting Location, Date, & Time:** TBD

**Mission and Purpose:** The Mission of the Drama Club is to educate students on theater production both onstage and off stage and to promote the growth of their skills in all aspects of theater while providing performance opportunities. Drama Club is an extracurricular group that produces musicals, plays, and one-act plays periodically throughout the school year. It is open to students in grades 6-12 enrolled in the School District in Manawa. Students will participate in all aspects of theatrical production from the crew, building, costumes, lighting, sound, acting, etc. The final production will be performed for the public.

# ADDENDUM A - SCHOOL SPONSORED CLUBS AND ORGANIZATION

## MS Class Officers

**Advisors:** Middle School Core Teachers

**Meeting Location, Date, & Time:** Meetings are held in the MMS Suite and MMS classrooms and meet at various times throughout the school year to plan activities in the MMS area.

**Mission and Purpose:** The purpose of middle school class officers is to promote social activities within the middle school, and at times, the community to make our school and community better places. Along with that, this is a way for students to explore their burgeoning leadership skills and an early understanding of civic responsibility and voting. This opportunity is open to all middle schoolers who are interested, which is then narrowed down to the elected class officers. There is no fee for students to be a class officer.

## Sources of Strength

**Advisors:** Ms. Connolly, Mrs. Cordes, Ms. Eck, Mrs. Krause, Ms. Wright, and Mr. Ziemer

**Meeting Location, Date, & Time:** Meetings occur during school hours minimally once per month during homeroom in the commons.

**Mission and Purpose:** Our mission is to provide the highest quality evidence-based prevention for suicide, violence, bullying, and substance abuse by training, supporting, and empowering both peer leaders and caring adults to impact their world through the power of connection, hope, help, and strength. Sources of Strength is an evidence-based program geared toward increasing student strengths which helps with student mental health and suicide prevention. This club is open voluntarily to students from grades 6-12. Students plan various campaigns to help students recognize and build on areas of strength including positive friends, mentors, healthy activities, generosity, spirituality, physical health, mental health, and family support. This club initially began with grants from the Department of Public Instruction and ThedaCare and is being piloted during the 2021-22 school year.

## Manawa Elementary Student Council

**Advisors:** Mrs. Ziemer, Mrs. Whitman, and Ms. Ujazdowski

**Meeting Location, Date, & Time:** Over lunch or Wolf Time in Mrs. Whitman's classroom

**Mission and Purpose:** The Manawa Elementary School Student Council was established to help students with natural leadership skills work to make MES a fun, inviting learning environment for all students. Each year the Student Council develops and leads a variety of different activities for the entire school. The Student Council does a variety of activities like promoting Red Ribbon Week, organizing and running the October school-wide assembly, promoting World Kindness Day, and planning for the yearly school-wide food drive that collects Thanksgiving meal foods for families in need.

The following SDM Clubs/Activities are currently inactive:

- Powerlifting
- Archery
- Future Business Leaders of America (FBLA)

Additionally, there is a student-led Bible Club that meets in Mr. Patrick Collin's classroom under his supervision about once a week. Mr. Collins does not lead or participate in the activities. This is a community activity that simply makes use of school space for their meetings.

On occasion, the Waupaca County 4-H groups may also use various school spaces.

A variety of community-based youth sports programs use the school facilities.

# ADDENDUM B - SIGNATURE PAGE

## STUDENT/PARENT HANDBOOK SIGNATURE PAGE

Please review the attached Student/Parent Handbook information, read this page carefully then sign the bottom.

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

My signature at the bottom of this form gives consent as stated above.

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We will read or have previously read and discussed with our child the Student/Parent Handbook and fully understand that these are the rules and regulations of the School District of Manawa. We affirm that we are expected to comply with these rules and regulations.

Student Name (print) \_\_\_\_\_

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

Print Name \_\_\_\_\_

Date: \_\_\_\_\_ High School Student Signature \_\_\_\_\_

\* High School Student Signature is Mandatory