

***Bonduel High School***  
***STUDENT/PARENT***  
***HANDBOOK***  
***2026-2027***



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

**Telephone: (715) 758-4850**  
**Fax: (715) 758-4859**

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

**BOE Approval: July 20, 2027**

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**SCHOOL DISTRICT OF BONDUEL**  
**BOARD OF EDUCATION**

Mr. Dennis Bergsbaken, President  
715-758-6385

Mr. Dale Bergsbaken, Vice President  
715-745-2566

Mr. Dave Bohm, Treasurer  
715-851-3117

Mr. Greg Borowski, Clerk  
715-853-3317

Mrs. Julie Felhofer  
920-839-5030

Mrs. Ashley Pearce  
715-851-4480

Mr. Nate Burton  
920-639-3585

**ADMINISTRATION**

Mr. Joe Dawidziak, Superintendent  
715-758-4850 ext. 861

Mrs. Britney Dobratz, Middle/High School Principal  
715-758-4850 ext. 851

Ms. Kaitlyn Hintz, Middle/High School Associate Principal  
715-758-4850 ext. 804

Mrs. Kari Groeneveld, Elementary School Principal  
715-758-4850 ext. 811

Mrs. Kayla Sampson, Student Services Director  
715-758-4850 ext. 881

Mrs. Betsy Stanke, Food Service  
715-758-4850 ext. 800

Mr. Butch Froemming, Buildings & Grounds  
715-758-4850 ext. 825

## High School Staff

### Administration and Office Support Staff

|                 |                          |
|-----------------|--------------------------|
| Britney Dobratz | Principal                |
| Kaitlyn Hintz   | Associate Principal      |
| Lynette Deveau  | Administrative Assistant |
| Amanda Reindl   | Administrative Assistant |

### Bonduel High School Faculty

|                    |                             |
|--------------------|-----------------------------|
| Karissa Arnett     | Art                         |
| Tailyn Beyersdorf  | Counselor                   |
| Duke Copp          | Business                    |
| Ben Dieck          | Math                        |
| Issac Garside      | Special Education           |
| Cameron Gruenwald  | Health & Physical Education |
| Jacqueline LaBerge | Computer Applications       |
| Dan Liebergen      | Science                     |
| Bobbi Jo Martinson | Spanish                     |
| Mandi McClone      | Agrology                    |
| Whitney Ness       | English & Spanish           |
| Brad Peterson      | Science                     |
| James Radish       | Social Studies              |
| Stephanie Rau      | English                     |
| Sammi Rosenberg    | Special Education           |
| Jennifer Rozga     | Music & Culinary Arts       |
| Travis Schindel    | Tech. Ed.                   |
| Tracy Schmoll      | Special Education           |
| Nick Semenas       | Social Studies              |
| John Seroogy       | Math                        |
| Emily Tessmer      | English                     |
| Tim Treptow        | Music & Culinary Arts       |
|                    | Tech. Ed.                   |
| James Westrich     | Physical Education          |

## **Mission Statement**

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

## **Belief Statements**

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.

## **Goal Statements**

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 believes 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 within 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 School Board 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.

## **Residency Requirements**

This communication is not intended for established residents/families in the School District of Bonduel, but for individuals and/or families that we question the validity of their residency in our District. Our school district serves the students and parents of parts or all of the communities of Angelica, Green Valley, Hartland, Lessor, Maple Grove, Navarino, Washington, Waukechon, Bonduel, and Cecil. The average cost of educating a student in our schools is more than \$12,000 per year. It is our obligation to ensure that the School District of Bonduel tax dollars are supporting the education of our residents. Children who are residents of the School District of Bonduel are entitled to attend the School District of Bonduel schools. In order for us to do the best job possible, it is important that we verify student residency. This page explains how you can establish, for our records, that your child is a resident of one of the municipalities that lies within our school district boundaries. Proof of residency will be required prior to registration in our district. This information applies to both current students and parents that we question the validity of their residency and potential future students and parents.

If we question that you are a resident of the School District of Bonduel and your child lives with you, the following documents can be used to establish your child's residency. Students who qualify for admission to District schools, per Board Policy 5111, may be accepted when the following documents have been submitted:

An original birth certificate (to verify, not to make a copy of) or passport;

Proof of residency:

### **For Homeowners:**

Closing Statement OR Mortgage Statement OR Property Tax Bill; AND

Utility Bill within the last 30 days or insurance statement

If applicable, court orders, legal custody documentation, and/or placement papers.

### **For Renters:**

Current Signed Lease/Rental Agreement; AND

Utility Bill within the last 30 days or insurance statement; AND

Completed Lease/Renter Verification Form

An Immunization Record; and

If applicable, court orders, legal custody documentation, and/or placement papers.

If you cannot furnish any of these documents because you live with a resident of the School District of Bonduel, other documents to establish your child's residence will be required.

If your child lives in one of the municipalities that lies within the School District of Bonduel, but you do not, your child is probably not a resident and will not be allowed to go to the School District of Bonduel schools unless he/she meets certain requirements. The presumption is that a child's residence is the same as that of the child's parents. Your child will not be admitted to our schools until school officials are satisfied that your child is a resident of the School District of Bonduel. We will ask both you and the person that your child lives with to sign a form certifying, under the penalty of perjury and/or fraud and financial penalty, that your child is a resident of the School District of Bonduel for all purposes and not merely for the purpose of attending our schools.

If the School District of Bonduel school officials have any questions about the documents or evidence you submit, they may ask for additional information. Again the average cost of educating a student in our schools is more than \$12,000 per year and it is our obligation to ensure that the School District of Bonduel tax dollars are supporting the education of our residents. If your child attends the School District of Bonduel schools but is not a resident, you may be charged with perjury and/or fraud and you will be responsible for reimbursing our district. If there are continuing questions, it is also likely that the District will ask for reverification at various points during a school year and during a student's academic career.

If you have any questions about this required information, our processes or the intent of this information, please do not hesitate to contact us.

Residency Contact:

Joe Dawidziak

Superintendent, School District of Bonduel

[dawidjoe@bonduel.k12.wi.us](mailto:dawidjoe@bonduel.k12.wi.us)

715-758-4850 Ext. 861

## **GENERAL INFORMATION**

### **ACCIDENTAL INJURIES and INSURANCE**

Injuries that occur on the school grounds during the school day are **not** covered by any general benefit plan that is carried by the school. Parents/Guardians are responsible for all costs 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 high school after school hours 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 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.

## **BELL SCHEDULES**

### **DAILY SCHEDULE**

| <b>BHS Schedule</b> |          |          |
|---------------------|----------|----------|
| 1st                 | 7:55 AM  | 8:40 AM  |
| 2nd                 | 8:44 AM  | 9:29 AM  |
| Flex                | 9:33 AM  | 9:53 AM  |
| 3rd                 | 9:57 AM  | 10:42 AM |
| 4th                 | 10:45 AM | 11:31 AM |
| 5th                 | 11:35 AM | 12:23 PM |
| Lunch               | 12:23 PM | 12:53 PM |
| 6th                 | 12:57 PM | 1:42 PM  |
| 7th                 | 1:46 PM  | 2:31 PM  |
| 8th                 | 2:35 PM  | 3:20 PM  |

### **LATE START**

| <b>BHS Schedule</b> |          |          |
|---------------------|----------|----------|
| 1st                 | 10:00 AM | 10:32 AM |
| 2nd                 | 10:36 AM | 11:08 AM |
| 3rd                 | 11:12 AM | 11:44 AM |
| 4th                 | 11:48 AM | 12:18 PM |
| 5th                 | 12:22 PM | 12:52 PM |
| Lunch               | 12:56 PM | 1:36 PM  |
| 6th                 | 1:40 PM  | 2:10 PM  |
| 7th                 | 2:14 PM  | 2:46 PM  |
| 8th                 | 2:50 PM  | 3:20 PM  |

### **EARLY DISMISSAL**

| <b>BHS Schedule</b> |          |          |
|---------------------|----------|----------|
| 1st                 | 7:55 AM  | 8:26 AM  |
| 2nd                 | 8:30 AM  | 9:01 AM  |
| 3rd                 | 9:05 AM  | 9:36 AM  |
| 4th                 | 9:40 AM  | 10:10 AM |
| 5th                 | 10:14 AM | 10:44 AM |
| 6th                 | 10:48 AM | 11:18 AM |
| 7th                 | 11:22 AM | 11:52 AM |
| 8th                 | 11:56 AM | 12:26 PM |
| Lunch               | 12:30 PM | 1:00 PM  |

## **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.

## **CAMERAS**

The Board of Education has authorized the installation of video cameras in the school building and outside on school grounds for purposes of monitoring the safety and well-being of students along with student behavior. At times audio recording may be activated in accordance with local school board policy. If a student is reported to have misbehaved and his/her actions were recorded, school administration may use the recording as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with State and Federal Law.

## **CLUB MEETINGS**

Announcements of scheduled meetings will be made during the school year.

## **CO-CURRICULAR ACTIVITIES/ATHLETICS**

### **Philosophy**

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

We believe students must be willing to accept reasonable expectations and the consequences of not following those expectations. 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 high school office prior to any practice or participation in the co-curricular activity.

**Note: Other Co-curricular athletics may be created and added to the list. All school sponsored activities require administrative approval and must abide by the activity code.**

### **Athletics**

|             |               |               |
|-------------|---------------|---------------|
| Baseball    | Cross Country | Track & Field |
| Basketball  | Football      | Volleyball    |
| Hockey      | Golf          |               |
| Wrestling   | Swimming      |               |
| Dance/Cheer | Softball      |               |

### **Athletic Participation Fees**

High School - \$30 fee per sport; waivers may be applied to reduce the fee to \$15 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 the free and reduced lunch provisions 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 in the form and attaching a statement of circumstances.

The Athletic Director and/or the Building 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.

## **CAREER AND TECHNICAL SERVICE ORGANIZATION (CTSO) ACTIVITIES**

Future Business Leaders of America (FBLA)  
FFA Organization (FFA)  
Skills USA

## **CO-CURRICULAR ACTIVITIES**

**Note: Other co-curricular activities may be created and added to the list. All school sponsored activities require administrative approval and must abide by the activity code.**

|                          |                           |              |
|--------------------------|---------------------------|--------------|
| Art Club                 | Class Officers            | Dances       |
| eSports                  | Flags/Color Guard         | Forensics    |
| Homecoming Court         | Impact Club               | Math Team    |
| National Honor Society   | Pep Band                  | Prom Court   |
| Quiz Bowl                | Show Choir                | Spanish Club |
| Student Council          | Yearbook                  |              |
| Freshmen Class Functions | Sophomore Class Functions |              |
| Junior Class Functions   | Senior Class Functions    |              |

## **ATTENDANCE**

To be eligible for co-curricular activities a student must attend school for the entire day of the activity. Students who miss any part of the day will not be allowed to participate unless permission is granted by the principal. Permission will be granted for:

- Medical Appointments—with note from doctor's office
- School Sponsored Activities
- Family Emergencies—i.e., Funerals, medical emergencies
- Road test for driver's licensing
- College visitations
- Other Circumstances—decision made by building principal.

## **COMMUNICABLE DISEASES**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. A teacher, nurse, or principal may send home a student who is suspected of having a communicable disease and will notify the parent of such action and the reason(s) it was taken. School officials may be required to notify local health officials if they suspect a student has a covered communicable disease. School officials will comply with notification requirements of the Department of Health and Family Services in addition to notifying the student's parents.

Examples of such diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Wisconsin Departments of Health and Human Services.

Any student's removal from school will solely be for the contagious period as specified in the school's administrative guidelines. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion.

### **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 put 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.

### **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, Bluetooth speakers, or other similar electronic devices (due to changes in technology, this is not a complete list).

High School students are allowed to use their devices before school, after school, and during passing times. High School students are allowed to check their device at their locker during passing time, but they must 1) leave the device in their locker and 2) be one time for class. Administration reserves the right to remove this privilege at its discretion.

Off-campus lunch students will be allowed to take their ECD with them for the duration of off-campus lunch.

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 high school 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 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. The staff member will contact the parent and document the incident in Skyward as first offense.

**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 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 guardian to pick up at the end of the school day. Parents will be contacted by administration.

**Any 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. The ECD may be checked into the office daily for the remainder of the school year. 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.

## **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 closed
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 may be evacuated according to the Standard Response Protocol.

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.

### **GRADUATION CEREMONY**

Participation in the graduation ceremony is a privilege. Students who fulfill the graduation requirements and have no outstanding obligations may participate in the commencement ceremony. Obligations are defined as financial, academic and/or discipline commitments. The commencement ceremony is a formal event, and students are expected to follow proper protocol as defined by Board policy, the class advisor and the building principal. The graduation ceremony is not considered to be a co-curricular activity.

### **GRADUATION SPEAKERS**

Traditionally the senior class president, valedictorian and salutatorian are asked to speak at the graduation ceremony. While not considered to be a co-curricular activity the speakers are not to have a co-curricular code violation during their senior year. If a violation occurs, the student will not be eligible to speak until they complete 15 hours of school service. A second violation during the senior year will prohibit the student from speaking.

### **GYMNASIUM RULES**

All people using the floor must wear gym shoes that have non-marking rubber soles. Students are not allowed to use the gym without proper adult supervision.

### **ILLNESS—INJURY**

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, the student will be transported 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.

### **LIBRARY MEDIA CENTER RULES (LMC)**

Students have access to the materials in the LMC. Students demonstrate responsible behavior when these guidelines are followed:

#### **Materials Check-Out**

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

#### **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.

#### **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.

### **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.**

Items must be kept inside the locker, not on the benches in the locker room or on the floor in the hallway in front of the locker.

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. Damage to a locker should be reported immediately to the office.

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

### **LUNCH**

**Students are expected to behave appropriately while eating lunch in the commons or off-campus. (See Off-Campus Lunch Program in Appendix). Inappropriate behavior may result in consequences.**

1. Students are to remain in the commons until they are finished eating lunch.
2. Students will be allowed to use the vending machines.
3. Students are responsible for disposing of their own refuse and returning trays, milk cartons, etc., to the proper place.
4. Accidents do happen! If food is accidentally dropped on the floor, the student is expected to pick up the food and place it in the waste container. Major food or beverage spills must be reported to the lunchroom supervisor.
5. No outside food may be ordered and delivered to school.

### **MEDICATION: DISPENSING AND ADMINISTERING**

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 at the back of this handbook. Inhalers and all medications are not to be shared with others.

### **PUBLICATION OF STUDENT PHOTOGRAPHS/VIDEO**

Photographs of students are routinely published with and without names in the local media and online. Examples consist of sporting events, classroom activities and co-curricular participation. District-designated media outlet, the district website, and the school district's social media regularly publish student images. If parents do not want their child's photograph published and prefer that he or she is not included in routine videotaping of classroom activities, special events, or co-curricular activities which may be available online through the district website, they must notify the building principal in writing of said preference.

### **SCHOOL CLOSING**

When it becomes necessary to close school, families will be notified through Skylert along with being announced on the following stations:

WTCH AM 960

WBAY Channel 2

WFRV Channel 5

WLUK CHANNEL 11

WGBA Channel 26

### **SCHOOL COUNSELOR OFFICE**

Students are encouraged to visit the school counselor's office. The school counselor office offers all high school students an opportunity to receive assistance in various areas - college and vocational career planning, pre-college-vocational planning, personal situations, employment, programming, jobs, or with any other area of concern to the student. Students are urged to consult at their convenience with the school counselor office and to inform their parents of the availability of this service to them. The counselor will contact students each year to assist students with their future, in establishing methods of realizing those plans, in understanding their interests and aptitudes, and in relating these interests and aptitudes with their future plans.

### **SCHOOL DANCE POLICY**

Students in grades 9 through 12 may participate. Middle school-aged students and younger are not allowed to participate in high school dances. Anyone age twenty or older may not participate. Individuals who may not participate in the dance may spectate during the grand march. Adults asked to chaperone will be allowed in attendance during the entire dance. **The Administration reserves the right to determine all dance attendees.**

1. Persons not attending Bonduel High School may come as the guest of a Bonduel student if they meet the age requirement listed above. Students are required to register the guest at the office one week prior to the dance using the appropriate form kept in the high school office. Students assume full responsibility for the conduct of their guest.
2. No one will be admitted after 10:00 p.m. except with written permission in advance from the principal.
3. Students are not permitted to leave the building and return before the dance is over (unless special permission has been granted by the principal).
4. Students are to follow the same dress guidelines for dances that they do for attendance in school. (Exception—formal dances).
5. Dance scheduling will be done by the principal. Classes/Clubs desiring to hold a dance should contact the principal to request that the desired date be reserved for the organization. Dance details must be finalized with the advisor. D.J. contracts will be signed only after all other arrangements have been made. Advisors will provide male and female chaperones.
6. Organizations that sponsor dances are responsible for any damage done to the building and/or contents. This includes the loss of any items damaged or stolen while the dance is in session.
7. The president of the organization sponsoring the dance should appoint the following student committees to prepare the following under the guidance of the faculty sponsor:

|                 |                |               |              |
|-----------------|----------------|---------------|--------------|
| a. music        | c. admission   | e. clean up   | g. contracts |
| b. refreshments | d. decorations | f. chaperones | h. janitors  |

### **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is a reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

No strip searches will be conducted by any employee of the district, but may be conducted by law enforcement officials, if deemed necessary.

The school retains the right to conduct both announced and unannounced locker searches. Among the reasons for searches are suspicion of concealing alcohol, drugs, material of a disruptive nature, stolen property, weapons, electronic material that is offensive or is evidence of harassment or other items which pose a danger to health and safety. Discovery of illegal materials will result in disciplinary action. Discovery of illegal materials will result in suspension and/or referral to appropriate authorities and/or referral for possible expulsion. Anything that is found during a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

### **SELECTIVE SERVICE REGISTRATION**

Section 3 of the Military Selective Service Act requires that all male United States citizens and male aliens register with Selective Service. They must do so 30 days before or after their 18<sup>th</sup> birthday. Registration can be done online at [www.sss.gov/](http://www.sss.gov/). If you have any questions, contact the high school office.

### **STUDENT LAPTOP PROGRAM**

Bonduel School District issues each student in grades 5-12 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.

The Student/Parent 1:1 technology agreement is included with online registration. The following excerpt is also included with the online registration agreement but noted in the handbook for access purposes.

### Care and Handling

Once students are issued a device, students are responsible for keeping it secure and handling it with care.

#### Security, Storage, and Transport

- Keep the device powered off and in the protective carrying case when not in use.
- Do not hold, lift, or suspend the devices in the air solely by the screen/display or with the screen open.
- Transport the device within the protective carrying case both within the school and outside of the school.
- Handle the device with caution, even when in the protective carrying case. Do not throw, slide, drop, toss etc. a device, regardless of whether it's in its carrying case or not.
- Use care when transporting your device in a backpack. Do not have books applying pressure to top of device, and be careful not to drop or toss the backpack as this can cause damage.
- Do not leave your device in a place where it could be easily seen and stolen i.e.: unlocked/unattended parked vehicles, including school busses.
- Do not store your device in a location subject to extreme hot or cold temperatures large amounts of dust and pet hair, and/or moisture.
- Keep your device out of reach of family pets, younger siblings, or anyone else capable of careless handling of the property.

#### Basic Care and Handling

- **Students are expected to begin each school day with a fully charged battery.**
- Make sure the device is never exposed to liquids or other foreign substances, including drinks, paint, ink, glue, cleaners, polishes, or any type of health/beauty aid (lotion, nail polish, cologne, perfume, soap, shampoo, etc.)
- Use the device with clean hands - wash hands often.
- Make sure the surface of the device is not altered or defaced. Do not decorate the assigned device/case or remove labels, stickers, or tags that are affixed by school district personnel for identification purposes

#### I understand that:

- This device is for primarily for academic purposes.
- This device is assigned to me and is ALWAYS my responsibility
- I will take proper care measures in using/handling/storing my device.
- I will use my device as instructed by teachers and/or my parents.
- I will come to school with my device fully charged and in its case.
- I will practice good internet safety behavior when online.

#### **Damage and Replacement of Devices**

The device distributed to your child is a school-owned device, which serves as a learning tool to access different learning opportunities at school and home. It is a realistic expectation that the

device will remain functional during three years of regular use. At times accidents will happen and the device may become damaged.

Set charges for loss or damage are listed below:

- Power Cord Loss or Damage - \$40
- Case Loss or Damage - \$30
- Accidental Damage to laptop - \$50

The user will be billed at full cost when the loss or damage of device is not covered by our accidental damage warranty, which includes but is not limited to damage after 1 repair per year and/or loss of the device.

*Temporary devices will be available for student use upon arrangements for repair and payment.*

### **SKYLERT**

The School District of Bonduel uses the Skylert 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 Skylert is available on the district website under Parent Resources or by contacting the middle school office. We send a lot of information via Skylert – it is highly encouraged and recommended you sign up for Skylert

### **SPECIAL EDUCATION**

A variety of special education programs and services are available for students qualifying for such services under State and Federal law.

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is generally required. More important, the school encourages parents to be active participants. To inquire about special education programs and services, a parent should contact the Student Services Director.

### **STUDENT RECORDS**

The origination and maintenance of appropriate student records are essential to the effective operation of the School District of Bonduel and meeting the educational interests of students. The rights and responsibilities of students, parents, and the School District of Bonduel with respect to student records are governed by State and Federal law. Many student records are kept by teachers, counselors, and administrative staff. There are two basic kinds of student records—directory data and confidential records.

Directory data can be given to any person or organization **for non-commercial or non-business purposes** when requested unless the parents of the student object in writing to the disclosure as required under school policy and State and Federal law. Directory data generally includes

those student records which identify a student's name, address, telephone number, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, name of school most recently previously attended and degrees and awards.

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parents' consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent's written consent. If you have questions about the confidentiality of student records and/or the release of student records to third parties, please contact the high school office.

Parents and students are reminded of their: 1—rights to respect, review and obtain copies of student records, 2—rights to request the amendment of the student's school records if they believe they are inaccurate or misleading, 3—rights to consent to the disclosure of such records, 4—their right to deny the release of directory data, and 5—right to file a complaint with the Family Policy Compliance Office.

Parents and/or eligible students who believe their rights have been violated under the Family Educational Rights and Privacy Act or Protection of Pupil Rights Amendment may file a complaint with:

Family Compliance Office  
US Department of Education  
400 Maryland Avenue, SW

Washington, DC 20202-4605  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

## **STUDENT PURCHASES FOR ACTIVITIES**

### **Advisors' and Treasurers' Instructions:**

*At all times the treasurer's record book should be kept up to date.*

#### **Step 1: Request**

Complete the co-curricular activity permission form. No purchases should be made without this form being completed.

#### **Step 2: Making the Purchase**

Purchases may be made using various methods. All transactions must have bills and/or receipts attached to the completed co-curricular voucher approval form. Once this form is completed, it will be given to the district office for payment and or reimbursement.

#### **Receipt of Payment**

When money is turned in for payment, a receipt must be given to the individual purchasing the item. All money received must be turned into the high school office with a co-curricular account deposit form completed. This form must be completed within one week of receiving payment.

*All forms must be completed and submitted to the district office by June 30<sup>th</sup>.*

### **SIGNS, POSTERS, ETC.**

At times there may be a need or desire to display signs, posters, or other similar materials within the high school. Any such displays must be approved by the teacher, advisor, or coach if they are a part of a class, or other school-sponsored student activity or organization. Any other requests must be approved by the high school principal before they can be displayed. The high school principal will make the final decision regarding any items or materials that are displayed.

### **SMALL CLAIMS COURT**

The district may choose at its discretion to pursue recovery of unpaid fees and or the replacement cost of damaged or lost school property through small claims court.

### **TECHNOLOGY ACCEPTABLE USE POLICY (TAUP)**

Students are encouraged to use the school's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of the school's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the school's rules, and civil or criminal liability. Smooth operation of the school's network relies upon users adhering to the acceptable use policy. A copy of the TAUP can be found in the Appendix of this handbook.

### **VENDING MACHINES**

The drink machines may dispense cans and/or plastic bottles. Carry-in cans and beverage bottles are allowed but must be sealed (unopened). Proper use of the vending machines ensures that they remain on.

All vending machine sales will comply with the Student and Staff Wellness Policy po8510.

### **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**

Visitors are welcome at Bonduel High School. Admittance to the school building during school hours may be limited by school administration due to safety and instructional concerns. Parents and adult community members may visit with notification to the high school office. Student visitors are only allowed if they are considering attendance at BHS. School administration has the right to prevent admittance to school grounds if deemed necessary.

### **START COLLEGE NOW (SCN)**

Any student in 11<sup>th</sup> or 12<sup>th</sup> grade may enroll in the Start College Now Program providing he/she meets the requirements established by law and the School District of Bonduel and subject to

the approval of the Bonduel Board of Education on an annual basis. Any interested student should contact the high school counselor department.

**ENTERING OR LEAVING SCHOOL** All students will enter/leave the MS/High School using the main entrance, Door G, (main office) or if arriving/departing by school bus they will be using Door P. Students arriving or returning to school after 7:55 a.m. must check in at the middle/high school office. If you become ill or otherwise must leave during the day, check out at the office. The law requires the school to obtain permission from your parent/guardian. Leaving school without permission is considered skipping class and you will be marked unexcused/truant.

## **ATTENDANCE REGULATIONS**

### **COMPULSORY ATTENDANCE (§118.15 & 118.16)**

State of Wisconsin law requires students to be in school each day unless they are ill or an emergency exists. Dental and medical appointments, if possible, should be made after school, during holidays, or on weekends. This will be considered unexcused and is a violation of State Law 118.15 & 118.16.

The Bonduel School Board Compulsory Student Attendance Policy states:

*It is the responsibility of the parent/guardian to notify the school of student absences in accordance with established District procedures. When students are absent from school, parents/guardians assume full responsibility for their activities. It is the responsibility of the school district attendance officer to determine whether the absence is acceptable (excused) or not acceptable (truant).*

### **ATTENDANCE**

Regular school attendance is directly related to success in academic work. Regular school attendance also establishes habits of dependability that will be important to the student in the future. The purpose of this policy is to help our students to be more successful in school and to help ensure that parents/guardians know the whereabouts of their children during school hours. The School District of Bonduel and the State of Wisconsin place major emphasis on regular school attendance. Students must be physically present in the classroom to gain the experiences of teacher/student and student/student interaction.

A conference will be held with students who have shown a pattern of poor attendance to address the issues preventing the student from regular school attendance. Parents will be notified of the meeting and may request to meet with the principal as well. If attendance continues to be an issue a parent/guardian will need to accompany the student to a second meeting to solve the attendance issue. At this point if a problem still exists the building principal will refer the student and parents to the law enforcement for habitual truancy.

Makeup assignments for students who have been absent cannot duplicate the positive educational experience gained from regular attendance in the classroom learning from teacher-led learning experiences. Students who are frequently absent will not achieve the maximum benefit of the positive educational process provided by the School District of Bonduel. It is therefore the responsibility of the student and parent to ensure that the student is present in the classroom.

### **REPORTING ABSENCES**

When a student is absent from school at any time, he/she must:

1. Have the parent/guardian call the high school by 9:00 a.m. the same day and give reason to the attendance office (715-758-4850).
2. Bring written excuse upon return to school, if a medical appointment, bring note from doctor's office
3. Check into the office upon arrival to school.
4. Be in attendance in the entire day to attend or participate in any school sponsored activities (unless special permission has been granted by the principal prior to the absence).

**Note: A student's attendance record is just as valuable as his/her academic record when seeking employment.**

1. Absences are either excused-avoidable, or unexcused/truant, with truancy defined as being out of school, or out of the classroom for an extended period of time, without permission.
2. All absences of a student are recorded on his/her transcript regardless of the reason. Extenuating circumstances such as communicable disease, etc., which has had a definite effect upon a student's attendance, may be noted in their permanent record.

### **REASONS FOR ABSENCES**

#### **Permission of Parent or Guardian**

Based on Wisconsin State Statute 118.15(3)(c), parents/guardians are authorized to excuse their child/children from school attendance for any reason, up to a maximum of ten (10) days in a school year, provided they notify the school in advance. This notification should be made at least one day in advance of the absence but must be made no later than 8:00 AM on the day of the absence.

Additionally, the attendance officer (building principal or designee) may approve the following as reasons for an absence provided that procedures listed above are followed:

1. Health care appointments **(for the time necessary for appointment only)**
2. Required court appearance **(for the time necessary for appointment only)**
3. Driver exam at DMV **(for the time necessary for appointment only)**
4. College visits
5. Religious observation
6. Illness
7. Funerals

8. Emergency—This is defined as “a sudden unexpected situation that 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.”

### **Other Situations**

The following are other situations in which a student will be excused from school.

- Suspension or Expulsion
  - The student has been suspended or expelled.
- Program or Curriculum Modification
  - Students may be excused from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.
- High School Equivalency—Secured Facilities
  - The School Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secured detention facility, or a juvenile portion of a county jail, and the student and his/her parent or guardian agree that the student will continue to participate in such a program
- Child at Risk
  - The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

### **TRUANCY**

A student will be considered truant if s/he is absent for part or all of one or more days from school during which the high school office has not been notified of the acceptable reason under these guidelines of such absence by the parent or guardian of the absent student. A student will also be considered truant if s/he has been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute (Sec. 118.15, Wis. Stats.).

When a student is truant, the School Attendance Officer shall ensure that all applicable provisions of the District's Truancy Plan are carried out.

### **HABITUAL TRUANCY**

A student is considered a habitual truant if s/he is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester. When a student initially becomes a habitual truant, the School Attendance Officer shall ensure that all applicable provisions of the District's Truancy Plan are carried out.

### **UNEXCUSED ABSENCES**

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The principal, or an individual designated by the principal, will

determine on a case-by-case basis the appropriate methods to deal with unexcused absences. The following methods may be considered:

- A. counseling the student
- B. requiring the student to make-up lost time
- C. requiring the student to make-up course work and/or examinations, as permitted under this guideline
- D. conferring with the student's parents
- E. suspending the student from school
- F. referring the student to an appropriate agency for assistance

Administrative action to address unexcused absences shall be in accord with due process, as defined in the Student Code of Conduct and other applicable Board policies.

### **STUDENTS WITH SPECIAL NEEDS**

School administrators and teachers shall ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the district's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 and Chapter 115, Wis. Stats.

### **MAKE-UP COURSE WORK AND EXAMINATIONS**

#### **Excused Absences**

A student whose absence from school was excused, except for an expelled student, shall be permitted to make-up course work and any quarterly, semester or grading period examinations missed during the absence when they return to school. It is the student's responsibility to contact his/her teachers to determine what course work and examinations must be done. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

#### **Unexcused Absences**

Credit in a course or subject shall not be denied solely because of a student's unexcused absence from school.

A student with an unexcused absence shall be permitted to make-up course work and quarterly, semester or grading period examinations missed during the absence if the student is at risk of receiving no credit in a course or subject if the work is not made up.

Subject to the immediately preceding two paragraphs, credit may, but is not required to be given for the completion of make-up work. Further, credit for make-up work may be given only after the school has satisfied the consequences imposed for unexcused absences. The extent to which make-up credit is given shall be determined on a case-by-case basis by the principal and the respective teachers.

If make-up work is allowed, it is the student's responsibility to contact his/her teachers to determine what course work and examinations must be done. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

### **ABSENCE FOR SCHOOL FUNCTIONS**

Those students who are absent from classes due to participation in school functions must check with the teachers in advance. Students are responsible for getting the necessary work completed.

### **ADVANCE ABSENCES MAKE-UP**

If a student is absent due to an out-of-town trip, a family vacation, college visits, or other prearranged activity, you **must** receive advance permission. Upon written request from parents, the principal may approve prearranged absence(s) of students. A family vacation which is 3 days or longer must be pre-approved by the principal in order to be administratively excused and not count towards truancy. Students must inform teachers in advance of this absence for make-up of work. Failure to follow this procedure will result in the absence being unexcused. Teachers should make every effort to provide work in advance when practical.

### **COLLEGE VISITS**

It is recognized that juniors and seniors may need to visit college and technical school campuses before enrolling in their post-secondary education. Students must follow all requirements to have these days marked as excused absences. The student must follow all "Advance Make-up" requirements listed previously. The student must also obtain a college visit form from the School Counselor office, have the form signed by the designated person on campus, and return the form to the high school office upon returning to school.

### **LEAVING SCHOOL GROUNDS**

1. **Student Requests**--Bonduel High School has a closed campus. The only exception is off-campus lunch release for Junior and Senior students (See Off-Campus Lunch Program in Appendix for more details). This means that after arrival in the morning, students are not permitted to leave school grounds without permission until dismissal. Freshmen and Sophomore students will spend the lunch period in the building.

2. Student Dismissal w/Parent Permission--A student shall be released from school only upon written permission or phone call from the student's legal guardian.
3. Field Trips--will be planned for many groups of students in various disciplines throughout the year. This type of activity enhances our total educational program. If this trip is planned as an outgrowth or an integral part of a course of study, there will be no transportation charge to the student. Each staff member involved will ask for an approval slip signed by a parent if the trip extends beyond the school day. This approval slip will indicate the basic itinerary and time schedule of the field trip. Students must ride on the school provided transportation and must accompany the group if they wish to participate in the activity. All in-school regulations are in effect on any field trip.
4. School Activities--During special school activities, such as Homecoming or Prom, and special cases approved by the principal.
5. Suspension-- Students who have an Out of School Suspension are not allowed on school grounds at any time that day and may not participate in any school activities on that day.

### **SCHOOL DAY**

The school will be open from 7:45 a.m. to 4:00 p.m. each school day. Students are encouraged to receive help from teachers between 7:45 to 8:00 a.m. or 3:20 to 4:00 p.m. Students are not to be in the building at other times unless they are participating in a school sponsored activity with the sponsoring teacher present. Students are expected to be off the school grounds within ten minutes after dismissal unless under supervision of school personnel.

### **TARDINESS**

Tardiness is an act of disrespect when a student continually fails to be punctual. Students arriving tardy to school must report to the office and then proceed to class. Students may be marked tardy for arriving late to class, leaving class early, or leaving class without permission. Classroom level or office level consequences will be assigned for continued tardiness. If the student is unable to fix the problem the building principal will step in and assign more severe consequences or offenses may be marked as unexcused truant. Students who are absent from class for 10 or more minutes, without permission, may be marked unexcused truant for that class period.

## **ACADEMIC, REGISTRATION AND GRADUATION INFORMATION**

### **CAREER PLANNING**

Students are encouraged to explore and discuss how to pursue a career should work with the counselor and consult the catalogs of colleges, universities, and technical schools to find suggested courses and experiences that will help them do well in particular programs beyond high school. (Students will use the computer program, Xello, to learn about career selections.)

**COURSE CHANGES - COURSE WITHDRAWALS**

Course changes will be made on a very limited basis within the first two weeks of a semester. Classes dropped because of a student request after the first two weeks of each semester will result in a grade of "F" on the permanent record. A "W" may be entered on the permanent record based on extenuating circumstances. This will only be done if mutually agreed upon between the classroom teacher and high school principal.

## **GRADING SCALE**

The School District of Bonduel will report progress by means of report cards, four (4) times throughout the school year. These grade marking periods consist of approximately 45 days. All report cards will be issued as soon as possible after each grading period.

All official records of the school district that report grades shall use the A-B-C letter grade. The following shall constitute the letter grade and numerical point value for all students in grades 9-12.

| <b><u>Letter</u></b> | <b><u>Percent</u></b>   |
|----------------------|-------------------------|
| A                    | 93-100                  |
| A-                   | 90-92                   |
| B +                  | 87-89                   |
| B                    | 83-86                   |
| B-                   | 80-82                   |
| C+                   | 77-79                   |
| C                    | 73-76                   |
| C-                   | 70-72                   |
| D+                   | 67-69                   |
| D                    | 63-66                   |
| D-                   | 60-62                   |
| F                    | Below 60                |
| W                    | Withdraw                |
| M                    | Medical Excuse/Withdraw |
| I                    | Incomplete              |

**NOTE:** A student receiving an incomplete (I) during any grading period is required to make up the necessary work within two weeks of the close of the grading period. At that time, the student's grade automatically becomes the grade that results by evaluating the work completed and submitted to the teacher. An extension may be granted by the principal.

## **WISCONSIN ACADEMIC EXCELLENCE SCHOLARSHIP POLICY**

The Wisconsin Academic Excellence Scholarship will be awarded annually to the Valedictorian of each graduating class, as soon as the Valedictorian is declared. In the event of a tie, Co-Valedictorians will be declared, but the following procedure will be employed to determine the recipient of the Wisconsin Academic Excellence Scholarship.

1. The student with the highest number of credits will receive the Wisconsin Academic Excellence Scholarship.
2. If required, the second tiebreaker will be the highest ACT and/or SAT score, between the tied students.

3. If still tied, the winner will be decided by a vote of the local High School Scholarship Committee. Voting will continue until the tie is broken.

### **WISCONSIN TECHNICAL EXCELLENCE SCHOLARSHIP**

The Technical Excellence Scholarships are to be awarded to Wisconsin high school seniors who have the highest demonstrated level of proficiency in technical education subjects. The scholarships are only for use at a Wisconsin Technical College within the Wisconsin Technical College System located within the state.

In order to receive a TES scholarship, a student must be enrolled on a full-time basis by September 30<sup>th</sup> of the academic year following the academic year in which he or she was designated as a scholar, at a participating Wisconsin Technical College in the state. No student may receive both a TES scholarship and an Academic Excellence Scholarship.

An eligible candidate for a TES scholarship is a high school senior meeting the following criteria.

- A. A student must exhibit interest in and planning for a technical career.  
Prior to September 1 of the current school year, a student's school counselor or principal must affirm that the student has post-secondary plans related to a career in technical education.  
Beginning on September 1 of the current school year, a student must have an academic and career plan leading to a career in technical education.
- B. In addition, to be eligible for a TES scholarship, a student must also have completed at least one of the following eight eligibility items.
  1. Completed at least 3 CTE courses.
  2. Participated in a Youth Apprenticeship Program under the supervision of the Wisconsin Department of Workforce Development.
  3. Participated in a Technical High School Diploma program as certified by the Wisconsin Department of Public Instruction.
  4. Participated in a Career and Technical Training pathway as defined by the Wisconsin Department of Public Instruction.
  5. Participated in a Skills Standards Program offered by the Wisconsin Department of Public Instruction.
  6. Completed, or be on track to complete, an approved industry-recognized certification program.
  7. Participated in a Career and Technical Student Organization in Wisconsin.
  8. Completed a Technical Training Program for high school students if the program is offered by a UW system school, Wisconsin Technical College system school, a tribal college in Wisconsin, or a private nonprofit college or university in Wisconsin.

Ranking Eligible Students:

One point is given to a student for each credit earned in high school in CTE courses and one point is given to a student for each year of activity in a Career and Technical Student Organization in Wisconsin. When students emerge with tied scores, CTE grades become the tiebreaker. Because some students may have the same credit-hours at the time of nomination, rankings will be assigned based on the grade point earned by eligible students in CTE courses. The grades used for this purpose are only those grades earned in CTE courses.

#### **GRADUATION REQUIREMENTS:**

1. All students in grades 9-12 are required to enroll for at least 7 credits of coursework per school year with a **minimum** of 4.0 credits **per** semester. Exceptions must be approved by the principal. Independent study courses may be counted as part of the minimum credit load.
2. A total of 24 credits must be earned for a student to graduate from Bonduel High School.
3. Any student wishing to apply for early graduation must apply by October 1<sup>st</sup> of their senior year.
4. Required courses as designated below must be successfully completed.
5. Required Courses are:

| <b><u>Courses</u></b>         | <b><u>Credits Required</u></b> |
|-------------------------------|--------------------------------|
| English                       | 4                              |
| Social Studies                | 3                              |
| Mathematics                   | 3                              |
| Science                       | 3                              |
| Physical Education            | 1.5                            |
| Health in grades 7 through 12 | 0.5                            |
| Personal Finance**            | 0.5                            |
| Computer Essentials           | 0.5                            |
| Electives                     | 8.0                            |
| State Civics Test Requirement | Pass                           |
| <b><i>TOTAL CREDITS</i></b>   | <b><i>24</i></b>               |

\*\* Personal and Ag. Finance Management will also satisfy this credit requirement.

6. Attendance for 8 semesters (unless special arrangements have been made) is required for graduation.
7. Students are responsible for planning their credits for graduation with assistance from parents and school personnel. Students should be able to plan their schedule to take advantage of all relevant subjects offered. Appointments will be arranged by the school counselor at regular intervals for this purpose. However, if at any time students are in doubt, they should make an immediate appointment with the school counselor.
8. Those not meeting graduation requirements are not permitted to take part in graduation ceremonies.

## **COLLEGE PREP GENERAL RECOMMENDATIONS**

1. English .....4 years
2. Mathematics .....3 years (including Algebra II & Geometry) (Algebra taken while in 8<sup>th</sup> grade does not count).
3. Science .....3 years (Physical Science, Biology, Chemistry, and Physics)
4. Social Studies .....3 years
5. Foreign Language ....2 years (in one language)
6. Additional useful skills and experiences. (Computer Proficiency and Visual and Performing Arts.)

**Please note that those students who take Algebra as an 8<sup>th</sup> grade student will need to take three additional high school math classes to meet graduation requirements and four additional high school math classes to meet most college admission requirements. All students are required to be enrolled in a mathematics class junior year.**

## **STUDENT 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, field trips, 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 high school registration fee is \$35.

### **Summary of Fees**

- Parking--\$20
- Freshman Class Dues-\$5
- Sophomore Class Dues-\$5
- Junior Class Dues-\$20
- Senior Class Dues- \$25
- School Registration-\$35
- Lunch Price-\$3.25
- Breakfast Price-\$1.75
- Extra Milk - \$0.37

## **Advanced Placement and College Credit Classes**

Students taking Advance Placement (AP) courses will have the opportunity to take the AP exam for credit(s). Students are responsible for all fees related to taking the AP exam(s).

## **Other Student Fees**

A teacher may ask students to pay for materials prior to starting a project. If payment is a financial concern, the student and parent/guardian may set up a payment plan with the Bonduel District Office. Purchase of materials used in certain classes, such as, but not limited to technology education and art, will be handled directly by the teacher. No grade or credit will be

awarded until such fees are paid. Band rental fees will be established each year as specified in Board Policy EDCA.

**The district may choose at its discretion to pursue recovery of unpaid fees and or the replacement cost of damaged or lost school property through small claims court.**

## **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.

**Note: 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. 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
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 directives.
28. criminal conduct

### **FORMS OF DISCIPLINE**

It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation. **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 (whether inside or outside the classroom) will be addressed using "level by level" approach which is as follows:

### **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
- Causing a disturbance
- Horseplay
- Bullying and Cyberbullying
- Minor Vandalism
- Internet Violations (subject to district policy)

Possible Consequences

- Referred to administration.
- Parent contact
- Possible removal from or participation in school sponsored activities
- Detentions (before school, after school, or at lunch)
- In school or out of school suspension

### **Level Three**

Examples of:

- Repeated level two infractions
- Insubordination of a staff member's directive
- Fighting
- Acts of aggression towards students or school personnel
- 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
- Short-term or long-term removal from class
- 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. 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. Students must arrange for their own transportation home. 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 including in-school, out of school suspensions and/or expulsion.

### **IN-SCHOOL SUSPENSION**

Students may be placed on in-school suspension (ISS) for any reason(s) that they may be suspended from school. A student may be suspended in school for a period of up to five days depending on the severity of the case. 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. If a student does not have schoolwork to do, work will then be assigned. **A student on in-school suspension must report directly to the high school 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 make arrangements for pick up at school. A student who refuses to cooperate with the administrator 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. 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 collecting 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**

A student who violates school expectations may lose school, bus, field trip, and/or sport/activity privileges.

## **GROUND 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 (1) of the following alternative educational settings:

- A. 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;
- B. another instructional setting, time-out, in-school suspension or out-of-school suspension; or
- C. an alternative education program approved by the Board under State law.

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.

### **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.

### **ACADEMIC HONESTY**

The School District of Bonduel expects that all schoolwork submitted for the purpose of meeting course requirements represents the original efforts of the individual student. This includes, but is not limited to, test taking, homework, class assignments, and the original

creation of essays, compositions, term papers, and scientific research. All work submitted by a student should be a true reflection of that student's effort and ability. If such is not the case, then the student has demonstrated unacceptable academic behavior and is subject to disciplinary action.

*Plagiarism* is defined as the act of claiming someone else's work, words, and/or ideas as your own without crediting the sources

*Academic Dishonesty* includes plagiarism as well as any other act of cheating.

Examples include the following:

- Taking information from the Internet or print sources and submitting it as one's own work
- Buying or copying a paper/essay
- Submitting another person's work as one's own work
- Copying another student's work (test, quiz, project)
- Allowing another person to copy one's own work
- Using any outside source deemed unreasonable by the teacher for completion of homework and/or assessments
- Using information from an encyclopedia, book, textbook, web site, database, etc. without citing the source
- Using another person's idea, opinion, or theory without citing the source
- Using any facts, statistics, graphs, drawings, pictures, sounds or other pieces of information from any source, when it is not common knowledge, without citing the source
- Using quotations of another person's actual spoken or written word without citing the source
- Paraphrasing (putting into your own words) another person's unique ideas, spoken or written, without citing the source

#### Consequences

- The penalty for plagiarism and cheating is a failing grade on the work
- The teacher may offer an alternative or "redo" assignment.
- The teacher will notify the parents.
- Consequences may include detention, suspension, a co-curricular code violation, or loss of other privileges.
- Repeated acts of academic dishonesty may also include failure and removal of the course.

Students are **not permitted** to use AI (Artificial Intelligence) to complete assignments, essays, or projects unless a teacher gives permission.

Acceptable Use of AI (with permission):

AI tools may be used only when a teacher allows it for specific assignments, and a conversation with the teacher guardian.

In the interest of the student's future education, as well as the school's part in the personal development of students, the School District of Bonduel will follow the policy on plagiarism as outlined.

### **BULLYING/HARASSMENT**

Students practicing or attempting to bully students may, on the first offense may 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.

Harassment can take many forms, including but not limited to verbal, physical, and sexual. It is unwanted behavior that interferes with an individual's education. It limits and denies the rights of the victim to study, work, and play in the school setting but may also take place outside the school. Harassment harms people emotionally. Everyone has a right to not be harassed and the staff at the School District of Bonduel feels strongly that students should feel safe at school. Any form of harassment is wrong. It will not be tolerated. Harassment is taken seriously, and all complaints are completely investigated. Any form of harassment should be reported to the associate principal or principal.

### **CYBER-BULLYING**

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 site, 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 much cyber-bullying may take place off school grounds, the school administration will investigate forms of cyber-bullying as information about such events arise.

### **Reporting**

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

### **Consequences**

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.

### **DISORDERLY CONDUCT**

State law prohibits any person from engaging in violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct when the conduct tends to cause or provoke a disturbance. Students who engage in such behavior can expect to receive a disorderly conduct citation and possible suspension from school.

### **DISPLAYS OF AFFECTION**

Any undue display of affection in the building or on the school grounds will not be tolerated. Hugging, kissing, groping, and grabbing are prohibited. Referral to the parents and possible disciplinary action shall be made if this problem persists.

### **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 offends others, promotes unsafe or illegal activities, or detracts 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 administration shall take appropriate action to correct the situation.

### **Student Dress:**

Students must recognize that the dress code allows students to wear clothing of their choice and allows them to express themselves without fear or discipline or discrimination. Students follow these general guidelines:

1. A top that covers the front, back, and sides
2. A bottom such as pants, shorts, skirts or dresses that fully cover undergarments
3. Students shall not wear undergarments as clothing
4. Jackets/vests that are specifically designed to be worn outdoors are not permitted in the classroom.
5. Bare feet are not permitted
6. Chains and any other jewelry that can be hazardous in certain situations are strictly prohibited.

7. Clothing which could be perceived as “gang” related, ie, bandanas, text styles, symbols, tagging, color combinations, etc.
8. Backpacks and large carrying bags are not permitted to be carried from class to class. They must be kept in the student’s locker.

**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

**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 POSSESSION**

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. "look-alikes";
- F. anabolic steroids or other banned supplements;
- G. any other mind-altering substance, illegal substance so designated and prohibited by law.

The Board prohibits the use, possession, concealment, or distribution of any mind-altering substance and any drug-paraphernalia at any time on District property or at any District-related

event. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines.

### **EXPLOSIVE DEVICES AND FIRE**

Students shall not have in their possession, sell, or otherwise distribute, and students shall not fire or explode any firearm, firecracker, bomb, or other explosive or incendiary device. This also applies to any object that might endanger the welfare of themselves or others. Students in violation of the above will be immediately suspended from school. Appropriate civil authorities will be involved. A conference with the students' parents or guardians will be required prior to a decision to either reinstate the students or recommend their expulsion.

### **SHOP RULES**

To be followed by all personnel, faculty, and students.

1. No student is allowed in the shop other than during a regular shop class period unless he has a pass signed by the industrial arts or vocational agriculture instructor.
2. Only students properly trained and who have authorization are allowed to operate power tools, gas welders, arc welders, or any other equipment deemed dangerous and/or need additional training to operate.
3. Students using the shop shall follow all shop rules and regulations (see instructor).
4. When students complete a project or a class hour, they are responsible for the thorough cleanup of their respective area. This includes tools and material scraps put away, floor and fixtures cleaned, and project and its parts put in the designated area(s).
5. All students must follow prescribed safety practices while in the shop. Checkout on the Machines will be made by the instructor.
6. Teacher supervision is always necessary.

### **SOCIAL MEDIA**

Everything posted is public information. Any text or photo placed online is completely out of one's control the moment it is placed online – even if you limit the access to your site. Information, including pictures, videos, and comments, may be accessible even after you remove it. Once you place a photo or comment on a site it becomes the property of that site and can be retrieved.

Like cyberbullying and comments made in person, the Bonduel School District will not tolerate disrespectful comments and behavior using social media. Some examples are as follows:

1. Derogatory language or remarks that may harm other students, teachers, athletes, coaches, community members, parents and/or statements of disrespect for other schools.
2. Incriminating photos or statements depicting violence, hazing, sexual harassment, full or partial nudity, inappropriate gestures, vandalism, stalking, underage drinking, selling, possessing, or using controlled substances, or inappropriate behavior.

3. Creating a danger to the safety of others or making a credible threat of serious physical or emotional injury to another person.
4. Indicating knowledge of an unreported activity code violation – regardless of if the violation was intentional or unintentional.

\*\*\*Remember that freedom of speech is not unlimited. Protect yourself by maintaining a self-image of which you can be proud of.

### **THEFT AND DESTRUCTION OF PROPERTY**

Any student caught stealing or destroying either the school's property or a fellow student's property at school, may be immediately suspended and possibly expelled. Restitution shall be made and appropriate legal authorities will also be notified.

### **TOBACCO/NICOTINE PRODUCTS**

The Board of Education is committed to providing students, staff, and visitors with a tobacco-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with secondhand smoke, are well-established. In addition, students less than twenty-one (21) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.

Accordingly, the Board prohibits students from using or possessing tobacco and nicotine products in any form including, but not limited to, cigarettes, e-cigarettes, cigars, nicotine vaporizers, snuff, and chewing tobacco on District premises, in District vehicles, within any indoor facility owned or leased or contracted for by the District and used to provide education or library services to children and at all District-sponsored events.

Disciplinary sanctions, up to and including suspension and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines.

### **TRESPASS AND LOITERING**

Unauthorized visitors at Bonduel High School or within 1000 feet of school property are in violation of the city law forbidding trespassing and loitering. Violators will be referred to the city police and face fines and possible court action. Bonduel students also shall not loiter within 1000 feet of school property. Students are not to loiter in washrooms, empty classrooms, the gym, hallways, or any other unsupervised area. Students guilty of loitering could be given detention, suspended, and in extreme cases, expelled.

### **VANDALISM**

Schools are the property of all the citizens of the school district. It is essential that students show respect for public property. Student(s) committing vandalism to the property of the School District shall be made to pay for the damage or to restore the property to its original condition. They may be reported to the police for prosecution if the vandalism is \$25 or more.

Parents or guardians shall be notified of any vandalism and of police contact. Suspension and/or recommendation for expulsion may result.

### **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.

# TRANSPORTATION

## PARKING LOT RULES AND REGULATIONS

1. All students will enter/leave MS/High School using Door G (the front doors). (*See Entering or Leaving School section*)
2. Vehicles must be parked in the parking lot in an orderly fashion in the designated student spaces within designated area(s). Drive prudently and with caution. Those seen using poor judgment will be reported to the associate principal or principal and may lose parking/driving privileges.
3. Student vehicles must remain in the parking lot from during the school day. Students are not to be in vehicles or the parking lot during the school day unless they have permission from the office. Driving privileges may be suspended for any violations. City ordinance fines may be issued for disorderly conduct with a motor vehicle.
4. No vehicles may be moved from the parking lot at any time during the school day, without special permission from the office, like Open Campus Lunch.
5. Any tampering with, or damage to, either student or faculty vehicles, will be reported to the Bonduel Police Department
6. Litter in the parking lot (bottles, paper, etc.) is prohibited. This includes evening events.
7. Obey entrance and exit signs and speed zones. Students shall leave the parking area by way of Green Bay Street.
8. Snowmobiling is always prohibited.
9. The nonrefundable rental fee of \$20 per year must be paid prior to parking your motor vehicle at school.
10. Vehicle(s) must be registered in the high school office at which time a parking permit is issued, and parking space assigned. The vehicle must be parked so the permit is clearly visible. Changes in vehicles driven to school must be made in the high school office any time a different vehicle is parked in the school parking lot.
11. Students are reminded that the possession of guns or other weapons, ammunition, drugs, alcohol tobacco products or any illegal objects is always prohibited on school grounds. This includes any vehicle that the student has driven onto school grounds. Objects left in a student's vehicle are legally considered to be "in their possession."

## SCHOOL BUS RULES

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

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

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

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

**The following are general bus rules and guidelines:**

- Follow all directions given by the bus driver.
- Assist in always keeping the bus safe and clean.
- Refrain from loud talking and excessive noise which could distract the driver.
- Make restitution for damaged bus seats or any other school property.
- Always remain in their seats when the bus is in motion.
- No eating or drinking is allowed on daily bus routes.
- Refrain from horseplay around or on the bus.
- 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.
- Keep books, packages, coats, and all other personal items out of the aisles at all times.
- Be completely quiet when approaching, while at, and during the crossing of railroad tracks.
- Drivers can assign students to sections on the bus and/or specific seats at their discretion.
- Use of cell phones, iPods, and similar electronic devices with headphones or muted volumes are permitted.
- Students are allowed to remove books, electronic devices, assignments, pens, and so on from backpacks.
- Golf bags, band instruments, and other large items can be carried onto the bus provided space is available.

It should be noted that students are responsible for the safety and security of any items brought on the bus including any electronic devices. The School District of Bonduel and the bus company are not responsible for any lost, stolen, or broken equipment while students are on the bus.

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 providing a safe trip to and from school.

**BUS STOPS**

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.

**VEHICLE SEARCH**

Any vehicle brought on District premises by a student may be searched when the administration has reasonable suspicion to justify the search. Refer to the search and seizure section of the student handbook.

# APPENDIX

## Senior Privilege Program

### Rationale

The Senior Privilege Program is designed to acknowledge, promote, and encourage positive student attendance, behavior, and achievement. The program recognizes and provides time during the school day so Seniors may address the increasing responsibilities they face as they approach adulthood. These responsibilities may include family obligations, appointments, college applications, scholarship applications, interviews, or work.

### Process

- Student makes a request using this form, obtains a signature from parents/guardians, and returns the request along with a waiver of liability to the High School Main Office
- The parent(s)/guardian(s) approve the request by signing both the Application and Waiver forms.
- Administration approves/disapproves the request based upon the requirements listed below.
- Administration may review Senior Privilege status based on student attendance, behavior, or academic performance.

### Requirements

- The student may not have an “F” in any class during the semester prior to Senior Year.
- The student may not have an “F” in any class during any term during Senior Year. A grade check will occur at the end of the term or semester for potential reinstatement.
- The student maintains a passing grade in ALL classes.
- The student is NOT truant for ANY class period and is not habitually tardy.
- The student has no discipline referrals or parking permit violations.
- The student is **ON TRACK TO GRADUATE ON TIME**.
- Failure to meet these requirements will result in the denial or loss of Senior Privilege.

\*NOTE: In accordance with State Statute 118.33(l)(b), a student shall not be released for more than one period per day

## Off-Campus Lunch Release Program

### Rationale

The Off-Campus Lunch Release Program is designed to alleviate crowding in the lunchroom. It also will promote and encourage positive student behavior in school and in the community. Available to High School Juniors and Seniors, the program also supports local businesses.

### Process

- All Junior and Senior students meeting the requirements below will qualify for the Off-Campus Lunch Release Program.
- The parent(s)/guardian(s) approve the request by signing both the Application and Waiver forms.
- Administration approves/disapproves the request based upon the requirements listed below.
- Administration may review Off-Campus Lunch Program status based on student attendance, behavior, or academic performance.
- If off-campus lunch release is denied or revoked, students may re-apply in the following quarter or semester.
- Administration may modify or discontinue the Off-Campus Lunch Release Program at any time.

### Requirements

- The student does not have a history of truancy in the semester preceding his or her eligibility for the Off-Campus Lunch Release Program.
- The student does not become truant or habitually truant.
- The student has no tardy detentions, serious discipline referrals (as determined by administration), or parking permit violations.
- Failure to meet these requirements will result in the denial or loss of Off-Campus Lunch Release.
- The student is **ON TRACK TO GRADUATE ON TIME**.
- The student will display positive behavior during off-campus release, acting safely, respectfully, and appropriately in the community.
- A closed campus will remain in effect for all Freshmen and Sophomore students who are ineligible for Off-Campus Lunch Release. Any Junior or Senior student transporting ineligible students will lose his or her off-campus privileges for the remainder of the school year.

# **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.

## **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 so as 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.

## **Notifications**

More information on Educational Options, Education for Employment Programming, Academic and Career Planning, and Early College Credit Programming can be found in the Course Description Booklet here: [https://www.bonduel.k12.wi.us/cms\\_files/resources/Course%20Descriptions%202024-2025.pdf](https://www.bonduel.k12.wi.us/cms_files/resources/Course%20Descriptions%202024-2025.pdf)

More 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#>

More information on Student Religious Accommodations can be found under Policy 2270 here: <https://go.boarddocs.com/wi/bond/Board.nsf/Public?open&id=policies#>

More 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>

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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

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