

BONDUEL MIDDLE SCHOOL

STUDENT HANDBOOK

2023-2024

**Bonduel Middle School
400 W. Green Bay Street
Bonduel, WI 54107**

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**“School District of Bonduel—Building Pathways to Educational
Excellence with Personal Attention”**

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WELCOME BACK!

A new year welcomes you to Bonduel Middle School. The middle level years are an exciting time of growth for kids academically, physically, socially, and emotionally.

Bonduel Middle School is planned, organized, and staffed to provide an excellent learning environment for early adolescents. We strive to create an atmosphere that bridges the gap from the self-contained classrooms of the elementary model to the fuller independence of high school. We try to encourage the development of positive values and attitudes about peers and society in addition to providing the highest levels of student learning.

You will find a broad curriculum that provides a host of experiences in core academic areas, related arts, exploratory arts, and physical education. We strive to build strong bonds between students and staff to help them through these years of tremendous growth.

We place a high value on helping students assume more responsibility for their education during the years at Bonduel Middle School. This handbook is designed to be an informative guide for students and parents regarding the policies and procedures of your school. We strongly encourage students and parents to review this handbook prior to signing the Signature Form. If you have any questions or concerns, please visit the Middle School/High School office or call us at 715-758-4850.

**EXPECTATIONS OF
STUDENTS & STAFF IN OUR SCHOOL**

- represent our school in an outstanding manner.
- work to the best of your ability.
- treat others with dignity, worth, and respect.
- keep our building beautiful and clean.
- obey all the rules and regulations.
- work to keep a positive relationship with parents, students, teachers, and guests.
- reach beyond your grasp and learn new things.
- make all of us and yourself very proud.



HAVE A GREAT YEAR!

Mr. Ward & Mrs. Groeneveld

SCHOOL DISTRICT OF BONDUEL

MISSION STATEMENT

School District of Bonduel—Building pathways to educational excellence with personal attention.

STATEMENT OF PRINCIPLES AND VALUES

1. Excellence in education encourages and assists all students to strive toward their potential.
2. The highest quality of education must be provided with the resources available.
3. Education is a partnership among students, families, schools, communities, and businesses, each having unique responsibilities.
4. It is vital that this partnership prepares students to be productive, contributing members of a democratic society.
5. Education is a life-long learning process necessary for continued personal growth and development.
6. Education provides character-building opportunities that reinforce appropriate social norms.
7. Due to the needs of our ever-changing society, education is an innovative, evolving process that should include basic skills, life-skills, critical thinking skills, conflict resolution, and problem solving.
8. An optimal learning environment is safe and orderly.
9. High expectations combined with a positive caring environment motivate people to strive for excellence.
10. Co-curricular activities enhance the total development of the individual, school/community relationships and academic performance.
11. Excellence in education depends on continuous evaluation of curriculum, development of staff, and quality facilities that are available to everyone.
12. Our students are our future and the key to a better tomorrow.

GOALS

1. Promote the School District of Bonduel.
2. Enhance student achievement by building positive relationships and creating a rigorous and relevant PK-12 Curriculum.
3. Expand Wellness Programs.
4. Continue implementing instructional technology applications throughout the PK-12 curriculum.

STATEMENT OF COMPLIANCE WITH FEDERAL LAW

It is the policy of the School District of Bonduel that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, co-curricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, emotional, or learning disability or handicap as required by S. 118.13, Wis. Stats. 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 and national origin), and Section 504 of the Rehabilitation Act of 1973.

The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the School District of Bonduel.

Any questions concerning this policy should be directed to:

Mr. Joe Dawidziak, District Administrator
School District of Bonduel
400 W. Green Bay St.
Bonduel, WI 54107 Telephone: 715-758-4850

SCHOOL DISTRICT OF BONDUEL **TITLE VI, TITLE IX AND SECTION 504 GRIEVANCE PROCEDURE**

If any person believed that the School District of Bonduel or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Title IX or Section 504 or in some way discriminates on the basis of race, color or national origin, sex, age or handicap, he/she may bring forward a complaint to the district administrator's office at Bonduel High School, Bonduel, WI 54107.

The person who believes he/she has a valid basis for complaint shall discuss the concern with the local coordinator, who shall in turn investigate the complaint and reply to the complainant in writing within five (5) business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the following steps listed.

FORMAL GRIEVANCE PROCEDURE

STEP 1: A written statement of the grievance shall be prepared by the complainant and signed. This grievance shall be presented to the Local Coordinator within five (5) business days of receipt of the written reply to the informal complaint. The coordinator shall further investigate the matters of the grievance and reply in writing to the complainant with ten (10) business days by certified mail.

STEP 2: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days of his/her receipt of the coordinator's response in Step 1. To resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within twenty (20) days of the receipt of such an appeal. A copy of the board's disposition of the appeal shall be sent by the board clerk to each concerned party within ten (10) business days of this meeting by certified mail.

STEP 3: If, at this point, the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, U.S. Department of Education, Washington, D.C. 20201.

ACCIDENTAL INJURIES and INSURANCE

Injuries that occur on the school grounds during the school day are **not** covered by any general benefit plan carried by the school. Parents/Guardians are responsible for all cost related to injuries occurring on school grounds. Parents/Guardians are encouraged to purchase insurance for their child. Accidents should be reported to the instructor supervising an activity and then reported to the office.

AFTER SCHOOL ACTIVITIES

Students who come to the high/Middle School at night are to report to the room where they are working and not roam the halls. All activities must be supervised by a school employee/advisor for the entire time in the session. Students present without supervision may be fined for trespassing, based on the city trespass and loitering ordinance. Students and non-students are not allowed to use school facilities without proper adult supervision. Proper adult supervision will generally mean a school employee or other adult person designated by the superintendent or building principal. Use of classrooms and computer labs is not allowed unless this supervision by a school employee is provided or as otherwise provided in Bonduel School Board Policy po7440. Students participating in after school activities sponsored by the school will need to arrange transportation home at the end of the activity.

ATTENDANCE:

Philosophy

Regular school attendance is a critical part of successful academic growth for students. Regular attendance also builds habits of dependability and consistency that will be important to the students now and in the future. Makeup work cannot fully replicate the important learning that takes place while students interact with their peers and teachers.

Law and Policy

Wisconsin State Law (118.15 & 118.16) and the Bonduel School District (po5200) both have specific requirements for student attendance. Both require students to be in school each day unless ill.

According to Wisconsin State Law, Statute 118.15, Section 31, and Bonduel School Board Policy students are to be in school each day unless they are ill. **Parent(s) can excuse a child for a maximum of 10 school days over the course of a school year.**

Classification of Absences

All absences will be classified as excused, excused-avoidable, or unexcused (truant). Final classification of absences will be made by the principal or school counselor.

These are examples of EXCUSED ABSENCES:

- a. Illness
- b. Health care appointments (for the time necessary for appointment only)
- c. Required court appearance (for time of appearance only)
- d. Religious observation
- e. Death in the family
- f. Quarantine imposed by a public health officer
- g. Emergency--These are defined as "a sudden unexpected situation which is beyond the control of the student's family and has the need for immediate action to be taken. It is unforeseen and cannot be planned."

(Providing proper documentation for the above items will remove them from the count of 10 parent authorized absences. Note for illness must come from health care professional who has seen the child).

Planned Absences

Attendance is a key factor for student learning; all efforts to avoid having a student miss school is greatly appreciated and will benefit your child. However, if an absence is necessary and is known about ahead of time, please notify the office at least 2 weeks ahead of time. The student will be given an advanced make up form to present to each teacher for their signature and so plans are made for makeup work. The student will work with each teacher to plan for making up work. Teachers will try to provide work ahead of time, but that is not always possible.

Arrival or Departure During School Day

Any student who arrives at school after school starts or needs to be dismissed prior to school ending must be signed in or out in the middle/high school office. If someone other than parent is picking up student, parents need to notify office of who will be picking up the student.

Absence Reporting

For any unplanned absences, please notify the school office (715-758-4850) by 8:15 am. If notification is not received the school may contact parents to confirm absence. Students must bring a written and signed note explaining absence upon return. This written excuse is necessary whether the absence was called in or not.

Chronic Absences

Chronic absenteeism will be defined as missing school on 10 or more days during the school year for undocumented reasons. Absences documented by notice from health care or other agency may not count towards the 10 (actual visit required) at the discretion of the administration. At that point the school will be contacting parents to discuss attendance record. State law and school board policy allow parent(s) to excuse a child for a maximum of 10 days.

Truancy

Absence from school without a legitimate excuse is considered truancy. Truancy violations may result in the student making up the missed work, parent contact by telephone or letter, a parent conference to discuss the truancy, or referral to Shawano County Juvenile Court (Chapter 118.15 of the Wisconsin Statutes).

Make-up Work

Students are responsible for making up all work missed because of absence, field trips, athletic events, and approved class activities. Make-up work must be completed in a reasonable period as determined by the individual teacher. Work not made up by the established deadline will not be accepted for credit and the student's grade will be reduced for the missing work.

Extra-Curricular Participation

Students must be in school for the entire day to participate in activities or events after school. There are exceptions by administration with prior approval. Approval of administration is necessary for an appointment or emergency that requires a student to be absent during the afternoon on the day of an event. Students involved in extracurricular activities must abide by all Activity Code rules and regulations. See *Activity Code*.

BELL SCHEDULES

5/6 SCHEDULE

1 ST HOUR	7:55 – 8:40
2 ND HOUR	8:44 – 9:29
3 RD HOUR	9:33 – 10:18
4 th HOUR	10:22 – 11:07
5A HOUR	11:11 – 11:44
LUNCH	11:44 – 12:14
5B HOUR	12:18 – 12:29
6 TH HOUR	12:33 – 1:18
7 TH HOUR	1:22 – 2:07
8 TH HOUR	2:11 – 2:56
ELT	3:00 – 3:20

5/6 LATE START SCHEDULE

1 ST HOUR	10:00 – 10:32
2 ND HOUR	10:36 – 11:08
3 RD HOUR	11:08 – 11:48
LUNCH	11:52 – 12:22
4 TH HOUR	12:26 – 12:56
5 TH HOUR	1:00 – 1:32
6 TH HOUR	1:36 – 2:09
7 TH HOUR	2:13 – 2:46
8 TH HOUR	2:50 – 3:20

5/6 EARLY RELEASE SCHEDULE

1 ST HOUR	7:55 – 8:26
2 ND HOUR	8:30 – 9:01
3 RD HOUR	9:05 – 9:36
4 th HOUR	9:40 – 10:11
5 TH HOUR	10:15 – 10:46
6 th HOUR	10:50 – 11:21
LUNCH	11:21 – 11:51
7 TH HOUR	11:55 – 12:26
8 TH HOUR	12:30 – 1:00

7/8 SCHEDULE

1 ST HOUR	7:55 – 8:40
2 ND HOUR	8:44 – 9:29
3 RD HOUR	9:33 – 10:18
4 th HOUR	10:22 – 11:07
5 th HOUR	11:11 – 11:59
LUNCH	11:59 – 12:29
6 TH HOUR	12:33 – 1:18
7 TH HOUR	1:22 – 2:07
8 TH HOUR	2:11 – 2:56

7/8 LATE START SCHEDULE

1 ST HOUR	10:00 – 10:32
2 ND HOUR	10:36 – 11:08
3 RD HOUR	11:08 – 11:48
4 TH HOUR	11:52 – 12:22
LUNCH	12:26 – 12:56
5 TH HOUR	1:00 – 1:32
6 TH HOUR	1:36 – 2:09
7 TH HOUR	2:13 – 2:46
8 TH HOUR	2:50 – 3:20

7/8 EARLY RELEASE SCHEDULE

1 ST HOUR	7:55 – 8:26
2 ND HOUR	8:30 – 9:01
3 RD HOUR	9:05 – 9:36
4 th HOUR	9:40 – 10:11
5 TH HOUR	10:15 – 10:46
6 th HOUR	10:50 – 11:21
7 th HOUR	11:25 – 11:56
LUNCH	11:56 – 12:26
8 TH HOUR	12:30 – 1:00

BICYCLES

Students are to park their bikes in the bike rack. Students are encouraged to securely lock their bike to the bike rack. The school will not be responsible for loss, theft, or damage to bicycles.

BOOKS

Students will be issued textbooks. They will be asked to fill out a condition report of all books prior to the start of the year. Students will be assessed fines for damage to books. Normal wear is expected.

BULLETIN BOARDS

-Students who wish to post notices or activities on bulletin boards may do so with principal approval. The principal reserves the right to remove any item that is not in the best interest of Bonduel School District. Any tampering with the bulletin board material will be considered an act of vandalism and will be dealt with accordingly.

BULLYING – See HARRASSMENT/BULLYING

BUS CONDUCT Safety is and will remain the highest priority. Riding the school bus is a privilege. If a student behaves appropriately, they will be allowed to ride the bus. If they choose to break the rules established by the School District of Bonduel there will be consequences. Consequences may include, but are not limited to: before school detention, lunch detention, after school detention, in-school suspension, out-school suspension, loss of bus privileges, or other consequences as specified in the Parent/Student Handbook.

In conjunction with the Bonduel School District, the bus company may also have stated consequences. Breaking rules may result in the loss of all bus privileges.

Students may be suspended immediately from riding the bus for severe infractions for a period of time to be determined by the District Administrator. A serious infraction, such as a weapon, drug or physical violence, may result in bus privileges being suspended immediately. The student may be required to remain at school and law enforcement may be called.

NOTE: If bus privileges are suspended, students must arrange their own transportation to and from school. Additional referrals may result in removal from the bus for the remainder of the school year.

BUS RIDER RESPONSIBILITIES

The following are general bus rules and guidelines:

1. Follow all directions given by the bus driver.
2. Assist in always keeping the bus safe and clean.
3. Refrain from loud talking and excessive noise which could distract the driver.
4. Make restitution for damaged bus seats or any other school property.
5. Always remain in their seats when the bus is in motion.
6. No eating or drinking is allowed on daily bus routes.
7. Refrain from horseplay around or on the bus.

8. Always keep hands and head inside the bus after entering and until leaving the bus and are not permitted to throw anything out of bus windows. Bus windows are not to be opened more than halfway.
9. Keep books, packages, coats, and all other personal items out of the aisles at all times.
10. Be completely quiet when approaching, while at, and during the crossing of railroad tracks.
11. Drivers can assign students to sections on the bus and/or specific seats at their discretion.
12. Use of cell phones, iPods, and similar electronic devices with headphones or muted volumes are permitted. Students are responsible for the safety and security of any items brought onto the bus.
13. Students are allowed to remove books, electronic devices, assignments, pens, and so on from backpacks.
14. Golf bags, band instruments, and other large items can be carried onto the bus provided space is available.

The School District of Bonduel allows the use of video cameras on school buses for the primary purpose of reducing disciplinary problems and vandalism. The use of the camera allows the driver to focus on driving the bus and a safe ride to and from school.

NOTE: Parents and students need to understand that even though there is no direct supervision provided at the school bus stops, students are still to follow the student code of conduct. Misconduct will be investigated by the administration.

CHEATING AND PLAGIARISM

Bonduel Middle School promotes academic honesty on the part of students. Cheating and plagiarism are not acceptable behaviors. Cheating is defined as the intentional use of someone else's work or material on any test or assignment; or the use of any prohibited means to enhance the performance on an examination.

Plagiarism is defined as the appropriating and putting forth as one's own, the ideas, language, or creation of another, without citing their sources.

Likewise, students have an obligation to support academic honesty. Students who improperly share their thoughts and materials with others are just as accountable for their actions as those who receive that information.

If a teacher recognizes cheating or plagiarism, or even suspects such a case, they must take immediate steps to address it. All students at our school are expected to live up to the highest standards of academic honesty.

CO-CURRICULAR ACTIVITIES/ATHLETICS

PHILOSOPHY

The Bonduel school co-curricular program is established to provide beneficial experiences for those who participate in Middle School and High school activities. The co-curricular program's basic function is to help build respectable and responsible young men and women.

At Bonduel, we believe that students must be willing to accept reasonable rules and regulations or be willing to accept the consequences for not doing so. The co-curricular policies are based on this philosophy. The athletic policies are closely aligned with the regulations set forth by the Wisconsin Interscholastic Athletic Association. A signed co-curricular form needs to be on file in the MS/HS school office prior to any practice or participation in the co-curricular activity.

ATHLETICS

<u>Fall Sports</u>	<u>Winter Sports</u>	<u>Spring Sports</u>
<u>Cross Country</u>	Basketball	Track & Field
<u>Football</u>	Wrestling	Girls Softball
<u>Volleyball</u>		

ATHLETIC PARTICIPATION FEES

- High School - \$30 fee per sport; waivers may be applied to reduce the fee to \$15 per sport.
- Middle School - \$20 fee per sport; waivers may be applied to reduce the fee to \$10 per sport.

If a student has any outstanding athletic, school, activity, etc., fees outstanding prior to the first date of competition, they will be ineligible to participate in competition until all outstanding fees are paid.

ATHLETIC WAIVERS/PAYMENT PLAN

The district's fee schedule provides for a possible waiver of fees and/or payment plan for athletics. Waiver forms may be requested from the athletic department. Below are the requirements for this plan:

- Students meeting the requirements for free or reduced lunch may be eligible for the athletic waiver at the reduced cost stated under the section Athletic Participation Fees.
- Students not covered under free and reduced lunch, may request a payment plan of 2 or 3 payments over the course of the season for each sport or activity. To be eligible to participate in the WIAA Tournament Series all fees must be paid prior to the start of the WIAA Tournament Series.
- Families experiencing a special financial hardship may request a waiver of fees by filling out the form and attaching a statement of circumstances.

The Athletic Director and/or the Principa will review and approve/deny waived fees for each situation. Waivers must be submitted one week prior to the first eligible date of competition per WIAA rules/regulations.

CONCUSSIONS

A concussion is a type of traumatic brain injury that interferes with normal functioning of the brain (changes how the cells in the brain normally work). A concussion can be caused by a bump, blow, or jolt to the head or body. Basically, any force that is transmitted to the head causing the brain to literally bounce around or twist within the skull can result in a concussion. Over 90% of concussions do not involve loss of consciousness. It is important to note that a concussion can happen to anyone in any sport or athletic activity.

Concussion affects people in four areas of function:

1. Physical – This describes how a person may feel: headache, fatigue, nausea, vomiting, dizziness, etc.
2. Thinking – Poor memory and concentration, responds to questions more slowly, asks repetitive questions. Concussion can cause an altered state of awareness.
3. Emotions - A concussion can make a person more irritable and cause mood swings.
4. Sleep – Concussions frequently cause changes in sleeping patterns, which can increase fatigue.

Most concussions are temporary and resolve themselves without causing residual problems. Concussion symptoms in children and adolescents take longer than symptoms in adults to resolve. It is not uncommon for symptoms in young athletes to last a few weeks. These symptoms of headache, difficulty concentrating, poor memory and sleep disturbances can result in academic troubles among other problems. Concussion symptoms may even last weeks to months (post-concussion syndrome).

Every attempt will be made to prioritize students' safety first when a possible concussion has taken place. Open communication must be practiced between parents, students, and school staff to ensure the health and well-being of the student. Attempts to "hide" a concussion by coaches, parents and students will not be acceptable. Students who are believed to have been concussed will be held out of activity until clearance is obtained by the proper personnel.

DISCIPLINE

Self-discipline is the responsibility taken for a person's own actions. It is the goal of education. For students unable to take responsibility for their own actions, disciplinary steps have been established. These are systematic and logical consequences based on how a student chooses to behave.

DISCIPLINARY ACTION: GENERAL RULES OF CONDUCT

These rules and regulations cover actions which occur within the school building, on school premises, on school transportation, and while in attendance at school-related functions whether at the School District of Bonduel or off campus.

BEHAVIOR NOTICES ISSUED BY A SUBSTITUTE TEACHER MAY BE INCREASED AT THE DISCRETION OF THE TEACHER AND PRINCIPAL.

MINOR RULES & OFFENSES:

This is a partial list and is not inclusive.

1. Students are not to be in the school building before or after regular school hours without permission and under the supervision of school personnel.
2. Academic Dishonesty is prohibited. In the case of proven academic dishonesty, the student will fail the test or project, the student will receive a behavior notice, and the teacher will have a conference with the student and will inform the parent/guardian.
3. Snowballing and the throwing of other projectiles are dangerous practices and endanger the safety of everyone. These actions are prohibited. In the case of bodily injury or of property damage due to the throwing of snowballs or other projectiles, the notification of law enforcement officials or the settlement of monetary reimbursement shall be left to the discretion of the offended and will be the responsibility of the offended.
4. Students are expected to be in class on time and be prepared to start class at bell time. This means in the room and sitting. A student shall not cut class or be tardy.
5. Students attending a school sponsored activity (band concert, basketball game, forensics meet) are required to remain in the building and in the activity area (Sousa Hall, gym, classroom) until the activity is completed. Students are not allowed to roam the halls unsupervised.
6. Students are not permitted in the halls unless they have a hall pass or are accompanied by school personnel. A student must show the hall pass to school personnel requesting it.
7. Students are expected to always conduct themselves in an orderly and respectful manner when representing the school.
8. Leaving the school building without permission from a staff member.
9. Going to an unauthorized area of the building is prohibited. The entire high school area is an unauthorized area. Students are to go directly to and return from their classes located in the high school.

10. Students are not permitted to eat food or drink beverages in violation of the “Food and Beverage” section of this handbook.
11. Use of inappropriate language. (Note: Can be deemed to be a major rules infraction depending on circumstances)
12. A student shall not possess, handle, conceal, distribute, or use a laser pointer on school property or at school functions. If seen, laser pointers will be confiscated.
13. Lighters and matches are prohibited on school grounds.
14. A student shall obey any reasonable direction or command given by school personnel.
15. A student shall not be involved in any type of disruption or interference within the classroom, on the buses, grounds, or during after-school events.
16. A student will refrain from any public displays of affection (ex: kissing, hugging, handholding) while in school, on school grounds, or at school-sponsored activities.
17. Other incidents as determined by the building principal or associate principal.

Misconduct Procedures for Minor Offenses:

All offenses of the above listed items will be addressed using one or more of the following consequences: conference with staff member, noon detention, 9th hour, parent contact, parent conference, financial or other restitution, loss of PRIDE time, and/or office time out. Repeated minor offenses can lead to more significant consequences such as in-school suspension, out-of-school suspension, and even expulsion if frequent and severe enough to warrant such action.

RULES REGARDING USE OF ELECTRONIC COMMUNICATION DEVICES (ECDs)

Possession of Electronic Communication Devices (ECD's) by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Students are prohibited from using electronic devices, except with permission granted by an administrator, teacher, or school staff. An electronic device includes, but is not limited to, the following: cell phone, smart phone, smart watches, audio or video recording device, personal digital assistant (PDA's), iPod, iPad, laptop computer, tablet computer, pagers/paging devices, or other similar electronic devices.

During the school day (start of the day to the end of the day), electronic devices must be kept silent and/or powered-off in their lockers; unless given express permission granted by an administrator, teacher, or school staff. They will not be allowed during lunch, study halls, extended learning time, or other activities throughout the school day; they must be kept in their lockers. Students will be allowed to use an ECD if provided in a student's individualized education program (IEP), by a staff member, or administration.

If a student needs to make an emergency call during the day, they are to come up to the office. If a parent needs their child to contact them, they should contact the office and we will immediately get their child.

Such possession or use of an ECD may not, in anyway:

- Disrupt the educational process in the school district.
- Endanger the health or safety of the student or anyone else.
- Invade the rights of others at school.
- Involve illegal or prohibited conduct of any kind.

****THE USE OF AN ECD IN A LOCKER ROOM OR BATHROOM IS PROHIBITED.**

Violations of this policy may result in disciplinary actions (depending on the severity of the misuse) against the student and the staff reserves the right to the following but are not limited to:

1. **First Offense** – give student a verbal warning and confiscate the ECD till the end of the hour/school day, confiscate and give the ECD to the administration, ask student to put the ECD in a designated area until the end of the class period, or ask students to put their ECD in their locker. The staff member will place a log entry into the student’s disciplinary record that they received their warning.
2. **Second Offense** – the ECD is confiscated from student and returned at the end of the day. The staff member will place a log entry into the student’s disciplinary record.
3. **Third Offense** – the ECD is confiscated and sent to the office. Students can pick up their ECD at the end of the school day. Staff members will contact parent/guardian and place another log entry.
4. **Fourth Offense** – the ECD is confiscated and sent to the office. Staff/Administration will contact parent and place another log entry. Parent/Guardian must pick-up the ECD at the end of the school day and have a meeting with administration. The student will not be allowed to have their ECD on school premises. Upon parent request, and administration approval, a student may be allowed to check in their ECD at the beginning of the day and retrieve it at the conclusion of the day from the Dean’s/Principal’s office.
5. **Additional Offenses** – Student will not be allowed to have their ECD on school premises. Consequences may include further confiscation of the ECD, police referral, and other disciplinary consequences including, but not limited to; use of detention(s), in-school suspension(s), out-of-school suspension(s), police issued fine, and expulsion.

Refusal by the student to follow the directives of the teacher and/or staff will be immediately sent to the office administration and a more severe consequence may be applied. School administration reserves the right to search the phone if there is a reasonable suspicion that the safety and well-being of the student, school, its staff and students are at risk or reasonable suspicion of a school related wrongdoing. Police referral may be recommended regardless of the number of offenses.

MAJOR RULES & OFFENSES

1. A student shall not cause or be involved in damage, vandalism, and/or destruction of school property (books, lockers, school property (books, lockers, doors, walls, bathrooms, etc.) or private property (other students' or adults' property) on school grounds, or at another school while on school sponsored activities.
2. A student shall in no way assault, harass, or behave in such a way that could be a physical or verbal threat to a school employee, student, or other person on the school grounds, or while in the course of a school related activity.
3. A student shall not remove or take from another student, school employee, school buildings or grounds any item or object without permission of that person or the school. This is stealing!
4. A student shall be treated as a trespasser if he/she is on school grounds during a period of suspension, expulsion, or if not legally enrolled in the School District of Bonduel unless he/she has been granted special permission.
5. Gangs: Wearing gang colors, symbolism, gestures, gang related activity, graffiti, and the like are always prohibited on school property and at school functions.
6. Profane or other inappropriate statements or gestures towards individuals or groups or people.
7. Possession of, or viewing, pornographic materials on school property is not permitted.
8. Leaving school grounds without the permission of the building principal and written permission from the parent or guardian is prohibited.

Procedures for Major Offenses:

All offenses of the above listed items will be reported to the principal and/or associate principal and will result in one or more of the following consequences: noon detention, 9th hour, parent contact, parent conference, financial or other restitution, law enforcement referral or citation, loss of PRIDE time, office time out, in-school or out-of-school suspension, and possible expulsion consideration for the most severe or repeated infractions.

In addition to the above consequences, the below offenses carry with them additional consequences and conditions:

9. **A student shall not possess, handle, detonate, transmit, sell, or conceal any object commonly classified as a weapon or explosive/implosive devices and fire.**

Weapons: A weapon shall be defined as anything that is used or designated to cause bodily harm or property damage (knives, guns, sharp tools, mace, or look-alikes).

Explosive/Implosive devices and fire: Ammunition, firecrackers, bomb, fireworks, poppers, or another explosive or incendiary device. This also applies to any object that might endanger the welfare of self and others.

Lockers, book bags, gym bags, coats, jackets, or other containers which are brought into the school may be searched at any time by school personnel pursuant to School Board policy or should they have a reasonable suspicion of the presence of a firearm, knife, weapon, mace, tear gas, explosive/implosive device, or other chemical weapon.

Misconduct Procedures for Weapons Explosive Device, or Fire Offenses:

Students found to have such items on school property or at school related activities at any time will be immediately suspended from school for up to 5 days with possible recommendation for expulsion hearing. Students will be referred to the legal authorities.

- 10. Fighting is strictly prohibited anywhere on school property. It is considered fighting when two or more people are exchanging blows or exerting physical force, abuse, or punishment. All students have an obligation to avoid physical confrontation.**

If it is determined that either of the students in a fight attempted to avoid it and did nothing to lead to the continuation or escalation, the full burden of the disciplinary action will fall on the student(s) determined to be the aggressor(s). If neither student tries to avoid the fight, all students will be subject to disciplinary action, but such action can still differ depending on circumstances surrounding the fight.

Misconduct Procedures for Fighting

First offense: The teacher or supervisor shall immediately report such action to the principal or associate principal. Students may be issued an in-school or out-of-school suspension depending on the severity of the incident. If a student receives an in-school suspension it will be for a minimum of the remainder of the day and will meet with the guidance counselor or designee. A warning will be given that further fighting will result in an out-of-school suspension up to ten days and that a county citation for disorderly conduct will be requested or referral to social services. Loss of Quarterly PRIDE activity.

Second offense: The teacher or supervisor shall immediately report such action to the principal or associate principal and complete an online office referral. Students will be out-of-school suspended for up to ten days and a county citation for disorderly conduct may be requested or referral to social services.

Third offense: The teacher or supervisor shall immediately report such action to the principal or associate principal and complete an office referral. Students will be out-of-school suspended for up to ten days, a county citation for disorderly conduct will be requested or referral to social services and an expulsion hearing will be requested with the School Board.

If one of the students is the total aggressor and the other student does not fight back, this will be considered an assault and the Sheriff's Department will be contacted to issue assault

charges upon request of the assaulted student(s).

****Depending on the severity and make-up of the fighting incident, the administration reserves the right to skip consequences stated above for more appropriate consequences.**

-Students are not to drink, use, “have in their possession,” conceal, transmit or be under the influence of alcoholic beverages, tobacco or nicotine products in any form including, but not limited to, cigarettes, cigars, electronic cigarettes, nicotine vaporizers, snuff, and chewing tobacco, mind-altering substances, or other illegal/dangerous drugs on school property and/or school sponsored events.

MISCONDUCT PROCEDURES FOR ALCOHOL, TOBACCO OR NICOTINE PRODUCTS, MIND-ALTERING SUBSTANCES & OTHER DRUGS

All Offenses:

The teacher or supervisor shall immediately report such action to the principal or associate principal and complete an online office referral. The student will be Out-of-School Suspended for up to ten days and possibly recommended for expulsion. The legal authorities will be notified along with a referral to social services. The Athletic/Activity code will be invoked. An expulsion hearing will be requested with the School Board. Loss of quarterly PRIDE activity.

-Students are not to make threats of violence against the school or its participants. There will be zero tolerance for individuals making threats of school violence.

MISCONDUCT PROCEDURES FOR THREATS OF SCHOOL VIOLENCE

All Offenses:

The teacher or supervisor will immediately notify the building principal or his/her designee and complete an office referral. The student will be immediately referred to the police liaison officer, police department or other law enforcement agency. The student will be immediately Out-of-school suspended from school. The Athletic/Activity code will be invoked. Copies of the complaint will be forwarded to the Department of Social Services and Community Programs. An expulsion hearing may be requested with the School Board. The Shawano County Police Department and the Department of Social Services have indicated that threats of this nature may result in placement in secure detention.

Continuous violation of any school rules or regulations could result in a suspension or expulsion hearing by the School Board.

DRESS CODE

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

Personal Appearance – Pride in personal appearance has always been characteristic of Bondel Middle School students. In general, students should not dress in a manner that is attention getting or distracting to the educational atmosphere of the school. Clothing worn to school or markings on the body should not violate the rules of decency, offend others, promote unsafe or illegal activities, or detract from the educational process.

When the dress or body markings of an individual constitutes a health problem, is/are unsuitable for school, is/are a physical danger to any person, or when the student's manner of dress or grooming causes disruption or disturbance, the teacher and/or principal/dean shall take appropriate action to correct the situation.

Brief & revealing clothing:

Students must recognize that brief and revealing clothing are not appropriate apparel in school. The following guidelines on brief clothing are examples and do not cover all situations.

- A. Students are to be dressed in neat appearing and clean clothing.
- B. Students shall not wear halter-tops, garments with straps that don't cover their bra, or strapless garments.
- C. Garments that are "see-through", cut low, or expose one's midriff, chest, back, or upper leg are not acceptable.
- D. Tanks tops must cover all undergarments and be cut high enough under arms to not expose underarm area or undergarments.
- E. Pants and shorts must be worn high enough to cover buttocks and cover all undergarments and extend at least to mid-thigh area.

Headwear:

Students shall not wear hats, caps, bandanas, hoods, or other headwear in the district buildings during the school day.

Clothing with Messages:

Students shall not wear clothing items that contain messages that are:

- 1. vulgar, sexual, offensive, obscene, or libelous.
- 2. that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability;
- 3. that promote alcohol, tobacco, drug use, or violence.
- 4. Otherwise, contrary to the school's educational mission.

Other attire:

- 1. Bulky jackets and vests, that are specifically designed to be worn outdoors, are not permitted in the classroom.
- 2. Bare feet are not permitted.

3. Chains and any other jewelry that can be hazardous in certain situations are strictly prohibited.
4. Clothing which could be perceived as “gang” related, ie, bandanas, text styles, symbols, tagging, color combinations, etc.

School administration reserves the right to determine what is appropriate and what isn't. Students will be required to change into school appropriate clothing.

DRUG MISUSE OR ABUSE

Smoking or possession of tobacco products and drinking or possession of alcohol and/or other drugs or mind-altering substances by students in school, on school property, or at school sponsored activities is strictly prohibited (See Discipline Section).

EARLY RELEASE DAYS Early release days are scheduled occasionally throughout school year. Students who are missing work or have late assignments may be asked to stay for the full day to get work completed. Parents will need to provide transportation home. Students not attending when required to do so will not be eligible to participate in after-school events including games, practices, meetings, etc. until work is made up.

ELECTRONIC COMMUNICATION DEVICES See section under discipline policy. (Page 11)

ENTERING OR LEAVING SCHOOL

All students will enter/leave the Middle/High School using Door A (the front doors), or if arriving/departing by school bus they will be using Door G. Students arriving or returning to school after 8:03 must check in at the middle/high school office. If you become ill or otherwise must leave during the day, check out at the office. Don't forget that the law requires the school to obtain permission from your parent/guardian. Leaving school without permission is considered skipping class and you will be marked unexcused/truant.

EXPULSION

This is the most severe disciplinary action taken by the School District of Bonduel resulting in a student no longer being allowed to attend school as determined by the school board. Expulsion procedures will follow district policy po5610.

EXTENDED LEARNING TIME

This is a block of time for students to be assigned to tasks directly connected to their own learning needs. During this time, students will be assigned to an area to work on various learning activities targeting his/her individual needs.

FAMILY ACCESS

All parents can use the Family Access program through Skyward to access a wealth of information about their student. The link is located under parent resources on the district website www.bonduel.k12.wi.us. Parents can check attendance records, grades, student information, make lunch and other fee payments, and change preferences for Sky Alert through

Family Access. Information on signing up for your Skyward account is available through the middle/high school office.

FEES

Student registration fees are charged in place of separate fees for such items as general supplies, workbooks, art supplies, computer supplies, shop fees, lab fees, physical education fees, locker rentals, and textbook rentals. The Board and administration believe that the student fee system is a more convenient method for parents and secretaries. The Middle School registration fee is \$30.00.

FIELD TRIPS

All students participating in a field trip must return to their teacher with written parental consent. Permission slips will be distributed by teachers well in advance of any scheduled trip. Students are reminded that while on field trips, they are subject to the same rules of conduct as applied while they are in school. Students are responsible for making up work missed in their subject classes.

FIRE AND TORNADO DRILLS

Fire Drill Procedure/Evacuations:

Directions for exiting the building are posted near each classroom door and will be explained by the teacher of each class. It is vital that students adhere to the following regulations during all drills.

1. There must be no talking once the classroom is left.
2. Doors should be left open.
3. Move through the hall and away from the building in an orderly fashion.
4. Students must remain with their classes throughout the drill.
5. Students are not permitted to trespass on private property bordering the school.
6. No student may re-enter the building until a supervisor or teacher indicates it is safe.

The fire alarm will be sounded, and the school will be evacuated according to the standard drill procedure.

During drills or during an actual emergency, an exit may be blocked. If the normal exit route is blocked, turn back and use the next closest exit. Do not attempt to go through a blocked area.

Tornado Drills Procedure:

Warning will be given either over the P.A. system or using high/low tone. Pupils, teachers, and other personnel are to proceed immediately to the designated areas. Students are to move in a single file line to designated areas. Students are to always remain quiet.

FOOD AND BEVERAGES

All students are to report to the cafeteria during their designated lunch time. Hot lunch, ala carte, and sack lunches are to be eaten in the cafeteria only. Food is to be eaten in the cafeteria except for special events supervised by teachers.

Under no circumstances are students to have open beverage containers or open food bags in their lockers.

Classroom teachers may allow water or other approved clear capped beverage in their classrooms and snack items at their discretion. These approved snacks and beverages can be stored in the student lockers provided they are clear and remain capped or closed securely. No eating or drinking from items stored in lockers should be occurring between classes.

Caffeine daily doses are generally recommended to not exceed 100 mg per day for adolescents. No beverage shall be consumed at school that exceeds this daily recommended dose of caffeine. Higher doses can lead to nervousness, anxiety and headaches as well as disrupting normal sleep patterns. All of these are detrimental to a student's ability to learn.

Gum Chewing is allowed with limitations. This privilege can be limited in certain classroom situations (music class, during speeches, etc) at the discretion of the teacher. Gum chewing behaviors such as cracking, blowing bubbles, etc may result in that student losing the privilege to chew gum. Gum found improperly disposed of may result in revocation of gum chewing privileges for all students or individual grades and/or classes.

FOOD SERVICE PROGRAM

MS Student breakfast is \$1.70. MS student lunch is \$3.15

The district uses an automated food service program for accounting. The program allows a family to make payments for their children's meals more easily throughout the year. All money collected for breakfast or lunch payments is placed in a family account rather than an individual child's account. Payments can be made at any time and will be credited to your family account. Students whose family account is more than \$25.00 negative will not be allowed to charge any additional food service items per District policy po8500.

FUNDRAISERS

The Middle School students will be involved in one main fundraising event each year. All other fundraising activities must be approved by the principal.

Money raised through the fundraiser is used to off-set the cost of the yearbook, field trips, PRIDE events, and other similar items. Students who do not participate in the fundraiser may be asked to pay the full cost of such events.

Students are not to sell any non-school related fundraising product at school without special permission from the building principal.

GRADES AND GRADING PROCEDURES

Bonduel Middle School will report student progress quarterly using report cards. All report cards will be issued within a week after the end date of the grading period. In addition to report cards, progress reports will be issued to all Middle School students at or near the midpoint of each grading period. All Report Cards and progress reports will be posted online unless a paper copy is requested. Parents interested in having paper copies mailed should contact the Middle School office. After progress reports are posted, an individual progress report will be sent prior to the end of the grading period to any student in jeopardy of receiving a failing grade (F) for either the quarter or semester if they were doing average (C) or better work at progress report time. The purpose of the progress report is to provide parents with information to enable their early intervention prior to the issuance of a final quarter or semester grade.

The exact method used to determine the grades will be determined by the teacher and provided in writing to the student and building principal within the first weeks of the class. Parents and guardians may view all student assignment grades, quarterly and semester grades, missing assignments, and comments through Family Access. Contact the office to receive your logon and password.

Grading Scales

<u>Letter</u>	<u>Percent</u>	<u>GPA</u>
A+	99-100	4.00
A	95-98	4.00
A-	93-94	3.67-3.99
B+	91-92	3.33-3.66
B	88-90	3.00-3.32
B-	86-87	2.67-2.99
C+	84-85	2.33-2.66
C	80-83	2.00-2.32
C-	78-79	1.67-1.99
D+	76-77	1.33-1.66
D	72-75	1.00-1.32
D-	70-71	0.67-0.99
F	0-69	0.00
W	Withdraw	
M	Medical Excuse/Withdraw	
I	Incomplete	

Grading - Incomplete Grades

Students receiving a grade of incomplete (I) during any grading period are required to complete all missed assignments within the two weeks following the end of the grading period. At the end of the quarter, the teacher will notify the principal and parent/guardian if a student receives an incomplete.

Grading - Make-up Work

A student having an excused absence from school is entitled to make up missed work in accordance with the following regulations:

1. The student assumes full responsibility to find out what was missing and to make arrangements with the classroom teacher to make up the missed work.
2. The teacher shall give the student a definite assignment and period within which to complete that assignment. Failure to complete the work satisfactorily within the allotted time will result in a failing grade for assignments missed during the period of absence.
3. Upon receipt of an advance make-up slip from a student, notifying the teacher that the student will be absent from school for a specific period, the teacher shall identify the work to be made up for the student. The student should be encouraged to make up as much of the work as is practical, prior to the absence; however, a reasonable amount of time should be provided upon their return for all work to be completed.

HALL BEHAVIOR

Courtesy, respect, and safe actions are expected in the hallways and is especially important during busy passing times between classes. Loud or disorderly conduct is unacceptable.

HARASSMENT /BULLYING

Bonduel Middle School seeks to provide a learning environment free of any form of harassment and bullying. Therefore, the District will not tolerate harassment in any form and will take all necessary measures and appropriate action to eliminate it, up to and including discipline of the offenders and referrals to the legal authorities.

Students practicing or attempting to bully students may, on the first offense, face discipline consequences up to expulsion. Parents will be contacted for a conference and corrective action. If the attempted bullying was accompanied by threats, violence or bodily injury, the associate principal or principal may contact police. Parents will be notified of the referral to the police and the student may be suspended.

Complaint procedures are available in the MS/HS office and online.

- **Cyber-Bullying-** is the use of internet technology to inflict emotional harm through repeated and deliberate harassment, threats, and intimidation. Cyber-bullying can consist of making threats, issuing insults and slurs, and other activities that are designed to inflict harm or damage to a person and his or her reputation, life, or even computer system. Technology used can consist of email, cell phones, blogs, social networking sites, and instant messages. Victims of this harassment may include both students and adults.

Cyber-bullying will be treated with the same guidelines as more traditional forms of harassment. While most of the cyber-bullying may take place off of school grounds, the school administration will investigate forms of cyber-bullying as information about such events arise.

Reporting Cyber Bullying

Students and parents are asked to report these events directly to the school administration.

Consequences of Cyber Bullying

If it is deemed that this behavior has carried over to the school setting and has created a disruption to the school setting, discipline measures will be enforced as stated in the student code of conduct. Consequences can include parent contacts, detentions, suspension and expulsion.

HATS

Hats are not to be worn in the school building during the school day.

HEALTH

Students who become ill or injured during the school day should report to the office. This facility is meant as a temporary solution for students to either return to class or to notify parents to pick up a student who cannot return to class. Students are required to have a pass to the office from a classroom teacher, except in emergency situations.

HOMEROOM

Each student will be assigned to homeroom for the morning. This period will be for attendance, announcements, and other business at the beginning of the day. Students will also periodically meet as a homeroom to conduct service learning and other special projects.

HOMEWORK

Homework will be necessary in some classes. Homework is a valuable tool to assess student ability independently and also builds important personal characteristics.

ID BADGES

ID badges will be issued to students free of charge at the beginning of the school year. ID badges must be with students at all times. They will be used for scanning hot lunches, checking out library materials, and for security purposes. Students will not deface or damage their ID card or they will be required to purchase a new ID badge. A replacement badge will cost \$5.00.

INHALERS

Upon completion of proper medication forms, inhalers may be kept with the student. Inhalers are prescription medicine and should never be shared with others. Inhalers are classified as medication.

INJURY

Any student injured at school should report their injury to the supervisor right away. Depending on the severity of the injury, parents will be notified, and proper provisions will be made for care or transportation to a medical facility. Faculty members assisting students must fill out the injury logbook.

ITEMS NOT ALLOWED AT SCHOOL

Items with no educational purpose such as toys, laser pointers, skateboards, playing cards (unless teacher approved and supervised), or other non-educational items, are not permitted at school. If not already noted in the Discipline Section of this handbook, such items will be confiscated for the day for a first offense and will involve parent notification for repeated offenses. Some items on this list may be used during long bus rides with the approval of the teacher. Use of said items is at the student's own risk regarding lost, stolen or damaged items.

LIBRARY MEDIA CENTER (LMC)

Students have an LMC that contains over 10,000 books and digital materials. Students demonstrate responsible behavior when these guidelines are followed:

Materials Check-Out

1. Check out all materials before leaving the LMC
2. You are responsible for all items checked out in your name and all fines for late returns or lost items.

Loan Periods

1. Most library materials are checked out for two weeks.
2. Reference books (including encyclopedias) may be checked out overnight.

Return of Materials

1. Return all materials to the LMC; place in *the Returned Items* crate.
2. Materials may be returned before, during, and after school.

Overdue Materials

1. A fine of 10¢ per day may be charged for each overdue item.

Passes

1. Passes to the LMC are issued by the classroom teacher.
2. Pass privileges will be taken away for the day if your behavior is judged inappropriate by the librarian, teacher, or aide.

Lost Materials

1. If you lose any library materials, you will be charged the replacement cost of that item.
2. If you find an item that you have paid for, your money will be refunded only if that item has not already been replaced.

Copy Machine

1. A 5¢ per copy charge must be paid to the librarian and you must have change or small bills.
2. The librarian or aide on duty will make copies for you.

LOCKERS, DESKS, & STORAGE AREAS (INCLUDING DIGITAL STORAGE)

A hall locker and a physical education locker are provided for every student to store books, and personal belongings. Valuables should not be brought to school or stored in lockers. **Lockers, digital storage, desks, and other school owned storage areas are the property of the school and are provided as a convenience and a privilege. School authorities may open or inspect these areas at any time.**

Lockers and combinations are not to be shared with other students! Students are not allowed to use tape or other adhesives on their lockers--magnets are acceptable.

The school has the right to conduct regularly scheduled locker and storage area searches.

LOST AND FOUND PROPERTY

Lost and Found receptacles are located in the main office, physical education offices, and in many classrooms. Those looking for lost items can check in these locations. Items from the lost and founds are periodically donated or disposed of as space becomes limited. Those finding items of value should see that items are placed in a lost and found location and should not be kept by the individual finding them.

LUNCH ROOM

Students are not allowed to exchange food or eat from other student's trays. Once a student is finished, all materials and food items are to be picked up and deposited appropriately in trash cans and trays returned to the kitchen. This extra courtesy makes the lunchroom a much more pleasant area for other students.

LUNCH TIME

The lunch period is meant to provide students with a relaxing and enjoyable period of time to eat lunch and socialize with peers. The same rules for our school building apply in the lunch room and on the playground. Failure to act in a safe and responsible manner will result in noon privileges being removed and/or disciplinary action taken by school personnel.

MEDICATION AT SCHOOL

Any medication to be taken at school should be accompanied by a parent and/or doctor's note. A form and policy are available in the school offices and on the district website. The medication must be in a labeled container which indicates dosage amount and frequency of administration. These items will be kept in the school office. See District Policy po5330 in back of this handbook. Inhalers and all medications are not to be shared with others.

MEDICAL CARE INFORMATION FOR PARENTS

The safety and welfare of your child is of great importance to both you and the school. If your child should become ill or injured while under the school's supervision, the following steps will be taken on behalf of your child:

A. If your child feels ill or has a minor incident, the following actions will be taken:

1. First aid will be administered, following standard Red Cross procedure.
2. Your child will be returned to class when appropriate.
3. The incident will be logged by the administering staff member.

B. If your child is unable to go back to class because of illness or minor injury, the following steps will be taken:

1. The district will try to notify you and ask you to transport your child home.
2. If you are not available, the emergency numbers provided by parents to the school will be called.
3. If we are unable to reach you, the child will be kept in school and continual attempts will be made to reach you or the emergency designee.
4. The incident will be logged by the administering staff member.

C. If your child is in need of immediate medical attention, the following steps will be taken:

1. First aid will be rendered immediately according to standard First Aid procedure.
2. You will be called. If you cannot be reached, the emergency number(s) will be called.
3. When necessary, the student will be taken to the hospital emergency room.

4. Transportation to a medical facility will be arranged for the student through the parent or by school personnel when necessary.
5. When, in the opinion of school personnel responsible for administering emergency first aid, an injury or illness goes beyond the ability of treatment in the school, the rescue squad or ambulance will be called. If, in the opinion of the rescue squad or ambulance personnel, hospitalization is required, and s be requested to transport the injured or ill person to the hospital. All parents shall be required to sign a form giving permission to the school district to transport their child to the hospital and authorizing the hospital to initiate emergency treatment.
6. The incident will be logged by the administering staff member.

NINTH HOUR

Bonduel Middle School is fortunate to have staff willing to stay after the regular school day to support students struggling with their academic work, and those who need to serve consequences for poor behavior choices. The program serves as a valuable tool to help students fulfill requirements they are having difficulty fulfilling during the school day and/or on their own time.

Students who are issued 9th hour will receive a written notice of the date to serve the 9th hour. This notification is to be signed by a parent and returned to the office. 9th hour is issued to students for:

1. Late and/or incomplete assignments.
2. Misbehavior
3. Students request for extra assistance/tutoring.

Students are required to serve the 9th hour from 3:15-4:45 on the assigned date, unless the parent has contacted the school office to request an alternate date. Parents, or their designee, are responsible for picking up their child following dismissal from the 9th hour room.

Failure to report for a 9th hour

Failure to serve a required 9th hour on an assigned date will need to fulfill the obligation at the next available opportunity. If unable to serve after school, time can be served during PRIDE or early release daytime. Students will not be eligible to participate in after-school events including games, practices, meetings, etc. until work is made up or time owed for misbehavior is made up.

NOON DETENTION GUIDELINES

1. No talking during detention.
2. All detention students must bring some work or something to read to detention.
3. Consequences for not following guidelines #1 or #2 will result in 1 additional detention per infraction.
4. Further violators will be sent to the office. Expect additional consequences.

ORGANIZATIONS AND CLUBS

All students will be offered an opportunity to participate in clubs, organizations, and activities. Student participation will be based on the student's interest. The intent of these organizations is to expand and enrich the student's experiences in their selected activity. (See also Organizations, Clubs, and Athletic Eligibility). Following are some of the various clubs, organizations, and activities offered at Bonduel Middle School: Forensics, Student Council, Yearbook, Skills-USA, FBLA, FFA, and Spelling Bee.

ORGANIZATIONS AND CLUB ELIGIBILITY

Passing work in classes is a requirement to be eligible for extra-curricular activities. See BMS Athletic/Activity code for complete list of rules and consequences.

PHYSICAL EDUCATION

Physical Education is part of the required school curriculum and participation in class is mandatory. For illness requiring non-participation in physical education, a physician's excuse is required. The excuse should include the nature of illness, duration of restriction, and date of return to full activity. A parent/guardian note is acceptable for one day of non-participation. A medical excuse restricting activity in physical education also applies to athletics, PRIDE, and recess.

PICTURES

Individual school pictures will be taken. Order forms will be sent home prior to the pictures. A makeup day will be set for those who are absent on picture day.

P.R.I.D.E

This is a combination of academic, social, and behavioral efforts of our school community to promote, positive thinking and positive attitudes. This community consists of Bonduel students, staff, and parents all working toward the same goal: Educational Excellence.

The **PRIDE** program will include the homeroom program, the building level discipline program, and issues dealing with the school environment and building climate.

As an acronym, PRIDE represents the goal: Students taking Personal Responsibility In Demonstrating Excellence.

PRIDE Believes: School can and should be a place of enjoyment and personal growth where learning is enhanced by the school climate. The feeling which most children bring to school can be protected and built upon, and positive feelings of self-worth can be acquired by everyone. There is a direct relationship between self-esteem and success. Students who feel valued, have positive attitudes and are developing competence in the basic life skills, are happier and perform and achieve at higher levels than those who do not.

Key Concepts

- Schools either nurture and build self-worth, or they contribute to lowering the self-esteem of students and staff

- A systematic, school-wide emphasis on building positive attitudes and life skills in which everyone is involved is the most effective way to build self-esteem and a positive school climate
- Learning to choose our thoughts is the greatest battle we face each day
- Schools, and society at large, if not intentionally altered, are largely negative places
- People respond more favorably when they believe others feel the things in which they are interested are important and that their well-being is a concern of others
- Learning to think positively can be a fun and natural part of any schooling process
- It is important that parents and the community support the efforts of schools to develop positive thinking, optimistic students by reinforcing at home and in the community the principles of positive thinking emphasized at school.

Discipline with Dignity Building Rules

There are four general rules that we feel are essential in establishing an effective learning environment. We also feel that all students are capable of abiding by these rules.

They are:

1. Respond to any school personnel requests, respectfully and cooperatively.
2. Respect other's rights and property.
3. Actions must be safe for yourself and others.
4. Be to class on time ready to learn.

Incentive Opportunities

PRIDE Time: Incentive Times of approximately 60 minutes will be offered approximately once a month for students who demonstrate safe, responsible behavior. PRIDE Incentive Time activities will be determined by each individual homeroom and/or grade level.

Quarterly Incentives will be offered to students who have demonstrated safe and responsible behavior. The grade level homerooms will jointly plan their own Quarterly Incentive activities. Activities will be on the same date as other grade levels whenever possible.

PRIDE Discipline Steps

Logical and natural consequences for inappropriate student behavior will be implemented by staff and administration. The greater the infraction, the more severe the consequence(s). Students who demonstrate responsible and caring behavior will be recognized for this accomplishment and become eligible for incentive programs during the school year. It is the choice of each student to demonstrate acceptable behavior.

PROGRESS REPORTS

Progress Reports will be posted on Family Access and mailed to those families that request a hard copy approximately half-way through the quarter to provide parents/guardians and students with information regarding the student's present progress. This report is meant to

inform the parents/guardians and students of any concerns or positive progress to date with time for improvement prior to the end of the grading period.


REPORT CARDS

Report Cards are posted to Family Access and mailed to those families that request a hard copy approximately one week after the conclusion of each grading period. The report card contains students' final grades for each quarter and comments from staff members.

RETENTION

Grade retention is considered on an individual basis and is based on several criteria as referenced in Board Policy po5410.

SCHOOL CLOSING - INCLEMENT WEATHER

If necessary to close school for any reason it will be broadcast using the Sky Alert information system. General settings will be used for weather-related full day cancellations and late-starts, while emergency settings will be used for early closings and for other unforeseen closures or delays. All cancellations will also be announced on the following stations: 

WTCH AM 960
WLUK Channel 11
WFRV Channel 5
WGBA Channel 26
WBAY Channel 2

SCHOOL DAY

The school doors will be open from 7:40-4:00 each day. Students arriving before 7:40 am will not be able to enter the school building and no supervision is provided until 7:40 am. Students arriving on school grounds after 7:40 are to enter school immediately. The school day is from 7:55-3:20. Students are expected to be off the school grounds within ten minutes after dismissal unless under supervision of school personnel.

SECURITY CAMERAS

The Board of Education has authorized the installation of video cameras in the school building and school grounds for the purpose of monitoring safety and behavior. Audio recording may at times be enabled as well. School board policy has been adopted governing who can view security camera footage and for what purposes. The cameras are not continuously monitored.

SKY ALERT

The School District of Bonduel uses the Sky Alert program to send mass notifications to parents via phone, email, or text message. This system uses the information entered in Skyward as well

as information parents can manually enter through Family Access to notify parents about specific events. The system is used for daily tasks such as attendance and food service reminders as well as unforeseen events such as school closings. More complete information on Sky Alert is available on the district website under Parent Resources or by contacting the MS/HS office.

SPORTS

Interscholastic Sports: We follow the WIAA rules for sports. Anyone participating in interscholastic sports must have a physical by a physician prior to participation. A WIAA physical card can be picked up at the office and is available online and this card must be filled out by your doctor and must be signed by the parent. This exam and card are good for two years of competition. During the alternate year, the parent must fill the WIAA alternate year card and turn it in to the school office. If a student wishes to ride home with a parent or other designated adult after a scheduled contest, the student must have an official release form signed by the parent and the principal prior to the scheduled event.

Intramurals are activities open to all students and conducted during lunch recess. Teams are chosen and a schedule of games is played. Emphasis is placed on participation, sportsmanship, and the fun of playing. Activities include fall, winter, and spring sports such as volleyball, dodgeball, and kickball.

SPORTS: ELIGIBILITY

Eligibility requires a student to do passing work in **all classes**. Students with failing grades will be handled in accordance with the Middle/High School Athletic/Activity Code. Ineligible students practice status will be at the discretion of the coach. *See Activity Code*

Athletic Participation Fees – Co-Curricular and Athletics Section pg. 9

SPORTS AND CLUB PARTICIPATION POLICY

The mission of middle-level athletics and activity programs is to provide enjoyable educational experiences for young adolescents based on their developmental characteristics and needs. The development of the young adolescent's self-esteem, citizenship, responsibility, and skills are positive outcomes of appropriate middle-level athletics and activity programs.

Middle-level athletic and activity programs are an essential part of the total educational process and an excellent opportunity for the home, school, and community to work together.

Bonduel Middle School supports a "No Cut, All Play" philosophy for all the athletic and activity programs. Membership in a club or athletic program is not based on tryouts for a select number of positions, but rather on the student's desire to participate in the program. Students will not be "cut" from a program based on preset participation limits.

"All Play" means that a student in "good standing" will be provided the opportunity to participate/play in some portion of the game, event, scheduled activity, etc. Length of playing/participation time will be left to the sole discretion of the coach or advisor.

To maintain "good standing" a team member is expected to:

1. Be a positive and contributing team member.
2. Attend all practices, meetings, events, etc.
3. Inform the coach/advisor of any absences prior to any practices, meeting, events, etc. missed. (cont. on next page)
4. Maintain passing grades as defined in the Athletic-Activity Code.
5. Abide by the Athletic/Activity Code.

Team members who are not in good standing may be removed or dismissed from the team or activity at the discretion of the coach/advisor. Member, parent/guardian and principal will be notified of such action.

STUDENT ACCESS

All students can use the Student Access program through Skyward to access a wealth of information. The link is located under student resources on the district website www.bonduel.k12.wi.us. Students can check attendance records, grades, and locker information.

STUDENT LAPTOP PROGRAM

Bonduel School District issues each student a laptop at the beginning of each school year. This device is provided to students for use both at school and home to provide the technology access necessary to maximize learning for students. Upon issuance of the device, students will be provided with care and handling tips and a sheet with the fees involved if the device or any components (chargers, bags, etc.) are lost or damaged. These devices will be connected to our district network while at school and connected to home or public services when off-site. The devices are filtered on our network and software may be added to filter off-site, but parents also accept responsibility for use by students when outside the school's supervision.

STUDENT RECOGNITION

Academic recognition will be a quarterly focus and will spotlight students with academic achievement. There are three levels of recognition:

High Honors; 93.0 – 100 – No Failing Grades

Honors: 88.0 - 92.99 – No Failing Grades

GPA percentages are calculated using all 9-week courses.

STUDENT RIGHTS Every student at Bonduel Middle School can expect the right to be the best educational opportunity possible. This includes the right of every student to feel safe, to be treated with dignity and respect, and to receive a quality education.

STUDENT SUSPENSION

In-School Suspension (ISS) A student will be issued an In-School Suspension by the associate principal or the principal for severe or chronic misconduct or actions that warrant suspension. In-School Suspension rules are as follows:

1. Students must report to the principal's office by 8:03 a.m.
2. Students must bring to the office all books, notebooks, and other materials needed for assignments. Daily assignments must be completed on time.
3. Students must stay in the designated area. Restroom privileges will be granted only during class time when other students are not in the hallways.
4. Students will not have contact with other students.
5. Students will eat lunch in the suspension area or will be escorted to the cafeteria area by the principal, or designee, and will eat in a designated area away from other students or at a time when the cafeteria is empty of students.
6. Students will not be allowed to participate in any extracurricular activities during the suspension period. Single day In-school suspensions end at conclusion of school day on day of suspension.

Failure to comply with these rules of ISS will result in an Out-of-School Suspension. Students who violate ISS for the second time are subject to expulsion from school.

Out-of-School Suspension (OSS) A student will be issued an Out-of-School Suspension for severe or chronic misbehavior that warrants disciplinary action beyond other disciplinary measures. The degree of severity will determine the length of the suspension.

Parents will be notified of disciplinary action resulting in an Out-of-School Suspension and will be expected to pick up their child from school following the notification. An Out-of-School Suspension may be invoked for 1-10 days (about 1 and a half weeks). Any day a student is out of school suspended they are ineligible for any school activities for that entire day. Requirements for re-entry include a conference between student and parents, and dean/principal prior to re-entry.

NOTE: An Out-of-School Suspension is the least favorable disciplinary alternative at Bonduel Middle School and is issued only in the most severe cases of misconduct or chronic insubordination of other disciplinary actions. Every attempt is made to correct student behavior wherever possible prior to an Out-of-School Suspension.

STUDY HALL RULES

The study hall is a place where students are expected to work quietly. Study hall rules are designed to create a favorable atmosphere for study.

1. Students should be in their seats by the time the new period starts. If they are not, they are considered tardy.
2. Roll will be taken as soon as possible after the period begins. Students are not allowed to check out until roll is completed.
3. Students who have received permission may confer with other students about their schoolwork. This should be limited to a few minutes (only one student at a time).
4. Bathroom privileges may be granted, one student at a time.
5. Students who wish to leave the room and go to another teacher's room must present a pass from the teacher before leaving study hall. The study hall teacher will sign the pass and record the time. No student will be allowed to go to another teacher's room to get a pass during study hall time.
6. Library passes will be granted to students. However, a limited number of students may go from each study hall at a given time. Students who misbehave will lose that privilege
7. Students will be allowed to listen to personal music devices (iPod, MP3, Radio) in study hall if they have no late work. Volume must be inaudible to others and music devices are not to be shared with others. Devices that can be used for other functions should only be used for music. Students are responsible for the security and safety of their device.

TECHNOLOGY USE REGULATIONS

1. Abide by the District TAUP (Technology Use Policy) Located at end of handbook.
2. No food or beverage use while using or near technology.
3. Use only accounts, usernames, and passwords assigned to you. Do not share your information with others and under no circumstances use their account information.
4. Students are responsible for any damage they cause to technology though careless or reckless use just as with all other school property. Specific fees for damages caused to devices issued to students is covered in materials provided to parents when devices are issued.
5. Headphones are necessary for use with many approved devices; however, students shall not wear (on head, in ears, around neck) headphones in public areas unless using device with permission in those areas.

TELEPHONE USE

Students in need of making a phone call during the school day need to get permission from a staff member to use that staff member's telephone. See electronic communication section in the discipline policy regarding student cell phone use.

TESTING

Students will complete the Wisconsin Forward Exam as will all students in Wisconsin in the spring, and the STARS standardized tests in the fall and spring of the year to measure annual growth.

VENDING MACHINES

Middle School students may make purchases during their passing time or at other times with permission of a staff member. Consumption of items governed in Food and Beverages section.

VIDEO RECORDING

Video recording of students for educational and instructional purposes may occur during the school year. All videos will be used in the school setting exclusively and will not be posted or shared outside of the school environment. Video files will be maintained in each student's educational record for students who are the focus of the video.

VISITORS

All visitors must report to the main office for authorization to be in the building. No students will be allowed to have visitors attend classes with them.

VALUABLES

Students are advised not to bring large amounts of money or other valuable items to school. If it is necessary or a student chooses to bring such items, the student assumes all responsibility and liability for that item. Students should check with parents prior to bringing any item of value to school.

WEAPONS

Parents and students are reminded that Wisconsin State Statutes and Federal Gun-Free Schools Act specifically prohibit the possession of weapons on school grounds. The Federal Gun-Free Schools Act mandates an expulsion of one calendar year for any student violating this law. Local School Boards can modify the length of the expulsion on a case-by-case basis.

It should be further noted that look-alike weapons are considered equivalent to an actual weapon and are treated in the same manner as the actual weapon. Special care should be taken to ensure that such weapons are not left in cars used by students traveling to and from school, since objects left in a student's car or locker are legally considered "in their possession".

Bonduel School District Policy further prohibits anyone on school grounds from carrying or possessing any type of weapon defined as "any object that by its design and/or use can cause bodily injury or property damage. Devices, which by design or configuration, could be mistaken for a weapon will be considered as a weapon...". Parents who have a question concerning whether a device would be classified as a weapon should contact the District Office for clarification prior to bringing any such device to school. (715-758-4860)

Please refer to pg. 13 "Misconduct procedures for Weapons, Explosive Device, or Fire Offenses."

WEB PAGE

Bonduel Middle School maintains a webpage that is accessible through the School District of Bonduel homepage located at www.bonduel.k12.wi.us. The site contains a school calendar, contact information for all Middle School staff, a link to our library media center resources,

parent information, and much more. Under parent resources is a link to Family Access, a program that allows parents to monitor student's grades, standardized test scores, and attendance information. Parents who wish to use Family Access need to set up a Family Access account by calling the Middle School office.

To better utilize our website as a tool for enhancing and highlighting students and student learning, parent(s)/guardian(s) will be asked to grant or withhold permission for the use of their child's picture, name (first and last initial only), and student work on our school website. All parents/guardians will be asked to submit a form indicating their preferences for their child/children.

WITHDRAWAL AND TRANSFER FROM SCHOOL

State Law requires student attendance. Students contemplating withdrawal or seeking transfer should see the principal, guidance counselor, or administrative assistant to be informed of the various procedures and receive the necessary forms. All students must clear their accounts, return all school property, and pay any accumulated fines before withdrawal or transfer may be completed.

YOUTH SERVICE LEARNING

All homerooms at Bonduel Middle School will participate in at least one project to promote service learning. These projects help our students develop a sense of their role and value in the community, while helping them gain a better appreciation of the need and value of helping others.

CODE OF CLASSROOM CONDUCT

The district recognizes and accepts its responsibility to create, foster and maintain an orderly and safe class environment, conducive to teaching and the learning process. Staff, including administrators and teachers, must use their training, experience, and authority to create schools and classes where effective learning is possible. Students are expected to come to school and to each class ready and willing to learn.

Students should be able to attend school and classes as free as reasonably possible from unnecessary and unwarranted distraction and disruption. Such behavior can interfere with the classroom environment and will not be tolerated. A student who engages in classroom conduct or behavior as outlined in this code may be removed from class by a teacher and placed in an alternative setting in accordance with established procedures.

Removal

from class under this code does not prohibit the district from pursuing or implementing disciplinary measures, including but not limited to detentions, suspensions or expulsion, for the conduct or behavior for which the student was removed.

For

purposes of this code, a “class” includes regular and special education classes, special events, field trips, labs, study halls, library time, school assemblies, and places where students assemble both on and off campus under the supervision of a teacher. “Teacher” means for the purposes of this policy any employee of the district or any other person authorized by the school administration to supervise students.

A. Reasons for Removal from Class

Student removal from class is a serious measure and should not be imposed in an arbitrary, casual, or inconsistent manner. Behavioral expectations are always more constructive and more likely to be followed, when communicated clearly to students and staff. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every inappropriate circumstance that would justify removal from class under this code. A teacher’s primary responsibility is to maintain an appropriate educational environment for the class. Therefore, notwithstanding the provisions of this code, in every circumstance, teachers should exercise their best judgment in deciding whether it is appropriate to remove a student from class. To provide teachers with further direction specific discipline plans for the elementary schools, Middle School, and high school are included in the appendices.

Except as otherwise provided, a teacher may remove a student from class for the following conduct or behavior:

1. Conduct covered by the district’s policies regarding suspension and expulsion

2. Disruptive, dangerous or unruly behavior.
3. Conduct which otherwise interferes with the ability of the teacher to teach effectively. Students are required to cooperate with the teacher, obey instructions, and respond appropriately. A student's non-compliance may, in turn, distract others whether by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior.
4. Conduct which is incompatible with learning in the class. In some cases, a teacher may believe that a student should be removed from the class for the good of the student and in the best interests of the class. Such reasons may, but need not be, disciplinary in nature and include, for purposes of illustration and without limitation, irreconcilable personality differences or issues between students in the class.

B. Procedures to be Followed for Removing a student From Class

When the teacher determines that removal is appropriate, the teacher should take one of the following courses of action:

1. Seek assistance from the main school office or other available staff. When assistance arrives, the teacher or other staff member should accompany the student to the main office. The principal or designee shall be informed of the reason for the student's removal.
2. Obtain coverage for the class and escort the student to the main school office. The teacher shall inform the building principal or designee of the reason for the student's removal from class.

When the student arrives at the main office, the building principal or designee shall give the student an opportunity to briefly explain the situation. If the building principal or designee is not available immediately upon the student's arrival, the student should be taken to the designated short-term removal area and the principal or designee should speak to the student as soon as practicable.

As soon as practicable and within one school day of the student's removal from class, the teacher shall submit to the building principal or designee a short and concise written explanation of the basis for the student's removal from class.

As soon as practicable, the building principal or designee shall notify the student's parent/guardian, in writing, that the student was removed from class. The written notice shall specify the class from which the student was removed, the duration of the removal, and the basis for the removal as stated by the teacher. If the student's removal from class is also subject to disciplinary action for the classroom conduct (i.e., suspension or expulsion), the student's parent/guardian shall also be notified of the disciplinary action in accordance with

legal and policy requirements.

C. Placement Procedures

1. Short-Term Placement

Conditions of any short-term placement will be determined by building level discipline plans included as appendices to this policy.

Written explanations by the teacher or building principal will be necessary only if required by the building level discipline plan.

2. Long-Term Placement

Long-term placement in an alternative setting is an extremely serious step that should not be undertaken hastily or for less than compelling reasons. Such a step could have profound consequences for the affected student and his/her class, as well as any new class or teacher to which the student may then be assigned. For these reasons, long-term placement should not ordinarily be considered or implemented except after a thorough consideration of alternatives by the building principal or designee. The building principal or designee shall make all long-term placement decisions under this code.

If a classroom teacher believes that the best interests of the student and/or the class require the student's long-term placement in an alternative setting, the teacher should notify the building principal in writing. Such statement should set forth as clearly and completely as possible: (a) the basis for the removal request, (b) the alternatives, approaches and other steps considered or taken to avoid the need for the student's removal from class, (c) the impact, positive and negative, on the removed student, and (d) the impact, positive or negative, on the rest of the class.

Upon receipt of such statement, the building principal or designee, shall consult with the teacher and/or other District staff. It is also appropriate to inform and/or consult with the student's parent/guardian and the student involved in the request for a long-term placement in an alternative setting.

Following consideration of the teacher's statement and any other information, the building principal or designee shall, at his/her discretion, take one of the following steps:

- a) Place the student in an alternative education program as defined by law.
- b) Place the student in a non-instructional area in the school or in another appropriate place in the district.
- c) Place the student in another instructional setting; or

- d) Return the student to the class from which the student was removed if the principal or designee determines that readmission to the class is the best or only alternative.

The student and/or the student's parent/guardian may meet with the building principal or designee and/or the teacher(s) who made the request for the student's long-term placement in an alternative setting. Where possible, this meeting shall take place within five days of the request for a meeting. The building principal or designee has the authority to decide regarding the student's placement and implement the placement plan. Long-term placement in an alternative setting is an administrative decision and is not subject to appeal to the School Board.

D. Removal and Placement Procedures for Students with Disabilities

A student with a disability may be removed from a class by a teacher and placed in an alternative educational setting only to the extent authorized by state law, the federal Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and related regulations.

Long-term placement decisions for children with disabilities are made by each student's IEP team. Such decisions are subject to stringent procedural safeguards and alternate placement cannot be made unilaterally by teachers or administrators. Many students who receive special education services have behavior plans incorporated into their Individualized Education Programs (IEP's). The behavior plans address (a) whether and to what extent the student should be expected to conform to the behavioral requirements applicable to non-disabled students; and (b) alternative consequences or procedures for addressing behavioral issues. Each student's IEP team will address issues related to behavior at least annually.

No change in placement for more than ten (10) school days may be made for a student with disabilities outside of the IEP process. This ten (10) day limit applies to out of school suspensions as well as days of removal.

E. Code Dissemination

Students, parents/guardians, and teachers shall be informed of this code of classroom conduct annually.

The

School District of Bonduel shall not discriminate in standards and rules of behavior or disciplinary measures, including suspensions and expulsions, based on sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

Legal References: Wisconsin Statutes 118.13
120.13
PI 9.03(1) of the Wis. Adm. Code

Cross Reference: Student Code of Classroom Conduct Policy po5500
Policy Adopted: March 2, 1992

Revised: June 21, 1999
Revised: June 29, 2020

ADMINISTRATION OF MEDICATION/EMERGENCY CARE

po5330 - **ADMINISTRATION OF MEDICATION/EMERGENCY CARE**

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication were not administered during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

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

Before any prescribed medication may be administered to any student during school hours, the Board shall require the written instructions from the child's practitioner accompanied by the written authorization of the parent.

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Substances which are not FDA approved (i.e., natural products, food supplements), will require the written instruction of a practitioner and the written consent of the parent. Only those nonprescription drugs that are provided by the parent in the original manufacturer's package which lists the ingredients and dosage in a legible format may be administered. Any dosage of nonprescription medication other than that listed on the medication's packaging must be authorized in writing by a medical practitioner.

The document authorizing the administration of both prescribed medication and nonprescription drug products shall be kept on file in the administrative offices.

Only medication in its original container; labeled with the date if a prescription; the student's name; and the exact dosage will be administered. Parents, or students authorized in writing by their practitioner and parents, may administer medication.

No student is allowed to provide or sell any type of medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct.

Medications will be administered, and the instruction and consent forms will be maintained in accordance with the District Administrator's guidelines.

Any bus driver, staff member or volunteer, authorized in writing by the District Administrator or a principal, is immune from liability for his/her acts or omissions in administering medication including, but not limited to glucagon, an opioid antagonist, and epinephrine, unless the act or omission constitutes a high degree of negligence and, in the case of any staff member or volunteer who administers an opioid antagonist, the staff member or volunteer contacts emergency medical services as soon as practicable after administering the drug to report the suspected overdose. Such immunity does not apply to health-care professionals.

All prescription medication shall be kept in a locked storage case in the school office, unless the medication is an emergency medication which the student is authorized to carry and self-administer by authorization of both the parent and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.

The Board shall permit the administration by staff of any medication requiring a delivery method other than oral ingestion when both the medication and the procedure are prescribed by a practitioner and the delivery is under the supervision of a licensed nurse, provided that the staff member has completed any necessary training and that staff member voluntarily agrees to deliver the medication. No staff member, other than a health care professional, may be required to administer medications that are administered by means other than oral ingestion.

Any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for his/her acts or omissions in rendering such emergency care.

Any administrator or principal who authorizes an employee or volunteer to administer a nonprescription drug product or prescription drug to a student is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence, or the administrator or principal authorizes a person who has not received the required Department of Public Instruction training to administer the nonprescription drug product or prescription drug to a student. School nurses, as District employees, are regulated by the Wisconsin Nurse Practice Act and are therefore not necessarily immune from civil liability.

The school nurse(s) providing services or consultation on the District's Emergency Nursing Services Plan has aided in the development of this policy and will also provide a periodic review of the written instructions and consent forms and the Medications Administration Daily Log(s). The plan shall provide for District acquisition and maintenance of opioid antagonists for use in the event an authorized employee or volunteer observes an apparent overdose.

Epinephrine Auto-Injectors

The Board intends to adopt and maintain a plan for managing students with life-threatening allergies to permit each school to obtain a school prescription for epinephrine auto-injectors and to permit each school nurse and designated school personnel to administer them. Accordingly, the Board directs the school nursing staff in consultation with the District Administrator to develop a plan that meets the following:

- A. specifies those designated school personnel that have agreed to receive training and that will be trained and authorized to perform the functions of the plan;
- B. identifies the specific training program that will be implemented to prepare each school nurse and designated school personnel to identify the signs of anaphylaxis and to provide or administer epinephrine auto-injectors; accordingly,
- C. delineates the permissible scope of usage to include providing District-owned epinephrine auto-injectors to students who have a prescription on file with the school in the event the student is experiencing an anaphylactic event and/or administering epinephrine auto-injectors to such students, and/or administering epinephrine auto-injector treatment to any student, regardless of whether the student has a prescription on file or the staff member so trained is not aware of whether the student has a prescription on file, but believes in good faith the student is suffering from anaphylaxis, provided that the staff member immediately contacts emergency medical services;
- D. identifies the number and type of epinephrine auto-injectors each school will keep on site and identifies a member of the nursing staff or other school official who will be responsible for maintaining the epinephrine auto-injectors supply;
- E. is approved by a physician licensed in the State of Wisconsin;
- F. notes that the school and any school nurse or designated school personnel that provide or administer epinephrine auto-injectors under this plan are immune from civil liability for any harm that may result, regardless of whether there is a parental or medical provider authorization, unless the administration was a result of gross negligence or willful or wanton misconduct;
- G. is published on the district's website or the website of each school.

Legal 118.29, Wis. Stats.
118.291, Wis. Stats.
121.02, Wis. Stats.
PI 8.01(2)(g)
Wis. Admin. Code N 6.03
2009 Wisconsin Act 160

Cross Reference: Student Records Policy po8330

Adopted: January 22, 1990
Revised: October 22, 1990
September 8, 1998
August 2, 2010
March 19, 2012
August 7, 2017
July 23, 2018
July 11, 2019
June 29, 2020

STUDENT DIRECTORY INFORMATION

The School Board recognizes the need to provide student record information to various agencies while preserving student and parent rights to privacy. This policy relates to the maintenance and confidentiality of student records.

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student record means information recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm and microfiche. Student record information includes the student name, address, telephone number, date and place of birth, major field of study, dates of enrollment, participation in officially recognized activities, clubs, and sports, weights and heights as reported for athletic events, student photographs, most recent previous school attended, degrees and awards received, and parent/guardian name(s) and address(es).

Disclosure means to permit access to or the release, transfer or other communication of personally identifiable information contained in education records to any party, by any means, including oral, written or electronic means. Parents may request that no directory information be released by completing a Request to Withhold Directory Information form available in the student's principal's office.

1. This form must be submitted to the student's school office within 14 days of publication of the annual notification of rights.

2. Submission of the Request to Withhold Directory Information form will result in the release of no information relating to the student without prior written consent of the parent or adult student.
3. The authorization to withhold directory information will remain in effect until the beginning of the next school year, or until the parent or adult student revises the Request to Withhold Directory Information form and submits it to the student's school office within the present school year.
4. A copy of the Request to Withhold Directory Information form will be forwarded to the district office, and if the child is in an exceptional educational needs (EEN) program, a copy will be forwarded to the Pupil Services Director. A copy will also be placed in the student's educational record.

The district administrator will publish a Class 1 notice as required by section 118.125(3) of the state statutes specifying the content of student records and the time during which student records shall be maintained. The notice shall inform parents and adult students that they have the right to:

1. Inspect and review the student's education records
2. Seek amendment of the student's education records that the parent or adult student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights.
3. Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the federal Family Educational Rights and Privacy Act (FERPA) authorize disclosure without consent.
4. File a complaint with the Family Policy Compliance Office of the US Department of Education alleging educational agency or institution noncompliance with FERPA requirements.

Parents and adult students have the right to inspect and review student records. If such a review is not possible or practical, the district will make other arrangements including providing the parent or adult student with a copy of the record requested.

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References: Wisconsin State Statutes 118.125(1)(b), 118.125(2)(j)

Family Educational Rights and Privacy Act (20 USC 1232g)

Approved

: August 4, 1997

Technology Acceptable Use & Internet Safety Policy (TAUP)

7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

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

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

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

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

First, the Board may not be able to technologically limit access to services through its technology resources to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them),

access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the District Administrator, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

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

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

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

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

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

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

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

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

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

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

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

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online

educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District technology resources - i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. The Board does not approve any use of its technology resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

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

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

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