

BONDUEL MIDDLE SCHOOL

STUDENT HANDBOOK

2024-2025

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 TO BONDUEL MIDDLE SCHOOL!

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 our community 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. As a middle school staff, we provide opportunities to explore many interests and strive to build strong connections with students, guiding them through these years of tremendous growth.

We highly value using data to inform our decisions as we continue working to improve student learning. And we encourage and support students as they 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 our learning community's policies and procedures. 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.

Let's Go Bears!

The Bonduel Middle School Team

EXPECTATIONS AT BONDUEL MIDDLE SCHOOL

Positively represent yourself, your school, and your community

Work to the best of your ability.

Treat others with dignity and respect.

Respect our building and learning community.

Follow all rules and regulations.

Build positive relationships with peers, staff, family, and community.

Reach beyond your grasp and learn new things.

Seek out support when you need it—we are here for YOU!



HAVE A GREAT YEAR!

Mr. Ward & Ms. Hintz

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). **Open-enrolled students who are truant may be remanded back to their resident districts in accordance with Board policy and State statute.**

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
FLEX	9:33 – 9:53
3 RD HOUR	9:57 – 10:42
4 TH HOUR	10:46 – 11:31
LUNCH	11:31 – 12:01
5 TH HOUR	12:05 – 12:53
6 TH HOUR	12:57 – 1:42
7 TH HOUR	1:46 – 2:31
8 TH HOUR	2:35 – 3:20

7/8 SCHEDULE

1 ST HOUR	7:55 – 8:40
2 ND HOUR	8:44 – 9:29
FLEX	9:33 – 9:53
3 RD HOUR	9:57 – 10:42
4 TH HOUR	10:46 – 11:31
5A HOUR	11:35-12:00
LUNCH	12:00 – 12:30
5B HOUR	12:34 – 12:53
6 TH HOUR	12:57 – 1:42
7 TH HOUR	1:46 – 2:31
8 TH HOUR	2:35 – 3:20

BELL SCHEDULES

5/6 LATE START SCHEDULE

1 ST HOUR	10:00 – 10:32
2 ND HOUR	10:36 – 11:08
3 RD HOUR	11:12 – 11:44
LUNCH	11:48 – 12:18
4 TH HOUR	12:22 – 12:52
5 TH HOUR	12:56 – 1:36
6 TH HOUR	1:40 – 2:10
7 TH HOUR	2:14 – 2:46
8 TH HOUR	2:50 – 3:20

7/8 LATE START SCHEDULE

1 ST HOUR	10:00 – 10:32
2 ND HOUR	10:36 – 11:08
3 RD HOUR	11:12 – 11:44
4 TH HOUR	11:48 – 12:18
LUNCH	12:22 – 12:52
5 TH HOUR	12:56 – 1:36
6 TH HOUR	1:40 – 2:10
7 TH HOUR	2:14 – 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 – 10:10
5 TH HOUR	10:14 – 10:44
LUNCH	10:48 – 11:18
6 TH HOUR	11:22 – 11:52
7 TH HOUR	11:56 – 12:26
8 TH HOUR	12:30 – 1:00

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 – 10:10
5 TH HOUR	10:14 – 10:44
6 TH HOUR	10:48 – 11:18
LUNCH	11:22 – 11:52
7 TH HOUR	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 as determined by administration. A serious infraction, such as a weapon, drugs, or physical violence, may result in bus privileges being suspended immediately and permanently. 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. 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 Bonduel Middle 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

Fall Sports	Winter Sports	Spring Sports
Cross Country	Basketball	Track & Field
Football	Wrestling	Girls Softball
Volleyball		

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 Principal 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. Students who manage their own behavior won't need others to manage it for them.

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.

SCHOOL CONDUCT

LAW PERTAINING TO SUSPENSION AND EXPULSION OF PUPILS AND DUE PROCESS

The School Board may:

- a) Make rules for the organization, graduation, and government of the schools of the school district, including rules pertaining to conduct and dress of pupils in order to maintain good decorum and a favorable academic atmosphere, which shall take effect when approved by a majority of the school board and filed with the school district clerk.
- b) The school district administrator or any principal or teacher designated by the school district administrator also may make rules with the consent of the school board and may suspend a pupil for not more than 5 consecutive school days, or if a notice of expulsion hearing has been sent under par. (c) for not more than a total of 10 consecutive school days for noncompliance with such rules or school board rules, or for knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives, or for conduct by the pupil while at school or while under the supervision of a school authority which endangers the property, health or safety of others at school or under the supervision of a school authority. Prior to any suspension, the pupil shall be advised of the reason for the proposed suspension. The pupil may be suspended if it is determined

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

- c) The school board may expel a pupil from school whenever it finds the pupil guilty of repeated refusal or neglect to obey the rules, or finds that a pupil knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives, or finds that the pupil engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health, or safety of others, or finds that a pupil while not at school or while not under the supervision of a school authority engaged in conduct which endangered the property, health or safety of others at school or under the supervision of a school authority, and is satisfied that the interest of the school demands the pupil's expulsion. Prior to such expulsion, the school board shall hold a hearing. Not less than 5 days' written notice of the hearing shall be sent to the pupil and, if the pupil is a minor, to the pupil's parent or guardian, specifying the particulars of the alleged refusal, neglect or conduct, stating the time and place of the hearing and stating that the hearing may result in the pupil's expulsion. Upon request of the pupil and, if the pupil is a minor, the pupil's parent or guardian, the hearing shall be closed. The pupil and, if the pupil is a minor, the pupil's parent or guardian may be represented at the hearing by counsel. The school board shall keep written minutes of the hearing. Upon the ordering by the school board of the expulsion of a pupil, the school district clerk shall mail a copy of the order to the pupil and, if the pupil is a minor, to the pupil's parent or guardian. The expelled pupil, or if the pupil is a minor, the pupil's parent or guardian may appeal the expulsion to the state superintendent. An appeal from the decision of the state superintendent may be taken within 30 days to the circuit court of the county in which the school is located. This paragraph shall be printed in full on the face or the back of the notice.

Notice: The penalties listed in this discipline policy are guidelines and may change without prior notice. The guidelines are also not intended to cover all possible disciplinary problems that may arise. The principal always has the option to assign a larger or smaller penalty based on several factors, including but not limited to the severity of the case, the history of violations by the student, and the cooperation of the student.

STUDENT CODE OF CONDUCT

The student code includes the types of behavior that will subject a student to disciplinary action. It is important to remember that school's rules apply at school, on school property, at school-sponsored events, and on school transportation.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Discipline is within the sound discretion of the school's staff and administration. Disciplinary action will be decided on a case-by-case basis and imposed only after review of the facts and/or special circumstance of the situation.

Each of the behaviors described below may subject the student to disciplinary action including, but not limited to, detention, suspension and/or expulsion from school.

1. possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom, on school grounds, or at any school sponsored activity.
2. being under the influence of alcohol or controlled substances or otherwise violating the district alcohol or drug policy
3. behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment.
4. arguing, taunting, baiting, bullying, cyber-bullying, inciting, or encouraging an argument or disruption or group posturing to provoke altercations or confrontations.
5. disruption or intimidation caused by gang or group symbols or gestures or gang posturing to provoke altercations or confrontations.
6. pushing, striking, or other inappropriate physical contact with a student or staff member
7. interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means.
8. restricting another person's freedom to properly utilize classroom facilities or equipment.
9. repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions.
10. repeated disruptions or violations of classroom rules, or excessive or disruptive talking.
11. behavior that causes the teacher or other students fear of physical or psychological harm.
12. willful damage to or theft of school property or property of others
13. use of profanity
14. use of tobacco/nicotine products
15. failure to report knowledge of a weapon or threat of violence.
16. purposely setting a fire or possession of incendiary devices like lighters
17. gambling
18. plagiarism and falsification of identification or school documents
19. issuing a false alarm or false report
20. persistent absence or tardiness
21. unauthorized use of school or personal property
22. assisting another person to violate a school rule.
23. inappropriate displays of affection.

24. violation of specific classroom or activity rules
25. possession of a music, gaming, or other device without the permission of the principal
26. violation of bus rules
27. refusal to comply with staff or administrative directions.
28. criminal conduct

FORMS OF DISCIPLINE

It is important to remember that the school's rules apply at school, on school property, on school transportation and at school-sponsored events. **A student can be suspended from school transportation for infractions of school bus rules.** Behavior that disrupts the staff/students, the school day, or the learning process will be addressed using a progression or "level by level" approach as described below. No handbook can list every type of misbehavior; so staff and ultimately administration determine an offense's severity and its consequences.

Level One

Examples of:

- Classroom, hallway, common area disruptions
- Tardiness
- Inappropriate language
- Violation of teacher classroom expectations or guidelines

Possible Consequences

- Teacher assigned detention.
- Change of seating and location
- Parent contact
- Meeting with teacher

Level Two

Examples of:

- Repeated level one infractions
- Acts of disrespect towards anyone.
- Insubordination of a staff member's directive
- Disrupting the learning environment
- Horseplay
- Forgery/Lying
- Bullying and Cyberbullying
- Minor Vandalism
- Internet Violations (subject to district policy)

Possible Consequences

- Referred to administration.
- Parent contact
- Removal from or participation in school sponsored activities, like incentive time
- Co-curricular code violation
- Detentions (before school, after school, or at lunch)
- In school or out of school suspension
- Short term removal from class

Level Three

Examples of:

- Repeated level two infractions
- Continued Insubordination of a staff member's directive
- Fighting
- Acts of aggression towards students or school staff
- Harassment or Bullying
- Weapons, acts of threatening behavior.
- Major Vandalism
- Profanity or other abusive language
- Possession or use of drugs, alcohol, weapons and/or tobacco anywhere on school grounds or school sponsored trips.

Possible Consequences

- Referred to administration.
- Parent contact
- Removal from or participation in school sponsored activities, like incentive time
- Short-term or long-term removal from class
- Co-curricular code violation
- In-school suspension
- Out of school suspension
- Police Referral
- Expulsion

The parent of a student that has violated a school rule will be notified as soon as possible, by phone, email, or mail. In the case of a more serious violation, which may result in suspension, the parent will be contacted immediately. The school will call home or the worksite to let the parent know about the violation.

DETENTION

Each staff member has the right to require a student to report to DETENTION. These can be before school, after school or during lunch. Students must arrange for their own transportation. The detention is to be served no more than 2 days after the violation. Detentions take precedence over all other activities. Failing to serve detentions will result in more severe consequences.

IN-SCHOOL SUSPENSION

Students may be placed on IN-SCHOOL SUSPENSION (ISS) for any reason(s) that they may be suspended from school. During an in-school suspension a student will be always under supervision including lunch. Students will not be allowed to attend classes but must obtain work and materials from their teachers. **A student on in-school suspension must report directly to the main office upon arrival to school in the morning and may not be in the hallways at any time before, during, or after school unless directly supervised by the principal or office staff.**

OUT OF SCHOOL SUSPENSION

Suspension is a temporary expulsion from school and activities. In accordance with state statutes, a suspension is not to exceed five (5) days unless an expulsion hearing is pending in which case the suspension cannot exceed fifteen (15) days. Parents will be notified promptly of the suspension and the reasons for the suspension. A student who has been suspended will remain at school until the parents/guardians plan for pick up at school. Students who refuse to cooperate with the administrator or become disorderly will be turned over to the police. A student who has been suspended out of school will not be allowed in the building or on the school grounds during the term of the suspension. Suspended students will not be allowed to participate in extra-curricular activities as a spectator or participant. Students who are suspended from school are responsible for completing all missing work upon their return to school.

EXPULSION

The Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and only when the student: repeatedly refused or neglected to obey the rules established by the School District; knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; engaged in conduct while at school while under the supervision of a school authority that endangered the property, health, or safety of others; engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of any employee or Board member of the School District in which the student is enrolled; or was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion. For purposes of this policy, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The School Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18 U.S.C. 921(a)(3), unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

LOSS OF SCHOOL PRIVILEGES

School privileges are EARNED. They are not necessarily a right. A student who violates school rules may lose school, bus, field trip, and/or activity privileges.

PARENT CONFERENCE

Some student actions will require that parents and school staff meet to discuss why a student is violating school rules. When a parent conference is requested, we always wish to meet in the spirit of cooperation. We desire to meet with the parent so that we may set goals that will begin to correct destructive or disrespectful behavior and best support the student.

GROUND'S FOR REMOVAL OF A STUDENT FROM CLASS

Disturbances that interrupt the learning process cannot be permitted by any teacher. A rule of reason, restraint and understanding applied to any difficult situation will go furthest in resolving such matters. However, there may be circumstances that are most effectively addressed by removing a student from class. Removal may serve many purposes. Removing a student from class may eliminate disruption and give the student time to consider the wisdom of his/her actions. Addressing inappropriate behavior by removing a student from class may also avoid imposing more substantial disciplinary measures such as suspension or expulsion.

A teacher may temporarily remove a student from the teacher's class if the student violates the Code of Classroom Conduct. Additionally, the student may be removed from the class for a longer period at the discretion of the building principal. A student removed from class may also be placed in an alternative education setting.

Removal of a student from class for violating the Code of Classroom Conduct or placement of the student in an alternative educational setting does not prohibit the District from further disciplining the student for the conduct that caused removal or placement including, but not limited to, suspending or expelling the student.

It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are examples of reasons a student may be removed from class. A teacher may remove a student from class for conduct or behavior that:

- A. would result in suspension or expulsion under the Board's policies and procedures;
- B. violates the behavioral rules and expectations in the Student Handbook;
- C. is dangerous, disruptive, or unruly

Such behavior includes, but is not limited to the following:

1. Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom.
2. Being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy.
3. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment.
4. Arguing, taunting, baiting, inciting, or encouraging an argument or disruption; or group posturing to provoke altercations or confrontations.
5. Disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations.
6. Pushing, striking, or other inappropriate physical contact with a student or staff member.
7. Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means.

8. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder.
 9. Restricting another person's freedom to properly utilize classroom facilities or equipment.
 10. Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions.
 11. Throwing objects in the classroom.
 12. Repeated disruptions or violations of classroom rules, or excessive or disruptive talking.
 13. Behavior that causes the teacher or other students fear of physical or psychological harm.
 14. Willful damage to or theft of school property or the property of others.
 15. Repeated use of profanity.
- D. Interferes with the ability of the teacher to teach effectively.
- Such conduct includes, but is not limited to, the following:
1. Repeatedly reporting to class without bringing necessary materials to participate in class activities.
 2. Possession of personal property prohibited by school rules or otherwise disruptive to the teaching and learning of others
- E. Shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior;
- F. Is inconsistent with class decorum and the ability of others to learn.
- Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

PROCEDURE FOR STUDENT REMOVAL FROM CLASS

When a student is removed from class, the teacher shall send or escort the student to the office (or his/her designee) and inform the associate principal or principal of the reason for the student's removal from class. The teacher shall provide the associate principal or principal with a written explanation of the reasons for removal of the student within twenty-four (24) hours of the student's removal from class.

The associate principal or principal should give the student an opportunity to briefly explain the situation. The associate principal or principal shall then determine the appropriate educational placement for the student.

Student Placement

The associate principal or principal shall place the student, who has been removed from a class by a teacher, in one of the following alternative educational settings:

- A. an alternative education program approved by the Board under State law;

- B. another instructional setting, time-out, in-school suspension or out-of-school suspension; or
- C. the class from which the student was removed if, after weighing the interests of the student, the other students in the class, and the teacher, the principal determines that readmission to the class is the best or only alternative.

When making the placement decision, the associate principal or principal should consider all relevant factors including, but not limited to, the following:

- A. the reason the student was removed from class;
- B. the severity of the offense;
- C. the type of placement options available;
- D. the estimated length of the placement;
- E. the student's individual needs and interests;
- F. the student's previous behavior in class (repeat offenders); and
- G. the relationship of the placement to other disciplinary actions such as suspension or expulsion.

The associate principal or principal may consult with other school personnel and the student's parents as deemed necessary when making or evaluating the placement decision. All placement decisions shall be made consistent with Board policies and procedures.

Parent/Guardian Notification Procedures

The associate principal or principal shall provide the parent or guardian of a student removed from class with written notice of the removal and the reason(s) for the removal. The notification shall be made as soon as practicable, but no later than two (2) school days after the student's removal from class. The notice shall also include the reasons for the student's removal and the placement made by the principal. If the removal from class and change of educational placement involves a student with a disability, the parent notification shall be made consistent with State and Federal laws and regulations applicable to disabled students.

If the student removed from a class is subject to disciplinary action up to and including suspension or expulsion, for the classroom conduct and/or other disciplinary incidents, the parent shall also be notified of the disciplinary action in accordance with legal and policy requirements.

Recordkeeping

A record of a student's misconduct as well as disciplinary actions and suspensions and expulsions are to be made a part of the student's record in the Student Management System until s/he leaves the school. Parents have access to these records through Family Access.

Students With Disabilities

A student with a disability under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and Section 115.758, Wis. Stats. may be removed from class and placed in an alternative educational setting only to the extent authorized under law. Where this Administrative Guideline conflicts with State or Federal law, the law shall govern.

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. Unless otherwise specified here or granted by an administrator or staff member, high school students are prohibited from using electronic devices. An electronic device includes cell phones, smart phones, smart watches, audio or video recording devices, iPods, iPads, laptop computers, tablet computers, or other similar electronic devices (due to changes in technology, this is not a complete list).

Middle School students are **not allowed** to use their devices during class time or during lunch. All devices must remain in the students' lockers for the school day.

Middle School students are allowed to check their devices **at their lockers** during passing time, but they must 1) leave the device in their locker and 2) be on time for class. Administration reserves the right to remove this privilege at its discretion.

It is recognized that electronic devices can be powerful tools. However, research continues to show that excessive use of electronic devices limits the ability to focus and maintain attention. Therefore, devices will not be permitted in a classroom setting, unless used for an instructional purpose and approved by the classroom teacher and administration. 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 students need 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. **It is especially important for a parent to contact the office if their child will need to leave school for any reason (see attendance procedures).**

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 will result in disciplinary actions, depending on the situation's severity. All offenses will be documented by the teacher in Skyward.

First Offense – the staff member will give the student a verbal warning and may confiscate the device until the end of the hour or school day, may direct the student to put the device in a designated area until the end of the class period, or may direct the student to put the device in his/her locker. The staff member will contact the parent.

Second Offense: the staff member will confiscate the student's device and bring it to the main office, where it will be held in the main office for the student to pick up at the end of the school day. Parents will be contacted by administration.

Third / Additional Offenses: – For a third offense, a student's cell phone will be confiscated until the end of the school day for a parent or guardian to pick up. Parents will be contacted by the office. Additional offenses will result in a student being prohibited from having his/her device on school grounds. Upon parent request and administration approval, a student may be allowed to check in the device at the beginning of the school day and retrieve it at the conclusion of the school day from the main office. Administration reserves the right to assign additional consequences.

A student refusing to follow a staff member's directive 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/or students are at risk or for reasonable suspicion of a violation of school rules or district policy. A police referral may be recommended regardless of the number of offenses.

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 Bonduel 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).

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 the start of the school day must check in at the middle/high school office. If students become ill or otherwise must leave during the day, they need to check out at the office. The law requires the school to obtain permission from a parent/guardian. Leaving school without permission is considered skipping class and the student 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.

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 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) at the discretion of the teacher. Gum chewing behaviors such as cracking, and blowing bubbles, 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 \$1.75. MS student lunch is \$3.25.

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 may be involved in fundraising events each year. All 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.

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 plan with the classroom teacher to make up the missed work.
2. The teacher shall give the student the work and the timeframe to complete the work. 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 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 always with students. They will be used for scanning hot lunches, checking out library materials, and for security purposes. Students will not deface or damage their ID badge 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, gaming devices, 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 these 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 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.

LUNCHROOM

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 to eat lunch and socialize with peers. The same rules for our school building apply in the lunchroom 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.

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 needs 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 that 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 to NINTH HOUR

Failure to serve a required 9th hour on the assigned date is considered insubordination and the student will need to fulfill the original obligation and be subject to additional consequences. 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 or disruptions are allowed during detention.
2. All detention students must bring some work on during detention. No games are allowed.

3. Students unable to demonstrate appropriate behavior will receive 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.

Positive Behavior Incentives (formerly PRIDE)

Bonduel Middle School encourages and celebrates students who consistently make good decisions and contribute positively to the culture and climate of our school. Specifically, this means students who demonstrate respectful behavior, show strong effort in their classes, turn in their work, and positively interact with their classmates and teachers. Students who meet and exceed these high expectations will have the opportunity to participate in some exciting incentives throughout the year.

Quarterly Incentives will be offered to students who have demonstrated safe and responsible behavior. Activities will be on the same date as other grade levels whenever possible and be on school grounds.

Semester Incentives will be offered to students who have demonstrated safe and responsible behavior consistently for the semester. These activities are typically held off school grounds.

Qualifying for Incentives

Students without any disciplinary referrals or missing any work will qualify for the incentives. Generally, students who are in danger of failing a course, do not turn work in regularly, and/or have discipline referrals will not qualify.

Additional information about events and qualifications will be communicated with students and families throughout the school year.

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: [OBJ]

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 into 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

Those students who represent our school through athletics and other co-curricular activities are held to a higher standard for behavior and academics. Students with failing grades or with poor behavior will be ineligible to attend, compete and/or practice per the Co-Curricular Code. See the High School & Middle School Co-Curricular Code for more details.

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, activities director, or the administration. The student and parent will be notified in such cases.

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 the best educational opportunities 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 if suspended in-school or out-of-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 severe cases of misconduct or insubordination or repeated misbehavior.

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.
2. Roll will be taken as soon as possible after the period begins.
3. Bathroom privileges may be granted, one student at a time.
4. 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.
5. 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

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 through 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.

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

APPENDIX

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.

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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, 20

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.

A 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's 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.

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.

Notifications

Information on Non-Discrimination based on Sex in Educational Programs and Activities can be found under Policy 2266 here:

<https://go.boarddocs.com/wi/bond/Board.nsf/Public?open&id=policies>

Information on Human Growth and Development Instruction can be found under Policy 2414 here: <https://go.boarddocs.com/wi/bond/Board.nsf/Public?open&id=policies>

Information on Student Religious Accommodations can be found under Policy 2270 here:

<https://go.boarddocs.com/wi/bond/Board.nsf/Public?open&id=policies#>

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