

PARENT AND STUDENT

# HANDBOOK

BONDUEL ELEMENTARY  
SCHOOL

2024 - 2025



## The Bonduel Way

- Be Responsible
- Be Respectful
- Be Safe
- Be a Bear

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

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August 2024

Dear Parents/Guardians and Students:

We have developed this handbook to familiarize you with the day-to-day operations of our elementary school. If you have any questions after reading the information presented, please call our office at 715-758-4850. We are looking forward to working cooperatively with you toward the goal of offering your children a successful and rewarding elementary experience. Teaching your child/children study skills, how to solve problems and how to get along with others can help them become more responsible. As your child becomes a self-confident learner, you will have met one of your most important responsibilities. You will have taught your child/children the attitudes and skills they need to grow into responsible and capable adults. Remember, successful students have involved parents. Bonduel Elementary is proud to have you as a partner in the educational process.

You are cordially invited to the 20<sup>th</sup> annual Open House/Back to School Night. It will be held on Tuesday, August 27<sup>th</sup> from 4:00-7:00 pm. This is a great opportunity for you to visit our school, tour a school bus, meet with teachers, drop off school supplies and pay fees.

Bonduel Elementary School has an active Parent Teacher Organization (PTO). The officers will have a table during the Open House on August 27<sup>th</sup> and encourage you to stop by and check out all of the great things they do to support our school. They will have a sign-up sheet for anyone interested in volunteering. Some activities for you to consider include: fundraisers, Santa's Shop, the Spring Carnival, Scholastic Book Fairs, Teacher Appreciation Week, etc.

This handbook has been developed to be an informative guide for parents and students. It includes policies and procedures as well as fees for breakfast, lunch, milk, etc. The handbook will be available in electronic format on the district web site. Please review the handbook with your child and complete the signature when you do on-line registration. We are prepared and ready for a fun, rewarding school year. Please take time to visit our website to access a lot of helpful resources (school calendar, school supply lists, handbook, free and reduced lunch forms, newsletters, etc.).

Yours in Education,

*Mrs. Kari Groeneveld*

Mrs. Kari Groeneveld  
Bonduel Elementary Principal  
[groenkar@bonduel.k12.wi.us](mailto:groenkar@bonduel.k12.wi.us)  
715-758-4850 ext. 811

**School District of Bonduel  
MISSION STATEMENT**

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

**STATEMENT OF PRINCIPLES AND VALUES**

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

**GOALS**

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

# **SCHOOL DISTRICT OF BONDUEL**

## **BOARD OF EDUCATION**

Mr. Dennis Bergsbaken  
715-758-6385

President

Mr. Dale Bergsbaken  
715-745-2566

Vice President

Mr. Dave Bohm  
715-851-3117

Treasurer

Mr. Greg Borowski  
715-853-3317

Clerk

Mrs. Julie Felhofer  
920-839-5030

Mrs. Nina Rouse  
715-853-7143

Mr. Nate Burton  
920-639-3585

### **ADMINISTRATION**

Mr. Joe Dawidziak, Superintendent..... 715-758-4850 ext. 861  
Mr. Eric Ward, Middle/High School Principal..... 715-758-4850 ext. 851  
Ms. Kaitlyn Hintz, MS/HS 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

# Elementary Staff

## **Administration & Office Support Staff**

Mrs. Kari Groeneveld	Elementary Principal
Mrs. Monica Borowski	Secretary
Mrs. Amber Laude	Secretary

## **Bonduel Elementary**

Mrs. Heidi Cynor	3K/E.C.
Mrs. Sara Boucher	3K
Mrs. Elizabeth Gustavus	3K
Mrs. Sara Hyska	4K
Mrs. Tammy Giese	4K
Ms. Taylor Giese	4K
Ms. Kelsey Magsam	Kindergarten
Mrs. Corinne Salerno	Kindergarten
Ms. Kenadee Stoss	Kindergarten
Mrs. Caitlyn Richter	1st Grade
Mrs. Lela Schwitzer	1st Grade
Mrs. Alexandria Badalamenti	2nd Grade
Ms. Ashley Schilawski	2nd Grade
Ms. Kaitlyn Tinberg	2nd Grade
Mrs. Tina Hertzfeldt	3rd Grade
Mrs. Rebecca Eckstein	3rd Grade
Mrs. Nicole Suehring	4th Grade
Mrs. Katie Roberts	4th Grade
Mrs. Tonia Westrich	Title I
Mrs. Kylee Richter	Title I
Miss Savannah Rohloff	ELL
Mrs. Laura Gloede	Elem. Cross Categorical
Mrs. Sarah Hischke	Elem. Cross Categorical
Ms. Kris Wondra	School Counselor
Mrs. Nikki Lynch	Music & Art
Ms. Abby King	Physical Education
Ms. Laura Runge	Occupational Therapist
Mrs. Shawn Christensen	Physical Therapist
Ms. Colleen Smurawa	Speech
Ms. Rebecca Hansen	Speech
Ms. Wanda Spranger	Cook
Ms. Crystal Luepke	Cook



## **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, extracurricular, 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, mental, emotional, or learning disability or handicap as required by S. 118.12, 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 Acts 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:

Joe Dawidziak, District Administrator  
District Office  
Bonduel, WI 54107 Telephone: 715/758-4850 ext. 861

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

If any person believed that the School District of Bonduel or any part of the school organization has in adequately applied the principles and/or regulations of Title VI, Title IX, or Section 504 of in some way discriminates on the basis to 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 relay 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 or verbal 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 matter 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 Board of Education within five (5) business days of his/her receipt of the coordinator's response in Step 1. In an attempt 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. 2020

## SCHOOL DISTRICT OF BONDUEL

### 2024-2025 Calendar

(Updated: 2-28-2024)

August 14 <sup>th</sup>	New Staff Orientation
26 <sup>th</sup>	Teacher Inservice
27 <sup>th</sup>	Teacher Inservice: Work Day
27 <sup>th</sup>	Open House – All Buildings (4:00–7:00)
28 <sup>th</sup>	Teacher Inservice
29 <sup>th</sup>	Teacher Inservice
30 <sup>th</sup>	Teacher Inservice
September 3 <sup>rd</sup>	<b><i>First Day of School – All Students</i></b>
27 <sup>th</sup>	<b>No School</b> – Teacher Inservice
October 25 <sup>th</sup>	<b>No School</b>
November 1 <sup>st</sup>	End of 1 <sup>st</sup> Quarter
7 <sup>th</sup>	Parent-Teacher Conferences 4:00 – 7:00
8 <sup>th</sup>	<b>No School</b> – Teacher Inservice
27 <sup>th</sup> – 29 <sup>th</sup>	<b>No School:</b> Thanksgiving Break
December 23 <sup>rd</sup> – 31 <sup>st</sup>	<b>No School</b> - Holiday Break (12-23-2024 to 01-01-2025)
January 2 <sup>nd</sup>	School Resumes
17 <sup>th</sup>	Early Release Day- Teacher Inservice
17 <sup>th</sup>	End of 2 <sup>nd</sup> Quarter/1 <sup>st</sup> Semester (85 days)
20 <sup>th</sup>	<b>No School</b> – Teacher Inservice
February 28 <sup>th</sup>	<b>No School</b>
March 14 <sup>th</sup>	<b>No School</b> – Teacher Inservice
21 <sup>st</sup>	End of 3 <sup>rd</sup> Quarter
April 17 <sup>th</sup> -21 <sup>st</sup>	<b>No School</b> - Spring Break
22 <sup>nd</sup>	School Resumes
May 23 <sup>rd</sup>	Graduation
26 <sup>th</sup>	<b>No School</b> - Memorial Day
29 <sup>th</sup>	End of 4 <sup>th</sup> Quarter (87 Days)
29 <sup>th</sup>	Last Student Day/Early Release Day-Teacher Inservice
30 <sup>th</sup>	<b>No School</b> - Teacher Inservice Day – Last Teacher Day

## BONDUEL ELEMENTARY SUPPLIES 2024 - 2025

### 4K - 4<sup>TH</sup> Grade

#### 4K SUPPLIES

Every Student:
1 - Child scissors (Please label)
1 - Tub of playdough (Play doh brand) (Please label)
2 - Plastic folders (Please label on the outside)
Backpack ( <b>Normal size</b> , no wheels) (Please label)
Old oversized t-shirt for painting (Please label on tag)
1 - Set of extra clothes (Pants, shirt, underwear, socks) (Shoes if possible) (Place clothes in a large Ziploc bag and label bag with child's name)
1 - Beach towel for rest time (Please label)
1 - Reusable shopping bag (Please label) (the towel will be stored in this bag)
1 - Box of gallon Ziploc bag
4 - Pack of <b>skinny black expo brand</b> markers
<b>Girls:</b>
24 - Pack Crayola crayons
1 - Bottle of Elmer's glue (4 oz.)
<b>Boys:</b>
10 - Pack Crayola washable markers (Regular type)
4 - Elmer's glue sticks

#### 1<sup>ST</sup> GRADE SUPPLIES

1 - Backpack
1 - Pair of headphones (no earbuds) (Can use pair from last year)
1 - Box quart size Ziploc bags (Last name A-M)
1 - Box gallon size Ziploc bags (Last name N-Z)
1 - Plastic supply box (8"x5")
1 - Box of crayons (48, 64, or 96 count sizes)
1 - Box of 12 colored pencils
1 - Large eraser
4 - Dry erase markers (fine tip)
4 - Glue sticks
1 - Scissors
24 - Sharpened #2 pencils
1 - White 1.5 inch 3-ring view binder (has a clear cover sleeve)
1 - Box of Kleenex
2 - Tubs of Clorox wipes
1 - Water bottle (sports lift top style to avoid spills) (only water is allowed)
*Gym shoes to stay at school (non-marking soles)

#### KINDERGARDEN SUPPLIES

Please label everything!!
1 - Pencil box/pouch to put supplies in
8 - Fine tip black expo markers
1 - Box of Crayola crayons (24)
1 - Box (10) of fine tip Crayola washable markers
1 - Box (10) of broad tip Crayola washable markers
4 - Large glue sticks
1 - Fiskars scissors (blunt tip)
1 - Plastic pocket folder
1 - Box number 2 pencils for classroom use
1 - Backpack
1 - Oversized shirt for painting
1 - Pair headphones for listening center (no ear buds) in a baggie
Last names: A-L bring disinfectant wipes
Last names: M-Z bring quart and 2-gallon sized Ziplock baggies
*Gym shoes to stay at school (non-marking soles)

#### 2<sup>ND</sup> GRADE SUPPLIES

2 - 24 ct. Crayons
1 - Box of broad tip markers
2 - Packs of pencils (pre-sharpened if possible)
1 - Scissors
4 - Glue sticks
2 - Notebooks
2 - Packs of dry erase markers (eraser if possible)
1 - Set of headphones/earbuds
1 - Water bottle (sports/flip top style)
2 - Tubs of disinfectant wipes
1 - Backpack
1 - Pencil box/bag
*Gym shoes to stay at school (non-marking soles)



### 3<sup>RD</sup> GRADE SUPPLIES

	<b>*Please No Trapper Keepers</b>
	<b>*Please label all items with child's name</b>
	2 - Red pens
	2 - Expo Dry-Erase Markers
	1 - Dry-Erase Eraser
	1 - Pencil box/bag - No bigger than 5"x8" (Please only send one box or bag, there is no room in their desk for more)
	2 - Glue sticks
	2 - Highlighters (Different colors)
	1 - 12 count-colored pencils
	1 - 8 count pack of fine-line markers
	1 - Box of crayons
	1 - 24pk sharpened pencils or mechanical
	1 - Junior or adult point scissors
	3 - 2 pocket folder
	1 - Composition book – Any color
	3 - Wire bound wide-lined notebooks
	1 - Box of Kleenex
	1 - Set of computer headphones (Need to be good ones- NOT wireless)
	3 - Containers of Clorox wipes
	1 - Box of 50 count Ziplock sandwich bags
	*Gym shoes to stay at school--non-marking soles

### 4<sup>TH</sup> GRADE SUPPLIES

	12 - Pencils and Erasers
	1 - Pencil Sharpener
	1 - Box Colored Pencils
	1 - Pack Highlighters
	1 - Pack Markers
	1 - Scissors
	1 - Pack of Glue Sticks
	1 - Glue Bottle
	1 - Wide Ruled Notebook
	2 - Folders
	1 - Pack of Post-it Notes
	1 - Pack Expo-Dry Erase Markers
	1 - Expo Eraser
	1 - Set of Headphones
	1 - Box Kleenex
	2 - Containers of Clorox Wipes
	1 - Backpack
	1 - Water Bottle for in the classroom
	Gym Shoes to stay at school – non-marking soles
	**Wishlist – Optional – plastic cups, Ziploc baggies any size



# A

## ANIMALS IN SCHOOL POLICY (8390)

Animals have educational value in the school setting, but only under conditions that ensure the safety and well-being of the student, staff, and the animal. Live Animals in the classroom provide opportunities to learn about diversity, habitat, humane care, animal growth and development, reproduction, and behavior. The Board adopted Policy (8390) Animals in School. **The policy clearly states that prior approval must be received from the principal before any animals are brought into the schools.** Animals in schools shall be planned for and approved in accordance with established procedures and guideline.

## ATTENDANCE & ABSENCES

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. Important classroom learning time cannot be reproduced when students are absent. The School District of Bonduel and the State of Wisconsin place a major emphasis on regular school attendance.

Under S118.16(1) of the laws of Wisconsin, “truancy” is defined as any absence of one or more periods from school during which the principal has not been notified in writing of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of Wisconsin Statutes S118.15.

A nonresident district may terminate a pupil’s open enrollment in the succeeding semester or school year if the pupil is habitually truant during either semester in the current school year.

A student-parent-principal conference may be required before a student is readmitted to classes when it has been determined that a student was truant from school.

In addition, the truant officer will be informed of the truancy. Repetitious acts will involve the truant officer initiating court action in accord with Wisconsin Statutes S118.15 & S118.16.

According to Wisconsin State Law, Statute 118.15, Section 31, students are to be in school each day unless they are ill.

The following policy is in effect: Absences are either excused, excused-avoidable, unexcused/truant; truancy is defined as a pupil who is absent from school without an acceptable excuse for part or all of 5 days on which school is held during a school semester.

These are EXCUSED ABSENCES:

1. Health care appointments (for the time necessary for appointment only)
2. Required court appearance
3. Religious observation
4. Illness or death in the family
5. Quarantine imposed by a public health officer
6. Emergency--These are defined as "a sudden unexpected situation which is beyond the control of the student's family and has the need for immediate action to be taken. It is unforeseen and cannot be planned."

### **ABSENCES-REPORTING PROCEDURES**

To ensure your child's whereabouts parents/guardians are to call the Bonduel school before 9:00 a.m. if your child is going to be absent or tardy. PLEASE DON'T FORGET TO CALL! 715-758-4850

After morning absences are known, those not previously confirmed by a telephone call by 9:00 a.m. from a parent will be followed by an automated message call from a school secretary or principal. The call will be made to the phone numbers provided by parents/guardians in Family Access. Calls will be made between 9:45 - 10:15 a.m. This process is being used as a reminder to call and excuse your child, or to make sure you are aware your child is not in school.

# **B**

### **BACKGROUND CHECKS**

Volunteer Criminal Background Checks Policies (8120)

A provision of this policy requires school officials to conduct criminal background checks for school volunteers. This policy was adopted to keep our students safe. It is a precautionary measure and will allow the administration to make informed decisions regarding the people who will be working with the students attending our schools and school related functions.

All adults wishing to work with students at Bonduel Elementary School (or chaperoning a fieldtrip) are required to complete the Preliminary Background

Investigation – Personal History Record form. Forms are available in the school offices. Once you complete this form, you do not have to complete another one unless there is a change in your status (arrest, conviction, or party to a civil action). If a change occurs, you will be asked to self-report. Failure to provide truthful and timely information may result in withdrawal of the candidate from consideration.

### **BICYCLES**

Children riding bicycles to school are expected to obey all city traffic laws pertaining to bicycles. All bicycles are to be parked in the racks provided. Bicycles are not to be taken from the racks, except at dismissal time.

### **BIRTHDAY, OTHER PARTY INVITATIONS, AND GIFTS**

We will no longer distribute party invitations at school. It is devastating when children are not invited to celebrations of their classmates. To avoid hurt feelings, we will not send home party invitations. Gifts, balloons, flowers are not to be sent to students at school. If these items do arrive, they will be delivered to students at the end of the school day. Balloons and glass vases are not permitted on buses.

### **BUS INFORMATION**

715-280-3001 opt. 1

#### **General**

1. Parents and students must realize that school bus transportation is a privilege, not a right.
2. Be informed that misbehavior will not be tolerated. Students who misbehave can be suspended from school and be denied the privilege of riding on the bus.
3. If your child is not to go home as he/she usually does, whether that's walking, getting a ride, biking, or riding the bus, notify the teacher IN WRITING detailing the change of arrangements. The school must receive a note from a parent or guardian that gives permission for a student to leave school in a way different from usual. IF A NOTE IS NOT RECEIVED THE CHILD MUST GO HOME AS USUAL.  
This rule is for the safety of your child.
4. Encourage your child to return directly home after school without stopping to play until he/she has reported his/her whereabouts to you.

#### **Student/Parent Responsibilities**

1. Students will ride on assigned buses. Parents must request in writing any exception from this rule.
2. Students will board and depart from their assigned bus at designated stops unless written permission is granted to be left off at other than the regular stop. The bus driver must be presented with such a written request. Parents will assume the responsibility of the child when such a request is made and granted.
3. If your child will not be riding the bus on a given day, please notify the bus garage

or a neighbor that the bus will not need to stop.

### **Prior to Loading**

(At home and at school)

1. Be on time at the designated school bus stops; help keep the bus on schedule.
2. Stay off the road while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop before attempting to board the bus. Line up in a single file orderly manner. Do not rush to get on the bus.
4. Be courteous.
5. If there is no sidewalk or path, walk to the side of the road facing traffic to get to the bus stop.
6. Use the handrail and watch your step when boarding the bus.

### **While on the Bus**

Bus passengers are required to:

1. Follow all directions given by the bus driver.
2. Assist in keeping the bus safe and clean at all times.
3. Refrain from loud talking and excessive noise which would distract the driver.
4. Make restitution for damaged bus seats or any other school property.
5. Remain in their seats, face the front and keep hand and feet out of the aisle, at all times when the bus is in motion.
6. No eating or drinking is allowed on daily bus routes
7. Refrain from horseplay around or on the bus.
8. Keep hands and head inside the bus at all times after entering and until leaving the bus. Also, you are not permitted to throw anything out of bus windows. Bus windows are not to be opened more than halfway.
9. Keep books, packages, coats and all other personal items out of the aisles at all times.
10. Be completely quiet when approaching, while at, and during the crossing of railroad tracks.
11. Sit in seats assigned by the driver leaving the seats at the back of the bus vacant whenever possible for safety reasons.

The following changes will be implemented on all buses.

- Drivers can assign students to sections on the bus, but not to specific seats unless there is a need to do so for disciplinary reasons.
- Use of cell phones, electronic games such as Gameboys, iPads, 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 district is not responsible for any lost, stolen, or broken equipment while students are on the bus.

### **After Leaving the Bus**

1. Cross the road at least 10 feet in front of the bus, but only after checking to be sure no traffic is approaching and/or after receiving a signal from the driver.
2. Help look after the safety and comfort of younger children.
3. Riders are not permitted to leave the bus at stops other than their usual stops unless proper authorization has been given in advance.

### **Extra-Curricular Activity Bus Trips**

1. The above rules and regulations will apply to any trip under school sponsorship.
2. Students shall respect the wishes of competent chaperones appointed by the school officials to accompany the bus riders.

### **BUS RULE VIOLATIONS**

Bus drivers are responsible for completing a discipline referral for any student failing to follow safety guidelines. Discipline referrals will be reviewed by the Transportation Director and forwarded to the student's principal for follow-up action. Third and subsequent discipline referrals may result in suspension from bus riding privileges. Depending on the circumstances of the violation, the length of suspension will be a minimum of one day up to the maximum number of days allowed by State Statutes.

First or second violations judged by the Transportation Director and/or building principal to seriously jeopardize bus safety may result in immediate suspension. Any students suspended from school transportation must still attend school.

### **BUS - VIDEO CAMERAS**

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, providing for safer transportation of the students.

### **Guidelines for Placing Cameras on Buses**

1. The transportation director, or designee, shall determine the rotation of available cameras to each bus.
2. Bus drivers do not need to be aware if a video camera is operating on their bus.
3. Drivers and/or principals may request that a video camera be on a specific bus on a designated day.
4. Parents may contact the transportation director and request that a video camera be utilized on a specific bus.

### **Guidelines for Viewing Video Tapes**

1. Only the transportation director, bus drivers, principals, and district administrator shall be authorized to view a video tape for the purpose of documenting a problem, and determining which student(s) may be involved.
2. Students being disciplined based on the viewing of a video tape and/or their parent(s) may view that isolated segment of the video tape that documents the incident for which they are being disciplined.
3. The transportation director or building principal(s) shall view the video tape with the student and/or parents(s).
4. The video tape shall not be available for viewing by the public in general, employees in general, media, or other individuals.
5. The principals or district administrator may authorize other individuals, such as the guidance counselor, school psychologist or social worker, to view segments of a specific video tape, if such individuals are working with the student on the video tape because of a behavior, emotional, or learning problem.
6. If there are no bus problems pertaining to a bus or a day when a camera is on that bus, the video tape may be erased or reused after 2 school days.
7. Video tapes used for disciplinary action on a bus may be erased after five school days.



### **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 to 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 tapes are considered as part of a student's record, they can be viewed only in accordance with State and Federal Law.

### **CHAPERONES**

\*Please make sure you have a background check on file with the district. See "B" Background above for more information.

As a chaperone, your primary responsibility is to ensure that the students under your care are safe and actively and respectfully engaged in the program. Here are some tips so you and your students have a great field trip:

- Remember that you are a good role model. Show excitement about the trip and listen attentively to presentations. Your attitude can set a positive, upbeat tone for the entire field trip.
- Prior to presentations, remind students to pay attention and wait for appropriate times to talk. Minimize disruptions during presentations to help provide the best learning experience possible.
- Please turn your cell phone off or turn to silent.
- Reinforce good behavior with positive comments.
- Smoking or tobacco use is not permitted.
- Gum chewing is not permitted.

We request that younger siblings do not accompany you.

### **CHILD ABUSE OR NEGLECT**

The State of Wisconsin requires that all professional staff members report the following situations or conditions as described in Wisconsin Statute 48.981: Any mandated reporter having reasonable cause to suspect that a child seen in the course of professional duties have been abused or neglected or having reason to believe that a child seen in the course of professional duties has been threatened with abuse or neglect and that abuse or neglect will occur shall report to Child Protection.

### **CLOTHING**

Enforcing appropriate dress at school is often a difficult task. We want to remind everyone that we have reasonable expectations of our students and not every piece of clothing that is purchased is school appropriate. Recently we have seen the following from students:

- Pulling (rolling up) shorts/skirts up
- Cutting shirts from shoulder to waist to leave a large and revealing hole on the side of their shirts.

Students will be asked to change out of clothes that cause a distraction in the learning environment by exposing too much of the body.

In the case of a violation our first resolution is simply to have the student change that piece of clothing and not wear it to school again. Multiple violations or non-compliance will result in parent contact and other possible consequences.

Wearing appropriate clothing is a reasonable expectation. Whether it is attending a wedding, birthday party, funeral, work, school, the beach, etc. there is an understood expectation of appropriate dress for the place you are in and the time you are there.

It is the parent's responsibility to clothe each child properly for weather conditions and outdoor recess. This includes cap, mittens, jacket, and boots during winter. Boots and snow pants must be worn whenever there is snow on the ground. Also, parental

direction should be provided for the way children are groomed. Cooperation with the schools in maintaining high standards of dress and grooming is expected and appreciated.

Modesty and good taste should characterize the appearance of every child together with cleanliness and neatness. It makes a difference to the total school environment if parents direct and assist young people to use good judgment regarding their appearance.

**It is very important that students come to school dressed appropriately to be outside during recess and for physical education.**

Students are not allowed to wear flip-flop shoes on the playground or for PE class, for safety reasons. Shoes need to cover the toes and stay on the foot. Students are not allowed to wear pajamas to school. Specific situations not covered in the previous information will be dealt with on an individual basis by the Principal.

### **COMPUTER LAB/DISTRICT TECHNOLOGY REGULATIONS**

1. No food or beverages are allowed in the labs at any time.
2. You must have read, signed, and abide by the District TAUP policy to use District technology resources. Only those individuals with usernames and passwords specifically assigned to them may use District technology resources. Sharing of user names and passwords are prohibited.
3. Teachers, lab instructors, and staff are to supervise students at all times while they are using District technology.
4. Students are not to use staff, lab instructor, or teacher computers at any time.
5. Lab rule infractions will be penalized in accordance with the TAUP policy (TAUP policy, page 58).

# D

### **DESKS AND LOCKERS**

A desk and a locker are provided for every student to store books and personal belongings, and to hang their coat or backpack. Valuables should not be brought to school or stored in desks or lockers. Desks and lockers are the property of the school. School authorities may open or inspect a desk or locker at any time.

### **DISCIPLINE PROGRAM**

We believe that students can do their best learning and teachers their best teaching in an atmosphere in which appropriate behavior is expected of all students.

We believe all children have potential for behaving in a positive manner and children can be guided and taught to make appropriate choices.

In order to maintain a proper, effective and efficient educational climate in our schools it is necessary to establish sets of rules which all students must follow. The right of individual students to study and learn in a favorable classroom setting will be protected. Any student not following the rules will be disciplined. We ask that the parents cooperate 100% with us on this mindset. Thus, the following rules have been established.

### **General School and Classroom Rules for Students**

1. Listen to and follow directions of all persons in authority.
2. Use of swearing, profanity or obscene gestures is prohibited.
3. Be considerate, courteous, and respectful of everyone.
4. Be in attendance, prepared to work, and in your assigned seat on time.
5. Respect school and personal property of others.
6. Keep hands, feet, and objects to yourself.
7. Walk in an orderly manner when going anywhere in the building.
8. Do not disturb others who are studying.
9. You must have permission to leave the room to use the bathroom, unless student suddenly becomes ill or has a medical excuse.
10. No chewing of gum or eating of candy in the school building except for special occasions.
11. Children are not to bring trading cards of any type (Pokémon, baseball, football, etc.), toys, fidget spinners, pops, or video games for use in school (they are allowed on the bus), dolls, etc. to school. 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 District is not responsible for any lost, stolen, or broken equipment while students are on the bus.

### **District Technology/Computer Lab Regulations**

1. No food or beverages are allowed in the labs at any time.
2. You must have read, signed, and abide by the District Technology Acceptable Use Policy (TAUP) to use District technology resources. Only those individuals with user names and passwords specifically assigned to them may use District technology resources. Sharing of usernames and passwords is prohibited.
3. Teachers, lab instructors, and staff are to supervise students at all times while they are using District technology.
4. Students are not to use staff, lab instructor, or teacher computers at any time.
5. Lab rule infractions will be penalized in accordance with the TAUP policy (page 58)

### **Specific School and Playground Rules**

1. Throwing or hitting of inappropriate items is prohibited.
2. Throwing of snowballs, chunks of ice or loose snow is not allowed.
3. Loud behavior in inappropriate places is prohibited.
4. Clothing with vulgar sayings or clothing with sexual or alcoholic connotations will not be permitted.
5. Games determined by the faculty to be too rough are not allowed.
6. Profanity, including all verbal, written, or gesture forms is prohibited.
7. Possession of knives, matches, lighters, or other dangerous articles such as possession of alcohol, drugs, or tobacco is prohibited.
8. Abusive behavior, either verbal or physical, towards other students or adults will not be tolerated.
9. Students are not to bring toys, etc. to school.
10. Whenever a student is determined to have caused damage due to inappropriate behavior, the student and/or parent will be required to reimburse the district for such damage.
11. Students must not leave the school grounds without permission.
12. No student shall bring a laser pointer to school.

Classroom and 'all school' rules are discussed with students. Consequences are also explained to the students in advance, so if they choose to break a rule, they are aware of the consequences. We ask that you discuss appropriate behavior with your child.

### **Possible Consequences for Inappropriate Behavior**

- \* A phone call home by teacher, principal, student, or other staff member.
- \* Behavior documented in Skyward
- \* Loss of a special privilege, i.e. recess, assembly, field trip, or special event.
- \* After school detention (parents would be notified).
- \* Conference with teacher, student, and principal.
- \* Students are reminded that serious acts of misconduct or repeated pattern of dangerous behaviors may result in suspension from school for periods of up to five days or longer. If the act is serious enough, the parent may be contacted on the first offense
- \* Serious offenses causing physical harm may result in contacting law enforcement
- \* If a student leaves school grounds without permission law enforcement will be contacted.

### **DRILLS**

#### **FIRE DRILLS**

We are required by law to hold one fire drill a month unless prevented by inclement weather. Fire drills are held on those days when the weather is least likely to be a problem.

## **TORNADO AND LOCK DOWN DRILLS**

A Disaster Emergency Procedure Plan has been established for the purpose of protecting the health and safety of every student as well as the school staff. Since tornadoes and a number of other school emergencies generally do not permit time to send children home, all children and staff will move to the designated areas in the school. Practices are held each year with the students to make sure everyone knows what to do in case of such an emergency.

## **DROPPING OFF AND PICKING UP STUDENTS**

### **Dropping off Students Before School**

At Bonduel Elementary School students may be dropped off by the main entrance on the east side of the building no earlier than 7:45 a.m. Parents who drive their students to school and/or pick them up at the end of the day, please park in the designated parking spaces! The parking lots are very dangerous places and we need your help in keeping them safe. **The area close to the building at Bonduel Elementary School is clearly marked “No Parking”. You are not allowed to park in this area!**

Parents who bring students into the building are to drop them off at the office. Unless they are scheduled to volunteer in a classroom, adults are not to proceed past the office area, to student lockers, or to the classrooms. For the safety of all the students, your cooperation is appreciated.

### **Picking Up a Student During School**

If you are picking up your child before the end of the day, you must come into the building to sign-out and pick up your child. A note must also be sent with your child so that the teacher knows and can remind them to report to the office on time.

# **E**

## **EARLY RELEASE DAYS**

Early release days are scheduled monthly. (See Calendar for dates)  
**Dismissal time will be at 12:45pm.**

## **ELECTRONIC COMMUNICATION DEVICES**

Student use of electronic communication devices while on school premises or attending school activities that are held either on or off school premises is **prohibited** during the normal school hours of 7:45 AM until 3:20 PM. Example of regulated devices include, but are not limited to, cellular telephones, personal computers, hand-held computers and electronic planners, and two-way radios. It should be noted that laser pointers are

considered weapons (see Board Policy 5772--Dangerous Weapons in School) and not communication devices.

Use on school premises or at school activities at other times may be regulated or restricted due to related District concerns. Examples of District concerns include safety, potential for disruption to educational processes, and potential security issues related to connecting a personal computer to the District network.

School Administration reserves the right to search the cell phone if there is reasonable suspicion that the safety and well-being of the student, school, its staff and students is at risk or reasonable suspicion of a school related infraction has occurred.

The District does not accept responsibility for lost or stolen devices. Investigation by school employees of loss, theft or damage will be minimal unless it can be established that the student adequately secured the device, such as keeping it in a locked locker in which case local law enforcement including the district's police liaison officer would be contacted.

Permission to possess a regulated device is dependent on observing the following rules:

1. The student accepts full responsibility for the security of the device.
2. The student agrees that the electronic device will remain turned off in locker during restricted times as noted above. This means that the device will not ring, beep, vibrate, buzz, or exhibit any displays that indicate the the device is activated.

Failure to follow these guidelines regulating possession and/or use of electronic communication devices will result in disciplinary action as determined by the building principal. Such disciplinary action may include temporary confiscation of the device.

The building principal may involve law enforcement if the device is used for an illegal purpose or for a purpose that causes or could cause harm to others.

### **EMERGENCY MEDICAL CARE**

1. The school will attempt to contact the home immediately in the event of an emergency, such as an illness or accident.
2. The parent or guardian will be called at his/her place of employment if no one is at home.
3. The name(s) listed on the emergency form filed in the office will be called if we are unable to reach a parent or guardian.
4. The school will call for emergency service if it is impossible to reach someone in a reasonable length of time or if the accident/illness is severe enough to warrant such service immediately.

**It is important to keep the school informed of current phone numbers, present places of employment, and all temporary caregivers. Valuable time may be saved in an emergency.**



# F

## **FEES**

All elementary students will have to pay a \$25.00 school fee for the school year. The school fee should be paid to the office by September 1st, unless special arrangements are made in writing to the building principal. The fee is charged to cover additional supplies, i.e. art supplies, workbooks, and special projects, etc. 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.

## **FIELD TRIPS**

The school administration recognizes the educational value of certain field trips and, therefore, teachers become involved from time to time in such an activity. When a specific trip is planned, parents will be informed. Rules and regulations regarding behavior and bus safety apply to any trip under school sponsorship. Directions of teacher, chaperone, and bus driver must be respected. Failure to make safe choices and follow adult directions on a field trip could result in no longer being allowed on field trips.

# G

## **GRADING GUIDELINES**

The School District of Bonduel's elementary school will report student progress quarterly using report cards. Each quarter or grading period will consist of approximately 45 school days. All report cards will be issued as soon as possible after the ending date of the grading period. Each teacher is responsible for recording student grades and reporting these grades to the respective office in the elementary schools.

The philosophy of the district concerning student achievement, at the elementary level, is based on the premise that students have diverse capabilities and interests, and individual patterns of growth and learning. The district feels it is important teachers have as much meaningful and accurate knowledge of each student as possible, drawn from a variety of sources.

Quarter grades will reflect student academic achievement for that grading period. All grading symbols utilized shall indicate the teachers' assessment of the academic performance over the grading period. Focus will be on the evidence of learning students show based on established essential grade level standards.

The school district has adopted the electronic grading program called "Skyward Grade Book". In kindergarten and first grades, a performance assessment will be used (see below for grading information). In second through fifth grades the method used to determine grades is based upon a percentage system. The exact method used by the teacher will be provided in writing to the student and parents at the start of each school year. The table below indicates the grade mark for percentages.

### ACADEMIC ACHIEVEMENT KEY (Skyward Grade Book)

#### Grades 2-4:

(A+, A, A-, B+, B, B-, C...)				
Grade Mark	Description	Grade Value High	Grade Value Default	Grade Value Low
A+	99-100	100.00	99.00	98.50
A	95-98	98.49	96.00	94.50
A-	93-94	94.49	93.00	92.50
B+	91-92	92.49	91.00	90.50
B	88-90	90.49	89.00	87.50
B-	86-87	87.49	86.00	85.50
C+	84-85	85.49	84.00	83.50
C	80-83	83.49	81.00	79.50
C-	78-79	79.49	78.00	77.50
D+	76-77	77.49	76.00	75.50
D	72-75	75.49	73.00	71.50
D-	70-71	71.49	70.00	69.50
F	0-69	69.49	35.00	0.00

In kindergarten and first grades, numeric and letter grades will be used to report progress. The following codes will be used:

#### Kindergarten Academic Marking Codes

Kindergarten utilizes two sets of marking scores,  
 Numeric (3, 2, 1, \*) for the academics,  
 and letters (S, MP, N) for skills/performance.

Fine Motor/Reading Language Arts /Math/Science  
 Social Studies/ Kindergarten Readiness

3 = Meets

2 = Developing

1 = Does not meet

\* = Not assessed

Social Skills and Performance

S = Satisfactory

MP = Making Progress

N = Needs Improvement

### **First Grade Academic Marking Codes**

First grade utilizes two sets of marking scores,

Numeric (4, 3, 2, 1) for the academics,

and letters (O, S, MP, N) for skills/performance.

Reading, Language/Writing, Spelling, Science/Health, Social Studies, and Math Applications will use the following marking codes.

4 = Advanced (above expectations) 95-100%

3 = Proficient (meets expectations) 80-95%

2 = Basic (works near expectations) 65-80%

1 = minimal (does not meet expectations) below 65%

Penmanship, Social Behaviors, Work Habits and Math Skills will use the following marking codes:

O = Outstanding

S = Satisfactory

MP = Making Progress

N = Needs Improvement

This new grade book will be viewable by parents/guardians through Family Access on our district web site (<http://www.bonduel.k12.wi.us>) and click under BES parent/student resources. In addition to grades, parents/guardians will be able to view your child(ren)'s attendance, lunch account balance, and general demographic information. Please call the school office at 715-758-4850 if you need a login and password to obtain entry into Family Access.

### **MAKE-UP WORK**

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

1. The student and parent assume the responsibility to find out what was missed and to make arrangements with the classroom teacher to make up the missed work.

2. The teacher shall give the student an assignment and a time period within which to complete that assignment. Failing to complete the work within the allotted time will result in a failing grade for assignments missed during the absence.

### **GUIDANCE SERVICES & SCHOOL PSYCHOLOGY**

Parent resources are located in the Bonduel Elementary Library. These resources are available for parents/guardians to utilize throughout the school year. Stop in and check them out at your convenience or contact our librarian or counselor to help you find the right resource.

A full-time elementary school counselor provides support for our students. The School Counseling Program includes classroom guidance, small group and/or individual counseling designed to assist with short-term concerns. The mission of the guidance program is to assist students to be successful within the learning environment. School counseling focuses on helping students overcome obstacles that may interfere with their academic functioning. The goal is to work alongside teachers and parents to help make transitions or changes as positive as possible.

Groups and individual counseling will be facilitated on an as needed basis. It is assumed that students will have permission to be involved in all school counseling activities. Permission slips will be sent home for participation in small group counseling activities. If you have any concerns or questions please stop by or call, we have an open-door policy and are interested in working together with families as a team.

# H

### **HARASSMENT**

Bonduel Schools seeks to provide a learning environment free of any form of harassment or intimidation toward and between students. Therefore, the District will not tolerate harassment in any form and will take all necessary measures and appropriate action to eliminate it, up to and including discipline of the offenders and referrals to the legal authorities. See policy 5517 on page 49.

# I

## **ILLNESS**

Students are not to come to school ill. (Please see illness guidelines on page 65) The school may send home students from school according to the Wisconsin Division of Health Administration Rule H49.01 (School Attendance).

All teachers, school authorities, and health officers having jurisdiction shall not permit the attendance in any private, parochial, or public school of any pupil afflicted with a severe cough, a severe cold, itch scabies, lice, or other vermin, ringworm of the scalp, ringworm of exposed parts of the body, impetigo, epidemic jaundice, infectious conjunctivitis (pink eye), or any contagious skin disease, or who is in filthy clothing, or who has any communicable disease so designated by the State Division of Health unless specifically exempted in the rules.

Students are not to be sent home unless they are accompanied by an adult. A parent or someone designated by the parent is expected to pick up an ill child when called.

## **IMMUNIZATION LAW & REQUIREMENTS**

The School District of Bonduel complies with the Student Immunization Law of Wisconsin Department of Health and Social Services which requires the following minimum immunizations for each grade level:

Early Childhood, 4K

4 DPT/DT, 3 Polio, 1 MMR, 3 Hep B, 1 Varicella (chickenpox)

Kindergarten through Grade 5

4 DPT/DT, 4 Polio, 2 MMR, 3 Hep B, 2 Varicella (chickenpox)

Grade 6

4 DPT/DT, 4 Polio, 2 MMR, 3 Hep B, 2 Varicella (chickenpox), and Tdap/TD  
Booster

Students have until the 30th day of school to provide the school office with a current immunization record. The School District is required to notify the district attorney about any student who fails to meet these immunizations guidelines.

Waivers to these immunizations can be granted for health, personal, or religious conviction reasons. Forms for these waivers are available from the school office and explain who must sign the form.

Exceptions to the varicella vaccine requirement will be allowed in schools only if the child has had a case diagnosed by a qualified health care provider.

In the event of the outbreak of any of these vaccine - preventable diseases, those students who are not completely immunized against that disease may be excluded from school to prevent further spread of the disease, this includes students who claim waivers.

Immunizations can be obtained at your doctor's office or at the Shawano Court House (715-526-4808).

### **ITEMS NOT ALLOWED IN SCHOOL**

Items such as toys, fidget spinners, pops, laser pointers, skateboards, radios, headsets, portable T.V.'s, cellular phones, playing cards, Pokémon, baseball cards, blankets, computer games, or other non-educational items, are not permitted at school. Such items will be confiscated for the day for a first offense and will involve parent notification for repeated offenses. Please refer to page 18 to reference what types of devices are allowed on the school bus. During the school day these devices must remain in the student's backpack in their locker.

# L

### **LIBRARY MEDIA CENTER**

The Library Media Center (LMC) has a large variety of books, magazines, and instructional videos. Students are encouraged to check out books and magazines for research and recreational reading.

It is the students' responsibility to make sure materials are returned on time and in the same condition as when checked out. If books are lost or damaged replacement cost will be charged.

Parents can help students in the following ways:

- Read to or with your children
- Have a place where library books are kept
- Keep books away from pets
- Don't let younger brothers or sisters draw in or tear books
- Keep food and drink away from books

## **HEAD LICE (PEDICULOSIS) (8451)**

### **Head Lice Policy Information:**

Head lice is a universal problem and is particularly prevalent among elementary school-age children. Control of lice infestation is best handled by adequate treatment of the infested person and his/her immediate household and other close personal contacts.

Communication from the school to parents directly and through parent and classroom education to the students will help increase the awareness for both parents and child. Parents need to continually observe their child for this potential problem and treat adequately and appropriately as necessary.

If a child in the District is found to have lice, the child's parent will be contacted to have the child treated and to pick him/her up immediately. After treatment and upon returning to school, the child will be examined by the school health staff, principal or designated staff. The District practices a policy of no live lice as a criteria for return to school.

### **What parents need to know:**

Head lice infestations are very common among school age children.

- Head lice crawl—they do not hop, jump, fly, or swim.
- Usually they are spread by direct head to head contact.
- Lice are not transmitted by or to pets.
- They are reddish-brown colored and located on the scalp.
- Nits (eggs) are grayish-white, very small, and cemented to hair usually within ¼" from the scalp.
- **Life cycle of head lice has 3 stages: nits** (eggs) 7-10 days→ **nymph** (immature louse incapable of laying eggs) hatches and develops for next 9-12 days→ **Mature louse** forms after 12 days, mates, and produces 8-10 eggs / day. Mature louse lives approximately 32-35 days if left untreated.

### **What parents can do:**

Be sure to check your child's hair regularly, and especially before and after sleepovers, camps, after scheduled school breaks, and prior to the start of school in the fall.

- If your child has been identified as having a head lice infestation, follow the recommended treatment guidelines and repeat the shampoo treatment

according to directions. (A parent pamphlet “Head Lice Facts for Parents” is available at school.)

- Stay calm; anxiety and guilt can be common reactions to the news that your child has head lice. Be assured that personal hygiene or cleanliness has nothing to do with a child getting lice. Lice may be upsetting and a nuisance, but they do not cause or spread disease.
- If you are notified that your child may have been exposed to an active case of head lice, check your child regularly for several weeks.
- Encourage your child to avoid sharing items that touch the hair, such as combs, hats, and hair accessories.

### **LOCKERS**

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

Lockers and combinations are not to be shared with other students! Students are not allowed to use tape or other adhesives or have anything on the outside of their locker.

### **LOST AND FOUND**

Any items that are found should be turned into the office. Children and parents are encouraged to check the lost and found at any time. Be sure to check for lost items at conference times and at the end of the school year.

### **LUNCH PROGRAM**

Students may participate in the Hot Lunch Program or they may bring their own lunches from home.

Our district uses a computerized food service accounting program. This program allows you to make payments for your children’s meals and milk break more easily throughout the school year. All money that you send to school for breakfast, lunch or milk breaks will be deposited in a family or household account. Payments can be made at any time and will be credited to your household account if received by 10:00 AM on any school day. Payments can be made at any school office.

Payment by check is encouraged, but cash payments will also be accepted. Reminder letters will be sent out whenever a household account falls below \$10. These reminder letters will be sent out near the end of each week from the district office.

A breakfast program is offered at the Bonduel Schools for all students. Menus for breakfast and lunch may be found on the school web site or may be picked up from the school office.



**Free or reduced-price** lunches and breakfasts are available for those whose families are eligible according to the guidelines published each fall. Each student will receive an application for free or reduced lunch. These forms are to be returned to the office as soon as possible. Applications will be approved or disapproved by Central Office. Parents/guardians will be notified of eligibility. The cost of reduced breakfast will be .30 per day. Daily lunch will be .40 per day.

**Cost of Lunch & Breakfast Tickets**

Daily Lunch - Gr. 4K-4	\$3.00
Breakfast Daily - Gr. 4K-4	\$1.25
Breakfast Daily Adult	\$3.25
Daily - Adult	\$4.25

With the computerized food service payment process, the district Food Service Payment Policy requires that family account balances will be carried over from the school year to school year. Refunds of family account balances will be made for the following reasons:

1. All enrolled students in the family leave the district.
2. A graduating senior is the only family member enrolled in the district.
3. A family becomes eligible for free meals under Federal guidelines.

**LUNCHROOM RULES**

1. Wash and dry hands. Make sure paper towels are picked up.
2. Line up quietly when waiting for lunch.
3. Carry your tray to the place where you are instructed to sit.
4. Students are not allowed to exchange food or eat from other student's trays.
5. Before you leave your table make sure everything is picked up off of the table and the floor.
6. There will be no throwing of anything in the lunchroom. There will be consequences for those deciding to throw food.
7. Paper items, milk cartons, and uneaten food should be disposed of as you are instructed to do by the kitchen personnel. If you drop something on the floor, be responsible and pick it up.
8. Students should walk in an orderly manner in the lunchroom and in the hall on their way out.
9. After lunch there is time for recess to allow students time for exercise and fresh air.
10. Enjoy your meal and use good manners!

# M

**MEDICATION TAKEN AT SCHOOL**

Students that need to take any type of medication during the school day must bring a completed medication request form with their medication to the school office. See page 66. Forms are also available in the office.

The medication must be in its original bottle or container. Taking the dosage shall be supervised by authorized staff at a time conforming with the physician's or parent's indicated dosage schedule.

Any non-prescription medication required for more than two days will require a note from a physician as to the need of their use.

If a student is on regular prescription pills for behavior (Ritalin, etc.) and doesn't have ample supply at school, the parents will be called to pick up the student. The reason for this is to prevent any disruptive classroom behavior and to allow all students to be in a safe learning environment.

### **MILK**

All students may participate in an optional milk break that is held once a day. The cost is \$.30 a day. Milk may also be purchased if you bring a cold lunch from home. The cost for milk will be subtracted from your computerized food serve account.

Students who qualify for free or reduced lunch are also eligible to receive free milk at milk break every day.

Students are encouraged to pack an extra snack with some nutritional value to eat during milk break that is held once a day.

# **P**

### **PARENT-STUDENT-TEACHER CONFERENCES**

Parent-student-teacher conferences are held during the school year. They provide an opportunity for discussing the educational progress of your child.

Teachers will notify parents whenever a student is having difficulty with schoolwork or his/her behavior has changed. Parents are encouraged to discuss their questions and concerns with their child's teacher(s).

### **PHYSICAL EDUCATION**

Students are required to bring a pair of non-marking tennis shoes to school. Preferably, tie ones to provide better support. These shoes do not need to be new. They are to be left at school to be used for phy. ed. class.

If a student is well enough to go out for recess, they are well enough to participate in phy. ed. Written requests from a doctor or an occasional note will be honored to excuse a student from physical education. Please encourage your child to participate in physical education. It's a very important part of his/her education experience.

#### **PHYSICAL RESTRAINT POLICY (5630.01)**

The purpose of this policy is to outline the use of physical restraint by school personnel in the Bonduel School District for students who exhibit disruptive behaviors. The use of physical restraint by school personnel for students exhibiting disruptive behaviors should only be used under appropriate circumstances and according to professional standards. The immediate goal of restraint is to defuse a dangerous situation, protect the student and others from injury, and regain a safe, controlled, and productive learning environment. The use of physical restraint must be part of a continuum of positive behavioral interventions and supports in place for a disruptive student to teach appropriate pro-social skills and behaviors.

#### **PICKING STUDENTS UP FROM SCHOOL**

Parents who drive their students to school and/or pick them up at the end of the day, please park in the designated parking spaces! The parking lots are very dangerous places, and we need your help in keeping them safe. **The area close to the building at Bonduel Elementary School is clearly marked “no parking”. You are not allowed to park in this area!**

If your child is not to go home as he/she usually does, whether that's walking, getting a ride, biking, or riding the bus, notify the teacher IN WRITING detailing the change of arrangements. The school must receive a note from a parent or guardian that gives permission for a student to leave school in a way different from usual.

**IF A NOTE IS NOT RECEIVED THE CHILD MUST GO HOME AS THEY USUALLY DO.** This rule is for the safety of your child.

#### **PICTURES**

School pictures will be taken on Tuesday, September 24<sup>th</sup>. Each student is provided the opportunity to have a picture taken. This service is provided on a voluntary basis to the students. Order forms will be sent home on the day pictures are taken. These pictures are also used in the yearbook. Retakes will be Wednesday, October 23<sup>rd</sup>.

#### **PROBLEM-SOLVING PROCEDURES FOR PARENTS**

The following is suggested for that occasion when a problem arises and you, as a parent, are unsure of what procedure to follow:

It is best first to contact the teacher or person directly involved and discuss the problem. Most problems are resolved through communication and discussion.

For that occasion, when there is no resolution and you wish to pursue the problem further, you are urged to contact the principal. Knowing the building and district rules and regulations and curricula, the principal is knowledgeable and helpful.

However, if the problem is still unresolved at this level, you are urged to contact the Superintendent, Mr. Dawidziak. The final resource, if there is still no resolution to the problem, is the Board of Education. Information on the membership of the Board is mentioned on page 6 of this handbook.

# R

## **RECESS**

Students are not permitted to stay indoors, except at their teacher's request, during recess time without a written request from a physician or a written request from the parent on the day after a prolonged illness. Exceptions may be allowed upon consultation with the principal.

Please do not request that your child be excused from recess or physical education except in emergencies. Ordinarily, a child who is well enough to be in school is well enough to play at recess and engage in physical education activities.

Students will have a 30-minute noon recess, and at their teacher's discretion, a 15-minute recess in the afternoon.

## **Recess Rules**

- We will hold indoor recess when the air temperature and/or wind chill factor is below zero.
- Jackets, hats, and mittens should be brought to school every day.
- When snow is on the ground, students are expected to wear boots and snow pants. Once there is minimal snow on the ground, students will not be required to wear snow pants.
- Students will follow playground rules on the equipment. Students will review these expectations with their teachers so there is no confusion as to the behavior expected on the playground.
- When playing recess games – students will follow the rules.
- Students will listen to what the recess supervisors/teachers say and follow rules directed by them.
- Students will cooperate with the supervisors/teachers/adults/STAR students.
- Students speak appropriately to the supervisors/teachers.
- Students will use proper behavior on the swings.

- Students can only cross the road when the teacher/playground supervisor gives them permission.
- Students must walk across the road in a single line.
- Kindergarten students will cross the road with their classroom teachers or adult supervisor's permission.
- Students must get permission from the teacher/playground supervisor to come back into the building during recess.

### **REPORT CARDS**

Report cards are issued on a nine-week basis and should be received by the parents within four school days after the end of each quarter.

#### **End of Quarter Dates**

1st - November 1	2nd - January 17
3rd - March 21	4th - May 29

### **Report Card Suggestions**

1. Sit down with your child and look over the report card.
2. Praise your child. Find at least one good thing -- attendance, no tardies.
3. Let your child tell you about his/her grades. Focus on what they have learned.
4. Ask how you can help, if your child needs to do better.
5. Discuss with your child what they could do together to make better grades.
6. Talk to your child's teacher if you have any questions.

# **S**

### **SCHOOL CLOSING**

School may be closed at times due to inclement weather or other emergencies. If such a closing should occur it will be announced over

WGEE	AM	1360
WIXX	FM	101.1
WTCH	AM	960
WHBY	AM	1150
WDUZ	FM	107.5
Television	Channels 2, 5, 11, 26	

In addition to the usual TV and radio station announcements, parents can now receive notification of school closings and delays through email, text messages, and phones. If not already receiving such information, please contact the school office for information on signing up.

## **SCHOOL HOURS**

Bonduel Grades 4K-4

8:07 a.m. – 3:04 p.m.

For those students who ride their bikes to school, walk, or are driven to school by their parents, please do not arrive at school before 8:00 a.m. We do not have anyone on duty supervising students at this time. Your cooperation is greatly appreciated.

## **SCREENINGS** - Vision and Hearing

The Shawano County Health Department screen students in select grades for Vision and Hearing each school year. Children often adjust to the way they see/hear and don't realize there is a problem. The screenings often raise a "red flag" letting a parent know that an exam by a professional is necessary. A teacher may also refer a student to get tested.

Vision is screened in grades: 4K, Kindergarten, 2<sup>nd</sup>, and 4<sup>th</sup> grades.

Hearing is screened in grades: 4K, Kindergarten, and 1<sup>st</sup> grades.

## **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 SERVICES**

The following Special Services are offered in the School District of Bonduel:

**Speech/Language Disorders** include stuttering (a disruption in the flow of speech), articulation (incorrect production or use of sounds), language (difficulty understanding or using vocabulary, grammar, or the right speech for a particular situation) and/or hearing impaired. The Speech Language Therapy Program is an individualized program that a child attends 2 or 3 times weekly for approximately 25 minutes.

**Early Childhood** - A program for children 3 through 6 years of age who have a mild to severe developmental disability as determined by an Individual Education Plan process.

**Learning Disabilities** - The Learning Disabilities (LD) program is for students who are having difficulty with certain school subjects such as mathematics, reading, spelling, or written/oral language. Testing is done by the school psychologist in order to determine

if a learning disability does exist. If a problem is identified, the student is placed in the program for that particular subject and placed in the regular education classroom for the remainder of the school day.

**Cognitive Disabilities** - Students identified with moderate cognitive disabilities.

**Emotional Disturbances** - Children who exhibit emotional, social, and behavioral functioning that significantly interferes with their total educational program may be placed in the Emotional Disturbances (ED) Program. Students in this program spend time with teachers specially trained to meet their needs. Whenever possible students in the ED Program spend time in regular education classes.

**Physical Therapy** - P.T. is a related service that deals with gross motor delays. Gross motor refers to the large muscle group that control joints, bones, and other mechanisms that are related to a physical defect. This service is provided only when there is a related educational delay such as (LD/ED/CD/Sp. Lang/ A.P.E. etc.). P.T. does not require a Dr. prescription to provide services.

**Occupational Therapy** - O.T. is a related service that deals with fine motor delays. Fine motor refers to the small muscle groups that control handwriting, cutting, etc. O.T. is only provided when prescribed by a medical Dr. and a related educational delay exists (LD/ED/CD/Sp. Lang/CD)

**Adaptive Physical Education** - A.P.E. is not a related service, but a service of its own. That being, an education delay is not required before services can be provided. Adaptive Phy. Ed. also deals with gross motor delays, but more from a recreational stand point. A.P.E. uses games, activities, etc. that deal with gross motor delays and development.

**Title I** - The Title I program is a federally funded program designed to help children in grades K - 4 who are achieving below grade level in reading, language arts, or mathematics. Students who are determined to need help receive tutoring several times a week in an attempt to improve their skill levels.

### **BEWARE OF STRANGERS**

Please discuss the guidelines listed below; we will also discuss them in school.

1. Keep away from strangers who try to join in your play.
2. Never accept money, candy, or other treats from strangers.
3. Never play alone in deserted buildings or in alleys.
4. If bothered by anyone, report it to your parents, school, police, or some adult as soon as possible. Try to remember what the person looked like. Notice scars, hair color, etc.
5. If the person is in an automobile and asks where to find a certain street or store, never go up to the car. Stay at least 10 feet away while talking to them. If the

person tries to get you to get into their car ... DON'T DO IT ...Instead, run away in the opposite direction the car is facing. If you can, write down the license number of the car and the color of the car as soon as you can.

### **STARS PROGRAM (Students Assisting 'R' Students)**

The main goal of the STARS program is to link high school students with elementary school students to serve as mentors for our young learners. High school students will assist elementary school students through such activities as being a special friend, serving as a lunch buddy, serving as a playground companion, and/or assisting with adapting materials such as reading assignments or tests to students or helping with assignments/work. The STARS mentor will be supervised by the elementary teacher of the student he/she is working with while at Bonduel Elementary School. The STARS mentors will be educated related to how to work effectively with students at the elementary school. Each high school mentor will be available to the elementary student on a daily basis for about 45 minutes during school hours.

Elementary students are chosen for a STARS mentor based on teacher recommendation and extent of need. BES students may have a STARS mentor during one or both semesters of the school year, depending on his/her needs and how he/she progresses throughout the school year. Often there are more BES children in need of a STARS mentor than there are high school mentors. If an elementary student is recommended to participate in STARS, the parents will be notified.

If you do not want your child to participate in the STARS program, please contact the Bonduel Elementary Office.

### **STUDENT ASSISTANCE PROGRAM**

Students today face a range of problems that 20 years ago hardly existed. These problems are often related to family concerns or alcohol/drug use and can interfere with the students' learning and performance in school. Bonduel's Student Assistance Program (SAP) is designed to help students deal with these problems so they can become more productive and happy in school and the community.

The program includes a written policy and procedure, prevention activities throughout all grade levels, awareness training for school staff/families/students, early identification of students with problems or the potential for problems, screening, referral to the least restrictive school and community resources that can assist students, and in-school educational support groups for students and parents. Student Assistance Programs can decrease student alcohol or other drug use, improve grades, develop more positive attitudes for students, staff, parents, and the community, and improve the quality of education to all students.

If you or your child want to learn more about the Bonduel Student Assistance Program contact the SAP contact person at any of Bonduel's elementary schools. Services are available free of charge to any student and their family. If you do not want your child



to participate in some part of your school's Student Assistance Program let your principal know.

### **STUDENT CUMULATIVE FILES**

If you as a parent wish to see your child's cumulative file you may do so by contacting your child's classroom teacher or the principal.

# **T**

### **TARDY**

Students are considered tardy if they arrive to school late. School begins at 8:07am.

### **Students Arriving After School Starts**

If a student comes to school after school starts for any reason they must report to the office and be signed in by their parent before going to their classroom. They will be admitted by the office personnel and given a 'pass' to give to their teacher.

### **TELEPHONE USAGE BY STUDENTS**

Students will be allowed to use the telephone only for reasons deemed necessary by the teacher or principal.

### **TESTING**

Our students take the state assessments in elementary grades K, 1, 2, 3, and 4. Students in 4K will be assessed using Phonological Awareness Literacy Screening (PALS). PALS will be administered in fall and spring. Students in K-4 will be assessed using Formative Assessment System for Teachers (FastBridge).

The Forward Exam is administered to 3<sup>rd</sup> and 4<sup>th</sup> grade students in the spring of the year. These end-of-year tests measure student achievement and growth in English language arts/literacy and mathematics. Mid-year tests allow teachers to check student progress and provide support for struggling students before the end of the year.

- Features for students with disabilities and English language learners so that all students can demonstrate what they know.
- Administered online with extended research, writing, and problem-solving tasks that measure the skills students need for success.
- Expectations of student performance linked to international benchmarks and college expectations.

### **TOBACCO AND ALCOHOL PRODUCTS ON SCHOOL PREMISES**

All Wisconsin schools are tobacco and alcohol free. The use of tobacco and alcohol on school property or school sponsored activities is strictly prohibited. This includes all property owned, rented by, or under control of the Bonduel School District. Incidents of

tobacco or alcohol use on school property or at school-sponsored events will be referred to law enforcement.

# V

**VIDEO** – Video (and under special circumstances audio) recording of students for educational and instructional purposes may occur during the school year. Under special circumstances audio recording will be used. All video 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**

Doors are locked from 8:07-3:04 every day. Visitors will have to press the access button to enter the school. Then proceed to the office to sign in/out a student or fill out a visitors pass. It is an important student safety issue for the building principals to know who is in each building. Thank you for your cooperation.

**Adult visitors** are welcome to visit the school at any time. We would especially like to see the parents of our students visit the school.

# W

## **WEAPONS**

Any student who is caught with any kind of weapon, (guns, knives, etc.) in his/her possession, or uses any article as a weapon to threaten or injure another person shall be subject to the following disciplinary measures:

1. Suspension
2. Referral to law enforcement
3. Expulsion from school

Legal Reference: Wis Stat 120.13(1)

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.

The throwing of snowballs or other dangerous missiles is expressly forbidden and may result in suspension, and/or possible recommendation for expulsion. Students throwing such missiles will be referred to the office of the principal. Following a discussion with the student(s) appropriate action will be taken. The parents of the offender(s) may be notified of the seriousness of its nature either by telephone or by letter. In the case of bodily injury or of property damage due to the throwing of such missiles, the notification of law enforcement officials or the settlement of monetary reimbursement shall be left to the discretion of the offended and will be the responsibility of the offended.

### **WEB PAGES**

Anyone interested in publishing information on the School District of Bonduel web page must obtain a copy of and follow explicitly the "Creation and Maintenance of Internet Web Pages" Board approved policy and a copy of the Web Design Manual. These documents are available from the Director of Technology.

All subject matter on School District of Bonduel web pages and their links must relate to Board approved curriculum and instruction, school authorized activities, or information about the School District of Bonduel or its mission and be in compliance with all School Board policies. Staff or student work may be published only as it relates to a class project, course, or other school related activity. Neither students, staff, nor other individuals may use the District's web pages to provide access to their personal web pages on other servers or online services.

All communications via the District or School web pages must adhere to standards set for in the District Technology Accepted Use (TAUP) policy, School District of Bonduel Web Page Design and Management Guidelines Manual, all student handbooks, and School Board policies.

Only School District of Bonduel Webmaster(s) and Director of Technology may post Web pages. Work should be submitted to them for consideration on the School District of Bonduel web page.

In an effort to better utilize our website as a tool for enhancing and highlighting students and student learning, parent(s)/guardian(s) will be asked to grant or withhold permission for the use of their child's picture, name (first and last initial only), and student work on our school website. All parents/guardians will be asked to submit a form indicating their preferences for their child/children. (See Page 68)

### **WELLNESS POLICY (8510)**

The School District of Bonduel recognizes the importance of wellness, good nutrition, and regular physical activity for all students, staff, and residents. The Board adopted a policy that promotes and supports life-long wellness behaviors and connects healthy nutrition and exercise to overall physical well-being, growth, development, scholastic performance, and readiness to learn. Proper nutrition and regular physical activity are essential components to achieve full academic and life potential.

The Wellness Policy contains guidelines and procedures designed to set and meet appropriate nutrition education and physical activity goals for students and staff. The policy also includes guidelines and procedures for establishing nutrition standards for all foods available on school campus during the school day as well as other school-based activities designed to promote staff and students' wellness.

On special occasions, students bring treats and snacks to school. We request that you consider sending nutrient dense foods such as whole grains, fresh fruits, and vegetables. Please help us promote health and wellness by encouraging healthy snacks.

# Y

### **YEARBOOKS**

Each year a yearbook is published for the elementary schools. The cost for the 2024-25 yearbook will be determined at a later time. Ordering information will be sent home with your child during 3<sup>rd</sup> quarter.

### **CODE OF CLASSROOM CONDUCT**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The District Administrator shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.

Student conduct on or adjacent to school premises, on school vehicles, and at school-related events and activities shall be governed by the rules and provisions of the Student Code of Classroom Conduct. In addition, student conduct on internet-based social media outlets, when such conduct forms a sufficient connection to school or staff, is governed by the Code of Conduct. This Code of Classroom Conduct shall include the following items:

- A. specification of what constitutes dangerous, disruptive, or unruly behavior that interferes with the ability of the teacher to teach effectively, which therefore permits the teacher to remove the student from class;
- B. other student conduct that may be used by a teacher as a basis to remove a student from class; and
- C. procedures for notifying the parent of a student's removal and procedures for placement of a student that has been removed from class.

The Code of Conduct, developed by a committee created by the Board for that reason and consisting of parents, students, Board members, school administrators, teachers, student services professionals, and other appointed residents, and, once created, shall be reviewed by the Board periodically.

Removal of a student from a class that is consistent with the Code of Conduct does not constitute a report under Policy 8462.01. If the staff member believes in good faith that the threat represents a serious and imminent threat to the health or safety of students, staff, or others, and the threat is a threat of violence made in or targeted at a school. Staff must still report such threats as described in Policy 8462.01 - Mandatory Reporting of Threats of Violence.

#### **A. Reasons for Removal from Class**

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

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

- 1. Conduct covered by the District's policies regarding suspension and expulsion.
- 2. Disruptive, dangerous or unruly behavior.
- 3. Conduct which otherwise interferes with the ability of the teacher to teach effectively. Students are required to cooperate with the teacher, obey instructions, and respond appropriately. A student's non-compliance may, in turn, distract others whether by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior.

4. Conduct which is incompatible with learning in the class. In some cases, a teacher may believe that a student should be removed from the class for the good of the student and in the best interests of the class as a whole. Such reasons may, not be, disciplinary in nature and include, for purposes of illustration and without limitation, irreconcilable personality differences or issues between students in the class.

#### **B. Procedures to be Followed for Removing a Student from Class**

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

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

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

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

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

#### **C. Placement Procedures**

##### **1. Short-Term Placement**

Conditions of any short-term placement will be determined by building level discipline plans included as appendices to this policy. Written explanations by the teacher or building principal will be necessary only if required by the building level discipline plan.

##### **2. Long-Term Placement**

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

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

Upon receipt of such statement, the building principal or designee, shall consult with the teacher and/or other District staff. It is also appropriate to inform and/or consult with the student's

parent/guardian and the student involved in the request for a long-term placement in an alternative setting.

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

- a. Place the student in an alternative education program as defined by law;
- b. Place the student in a non-instructional area in the school or in another appropriate place in the district;
- c. Place the student in another instructional setting; or
- d. Return the student to the class from which the student was removed if the principal or designee determines that readmission to the class is the best or only alternative.

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

#### **D. Removal and Placement Procedures for Students with Disabilities**

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

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


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


#### **E. Code Dissemination**


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


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


Legal -175.32, 118.13, 118.164, 120.13, Wis. Stats.


 Wis. Admin. Code P.I. 9.03


 Wis. Admin. Code P.I. 41


 Fourteenth Amendment, U.S. Constitution


 20 U.S.C. Section 1681, Title IX of Education Amendments Act

 20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

 29 U.S.C. Section 794, Rehabilitation Act of 1973

 42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964

 42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990

 Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979

Policy Adopted:

July 15, 2019

## **Student Directory Information**

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

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

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

1. This form must be submitted to the student's school office within 14 days of publication of the annual notification of rights.
2. Submission of the Request to Withhold Directory Information form will result in the release of no information relating to the student without prior written consent parent or adult student.
3. The authorization to withhold directory information will remain in effect until the beginning of the next school year, or until the parent or adult student revises the Request to Withhold Directory Information form and submits it to the student's school office within the present school year.
4. A copy of the Request to Withhold Directory Information form will be forwarded to the district office, and if the child is in an exceptional educational needs (EEN) program, a copy will be forwarded to the Pupil Services Director. A copy will also be placed in the student's educational record.

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

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

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



## **SCHOOL DISTRICT OF BONDUEL STUDENT HARASSMENT POLICY**

### **Prohibited Harassment**

It is the policy of the Board to maintain an educational environment that is free from all forms of harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws (hereinafter referred to as "Protected Characteristics"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students for any reason, even if not based on one of the Protected Characteristics, through its policies on bullying (See Policy 5517.01 – Bullying).

Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. The Board will investigate all allegations of harassment and in those cases where harassment is substantiated, the Board will take immediate steps designed to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means individuals students, administrators, teachers, staff, and as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on District property (e.g., visiting speakers, participants on opposing athletic teams parent), vendors doing business with, or seeking to do business with the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

### **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation;
- B. Filing a malicious or knowingly false report or complaint of harassment;
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

## **Definitions**

### **Bullying**

Bullying is prohibited by Board Policy 5517.01 – Bullying. It is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. Bullying need not be based on any Protected Characteristic. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student's sex (including transgender status, change of sex, or gender identity), race color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights.

### **Harassment**

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student based on one or more of the student's Protected Characteristics that:

- A. places a student in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

### **Sexual Harassment**

"Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of access to educational opportunities or program;
- B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education;
- C. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- D. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;

- E. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- F. unwelcome behavior or words directed at an individual because of gender;

Examples are:

1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
  2. rating a person's sexuality or attractiveness;
  3. staring or leering at various parts of another person's body;
  4. spreading rumors about a person's sexuality;
  5. letters, notes, telephone calls, or materials of a sexual nature;
  6. displaying pictures, calendars, cartoons, or other materials with sexual content.
- G. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life.
  - H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history; and
  - I. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

It is further the policy of the Board that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the work place, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.

Not all behavior with sexual connotations constitutes sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's education, or such that it creates a hostile or abusive educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

In addition to investigating and taking appropriate corrective action in instances of harassment, or of sexual harassment or other sexual misconduct, the District shall make available to the victim of such harassment or misconduct resources to assist the student with coping with the effects of victimization. The school counseling services shall identify available resources in the community and provide assistance to students in contacting such resources, if desired by the student. The District will not directly provide or pay for assistance unless such services are available in the District program or the Board otherwise approves.

### **Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

### **National Origin Harassment**

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's physical, mental, emotional or learning disability and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

### **Reporting Procedures**

Students and all other members of the School District community, as well as third parties, are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or District employee or official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer at his/her first opportunity.

Students who believe they have been subjected to harassment are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

If, during an investigation of a reported act of bullying in accordance with Policy 5517.01 – Bullying, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with this policy.

Reporting procedures are as follows:

- A. Any student who believes s/he has been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator or other employee.

- B. Any parent of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, building administrator or District Administrator.
- C. Teachers, administrators, and other school officials who have knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the Compliance Officer and the Building Principal and/or District Administrator.
- D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator or other employee.
- E. The reporting party or complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, each school's building principal shall be advised to designate both a male and a female Compliance Officer for receiving reports of harassment prohibited by this policy. At least one (1) Compliance Officer or other individual shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

#### **District Compliance Officers**

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

Kris Wondra  
 School Counselor  
 715-758-4850  
 400 W. Green Bay St., Bonduel, WI 54107  
 wondrkri@bonduel.k12.wi.us

Dave LaBerge  
 Technology Director  
 715-758-4850  
 400 W. Green Bay St., Bonduel, WI 54107  
 laberdav@bonduel.k12.wi.us

The names, titles, and contact information of these individuals will be published annually:

- A. in the student handbooks.
- B. on the School District's web site.

A CO will be available during regular school/work hours to discuss concerns related to harassment, to assist students, other members of the School District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

Any Board employee who directly observes harassment of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Thereafter, the COs must contact the student, if over age eighteen (18) or the student's parents if under the age eighteen (18), within two (2) business days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the compliance officer to conduct an investigation following all the procedures outlined in the complaint procedures.

The COs are assigned to accept complaints of harassment directly from any member of the School District community or a visitor to the District, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will begin review and investigation or the CO will designate a specific individual to conduct such a process. The CO will prepare recommendations for the District Administrator or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer as soon as possible, but always within no more than two (2) calendar days of learning of the incident.

### **Investigation and Complaint Procedure**

Any student who believes that s/he has been subjected to harassment may seek resolution of his/her complaint through the procedures described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of harassment was substantiated are set forth below.

Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) calendar days of the complaint being received).

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under Policy 5517.01 - Bullying and not Harassment under this Policy, because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

### **Complaint Procedure**

A student who believes s/he has been subjected to harassment hereinafter referred to as the "complainant", may file a complaint, either orally or in writing with a teacher, principal, or other District employee at the student's school, the CO, District Administrator, or other District employee who works at another school or at the District level. Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a complainant informs a teacher, Principal, or other District employee at the student's school, the CO, District Administrator, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process as described herein, the CO should keep the parties informed of the status of the investigation and the decision making process.

All complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or to be actively engaging in, harassment; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

If the complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the complainant from further harassment or retaliation including but not limited to a change of class schedule for the complainant or the alleged harasser, or possibly a change of school for either or both of the parties. In making such a determination, the Compliance Officer should consult the Principal and/or District Administrator prior to any action being taken. The complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the CO will inform the individual alleged to have engaged in the harassing conduct, hereinafter referred to as the "respondent", that a complaint has been received. The respondent will be informed about the nature of the allegations and a copy of these administrative procedures and the Board's anti-harassment policy shall be provided to the respondent at that time. The respondent must also be provided an opportunity to respond to the complaint.

Within five (5) business days of receiving the complaint, the CO will initiate a formal investigation to determine whether the complainant has been subject to offensive conduct/harassment. A principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Although certain cases may require additional time, the Compliance Officer will attempt to complete an investigation into the allegations of harassment within fifteen (15) calendar days of receiving the formal complaint. The investigation will include:

- A. interviews with the complainant;
- B. interviews with the respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations, as determined by the CO;
- D. consideration of any documentation or other evidence presented by the complainant, respondent, or any other witness which is reasonably believed to be relevant to the allegations, as determined by the CO.

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in Board policy and State and Federal law as to whether the complainant has been subject to harassment. In determining if harassment occurred, a preponderance of evidence standard will be used. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. The CO may consult with the Board Attorney before finalizing the report to the District Administrator.

Absent extenuating circumstances, within ten (10) business days of receiving the report of the CO, the District Administrator must either issue a final decision regarding whether or not the complaint of harassment has been substantiated or request further investigation. A copy of the District Administrator's final decision will be delivered to both the complainant and the respondent.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) business days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above.

The decision of the District Administrator shall be final. If the complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction.

The Board reserves the right to investigate and resolve a complaint or report of harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

#### **Additional School District Action**

If the evidence suggests that the harassment at issue is a crime or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.), the CO or District Administrator shall report the harassment to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations and crimes.

Any reports made to the local child protection service or to local law enforcement shall not terminate the CO's obligation and responsibility to continue to investigate a complaint of harassment. While the COs may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the District Administrator.

### **Confidentiality**

The District will make all reasonable efforts to protect the rights of the complainant and the respondent. The District will respect the privacy of the complainant, the respondent, and all witnesses in a manner consistent with the District's legal obligations under State and Federal law. Confidentiality cannot be guaranteed however. All complainants proceeding through the investigation process should be advised that as a result of the investigation, the respondent may become aware of the complainant's identity.

During the course of an investigation, the CO will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable law. When imposing discipline, the District Administrator shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or District Administrator shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

### **Reprisal**

Submission of a good faith complaint or report of harassment will not affect the complainant's status or educational environment. However, the Board also recognizes that false or fraudulent claims of harassment or false or fraudulent information about such claims may be filed. The Board reserves the right to discipline any person filing a false or fraudulent claim of harassment or false or fraudulent information about such a claim.

The District will discipline or take appropriate action against any member of the School District community who retaliates against any person who reports an incident of harassment prohibited by this policy or participates in a proceeding, investigation, or hearing relating to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of discriminatory practices. The District Administrator will develop a method of discussing this policy with the School District community. Training on the requirements of non-discrimination and the appropriate responses to issues of harassment will be provided to the School District community at such times as the Board in consultation with the District Administrator determines is necessary or appropriate.

This policy shall be reviewed at least annually for compliance with local, State, and Federal law.



The District shall conspicuously post a notice including this policy against harassment in each school in a place accessible to the School District community and members of the public. This notice shall also include the name, mailing address and telephone number of the Compliance Officers, the name, mailing address and telephone number of the State agency responsible for investigating allegations of discrimination in educational opportunities, and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights.

A summary of this policy shall appear in the student handbook and shall be made available upon request of parents, students, and other interested parties.

### **Retention of Public Records, Student Records, and Investigatory Records and Materials**

All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information (“ESI”), and electronic media (as defined in Policy 8315) created and received as part of an investigation including but not limited to:

- A. all written reports;
- B. narratives of all verbal reports or statements;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel;
- E. written witness statements;
- F. narratives or audio, video, or digital recordings of verbal witness statements;
- G. any documentary evidence;
- H. handwritten and contemporaneous notes;
- I. e-mails, texts, or social media posts related to the investigation and allegations;
- J. dated written determinations;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any interim measures offered and/or provided to complainants, including no contact orders; and
- M. documentation of all actions taken to stop the discrimination of harassment, prevent its recurrence, eliminate any hostile environment, and remedy the discriminatory effects.

The information, documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

The information, documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, Policy 8330 for not less than three (3) years, but longer if required by the District’s records retention schedule.

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Legal  
48.981, Wis. Stats.  
118.13, Wis. Stats.  
P.I. 9, Wis. Admin. Code  
P.I. 41 Wis. Admin. Code  
Fourteenth Amendment, U.S. Constitution  
20 U.S.C. 1415  
20 U.S.C. 1681 et seq., Title IX of Education Amendments Act  
20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974  
29 U.S.C. 794, Rehabilitation Act of 1973  
42 U.S.C. 1983  
42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964  
42 U.S.C. 2000d et seq.  
42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990  
34 C.F.R. Sec. 300.600-300.662

**School District of Bonduel  
Technology Acceptable Use  
&  
Internet Safety Policy (TAUP)**

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

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

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

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

First, the Board may not be able to technologically limit access to services through its technology resources to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

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

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

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

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

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

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

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

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

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

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

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

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District technology resources. Such training shall include,

but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District technology resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

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

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

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

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

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#### Legal

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended

18 U.S.C. 2256

18 U.S.C. 1460

18 U.S.C. 2246

47 C.F.R. 54.500

47 C.F.R. 54.501

47 C.F.R. 54.502

47 C.F.R. 54.503

47 C.F.R. 54.504

47 C.F.R. 54.505

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47 C.F.R. 54.522

47 C.F.R. 54.523

## Bullying

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

### Definitions

#### "Bullying"

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of Bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

The Board recognizes that cyberbullying can be particularly devastating to young people because:

- 1. cyberbullies more easily hide behind the anonymity that the Internet provides;
- 2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
- 3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and

4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity;
5. hacking into or otherwise gaining access to another's electronic accounts (e-mails, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs of students;
4. posting misleading or fake photographs of students on web sites.

**"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of sex, (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws. Harassment is prohibited by Policy 5517 – Student Anti-Harassment.

**"Staff"** includes all school employees and Board members.

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

### **Complaint Procedures**

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or the District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. If, during an investigation of a reported act of bullying in accordance with this Policy, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on sex (transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic

protected by Federal or state civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with Policy 5517 – Student Anti-Harassment.

Parents of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to reprimand, suspension, or possible expulsion. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to inform parents, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

To the extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

### **Notification**

Notice of this policy will be **annually** distributed to all students enrolled in the School District, their parents and/or guardians and employees. The policy will also be distributed to organizations in the community having cooperative agreements with the schools. Additionally, the policy will be posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. All new hires will be required to review and sign off on this policy and the related complaint procedure.

The School District will also provide a copy of the policy to any person who requests it.

### **Records and Reports**

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the School Board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The District Administrator shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines on bullying will be age and content appropriate.

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Legal  
Wis. Stat. 118.46





## Illness Guidelines

Sick children belong at home

Well children belong at school

### SHOULD I KEEP MY CHILD HOME OR SEND HIM/HER TO SCHOOL?

School policy (and/or state law) requires a child stay home if he or she:

- Has an oral fever of 100.0° F or higher (102° F rectal; 100 ° F axillary)
- Has been vomiting or has diarrhea
- Has an unusual rash with / without fever until discussing with your doctor or health care provider.
- Has symptoms that keep your child from participating in school, such as:
  - Very tired or lack of appetite
  - Cough that he or she cannot control, sneezing often, very runny nose
  - Thick, colored nasal drainage
  - Headache, body aches, stomach ache or earache if severe, persistent, or unable to concentrate.
  - Bad sore throat.

#### 24 Hour Rule:

Fever: Keep your child home until his/her fever has been gone without fever reducing medicine for 24 hours.

Vomiting or Diarrhea: Keep your child home if unable to keep food and liquid down and/or for 24 hours after the last time he/she vomited or had diarrhea.

Antibiotics: Keep your child home until 24 hours after the first dose of antibiotic for illnesses like ear infection or strep throat. (>24 hours if your child is still not feeling well).

For more information, or if you have questions, please contact the School Nurse:

Tammy Albertson, BSN, RN  
Shawano-Menominee Counties Health Department  
[Tammy.albertson@co.shawano.wi.us](mailto:Tammy.albertson@co.shawano.wi.us)  
715-526-4808

# SCHOOL DISTRICT OF BONDUER

400 West Green Bay Street • P.O. Box 310

Bondue, Wisconsin 54107-0310

<http://bondue.k12.wi.us>

Dear Parent/Guardian:

If your child is to receive medication while attending school, an authorization form must be completed.

**For prescription medications:**

- Both parent/guardian and physician must complete the authorization form.
- If the prescription medication is an inhaler/insulin, the form must also include if the inhaler/insulin is to be kept in the office or with the student.

**For nonprescription medications:**

- Occasional Use: (less than 2 weeks) only parent/guardian is required to complete authorization form.
- Regular Use: (2 weeks or more) both parent/guardian and physician must complete the authorization form.

All prescription medication must be properly labeled containing; name of physician, date, name of student, name of drug, dosage, frequency/time of administration, mode/method of administration, and date of expiration. All nonprescription medications must be in their original containers.

**Medications cannot be dispensed unless the above instructions are followed.**

Please return the completed authorization form to your child's school as soon as possible. To facilitate the schools receipt of the physician's authorization, the physician's office may fax the completed form directly to the school. (Fax numbers for each school are located on the authorization form.)

Thank you for your assistance.

Sincerely,

Joe Dawidziak  
District Administrator

**SCHOOL DISTRICT OF BONDUEL**

400 West Green Bay Street • P.O. Box 310  
 Bonduel, Wisconsin 54107-0310  
<http://bonduel.k12.wi.us>

HIGH SCHOOL  
OFFICE  
715-758-4850 EXT 3  
FAX 715-997-3190

JUNIOR HIGH SCHOOL  
OFFICE  
715-758-4850 EXT 3  
FAX 715-997-3190

ELEMENTARY  
OFFICE  
715-758-4850 EXT 2  
FAX 715-997-3190

**PARENT / GUARDIAN MEDICATION OR PROCEDURE CONSENT FORM**

Student's Name	Birthdate
School	Grade
Parent's Name	Cell# _____ Home# _____ Work # _____
If <b>INHALER</b> , please check <input type="checkbox"/> Inhaler kept with student and/or self-administer <input type="checkbox"/> Inhaler kept in office	
If <b>INSULIN</b> , please check <input type="checkbox"/> Insulin kept with student and/or self-administer <input type="checkbox"/> Insulin kept in office	
Name of physician ordering medication or procedure:	Phone number of physician:
Name of medication / dosage or procedure	
Reason for medication or procedure	
Hour it is to be given:	How it is to be given:
If PRN (as needed) state conditions under which school personnel should administer medication.	

I hereby give my permission to the nurse or delegate(s) to give the medication or perform the procedure to my child according to the written instructions of the doctor as shown on the Physician Order Form. I also hereby agree to give my permission to the school nurse to contact the child's physician. I further agree to hold the Bonduel School District, and the Bonduel School District employee(s) who is (are) administering the medication or performing the procedure harmless in any or all claims arising from the administration of this medication or the performance of this procedure at school. I agree to notify the school at the termination of this request or when any change in the above orders is necessary.

Signature of Parent/Legal Guardian

Date

**PHYSICIAN MEDICATION AUTHORIZATION AND INSTRUCTION**

Student's Name	Birthdate
Diagnosis / Reason for Medication:	
If <b>INHALER</b> , please check <input type="checkbox"/> Inhaler kept with student and/or self-administer <input type="checkbox"/> Inhaler kept in office	
If <b>INSULIN</b> , please check <input type="checkbox"/> Insulin kept with student and/or self-administer <input type="checkbox"/> Insulin kept in office	
<b>Daily Medications</b>	
Medicine	Route
Dose	Freq.
Duration Not to exceed current school year	
From: To:	
From: To:	
Physician Address (Street, City, State, Zip)	
Physician's Name	Phone #:
Physician's Signature	Date:

Direct contact shall be made with me should the student receiving the medication develop any of the following conditions or reactions to the medication (if none, so state)

I acknowledge by my signature on this document that I will assist and advise designated school personnel with regard to the administration of the medication described above, which includes accepting direct communication. I further acknowledge that all instructions should be stated in language of the lay person. I further understand that if the student is allowed to self-administer medication that proper instruction has been given.

## **Web Publishing Consent Form**

### **Bonduel Elementary and Middle Schools**

Key points in Bonduel School District Policy KBCG regarding publishing of student information:

- Signed permission slip from parent/guardian and student allowing use must be obtained prior to publishing student names, pictures, video, voice, or work samples
- Student names will appear as first name and last initial in all public access areas of website
- Parent/guardian or student can revoke permission once granted by written request
- Permission can be granted or revoked in three categories: student name, picture, work samples.
- Not granting permission will result in student from being excluded from school bulletins or school newspapers as those are published to the web site

Student(s) Name: \_\_\_\_\_

I give my permission to allow the use of (please cross out any specific things not allowed) pictures of student (still or video), student's work samples (including voice recordings), and student name (first name and last initial only) to be published on the School District of Bonduel web site. We understand that student work will be published at the discretion of the student's teacher after examination for appropriate content. No last names, addresses, or phone numbers will appear on such work. We also understand we have the right to revoke granted permission or ask for certain items to be removed from publication upon written request to the building administrator.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved on April 18, 2011

## **BONDUEL ELEMENTARY SCHOOL ATTENDANCE AGREEMENT**

We are committed to doing everything we can to improve our students' attendance as we realize the negative effect that truancy has on academic performance. Communicating clearly with parents is a significant part of our plan for meeting this challenge and this form is part of that effort.

### **PLEASE READ AND INITIAL EACH LINE.**

#### **EXCUSING ABSENCES**

\_\_\_\_\_ I understand that I need to call Bonduel Elementary School to get an absence excused. I should call 715-758-4850 by 9:00 a.m. on the day of the absence.

\_\_\_\_\_ I understand that if I call by 9:00 a.m., I can request to pick up my child's homework at the end of the day. The school will do everything in its power to have your child's homework in the office at the end of the day.

\_\_\_\_\_ I understand that for planned absences such as vacations, doctor appointments, etc., advance notice should be given in order for teachers to prepare. When a planned absence is approaching, please call 715-758-4850 or your child's teacher for any homework that will need to be completed.

\_\_\_\_\_ I understand that arriving late/tardy, leaving early, etc. is considered to be "part of the day", and will count toward the semester total of absences.

#### **SCHOOL ATTENDANCE AND THE LAW**

\_\_\_\_\_ I understand that missing 5 or more days, parts of days, that includes being tardy/late, during a semester will result in a letter being sent home. A copy of this letter will also be sent to the Bonduel School District Police Liaison.

\_\_\_\_\_ I understand that if my child misses 10 days, or parts of days, that includes being tardy/late, during a semester, will result in a second warning letter being sent home. A copy of this letter will also be sent to the Bonduel School District Police Liaison.

\_\_\_\_\_ I understand that if my child misses more than 10 days, or parts of days, during a semester will result in a final warning letter being sent home and that my child may be reported as a Habitual Truant. A copy of this letter will also be sent to the Bonduel School District Police Liaison.

\_\_\_\_\_ I understand that if my child is labeled a "Habitual Truant", I may be fined by the courts. In addition, a formal truancy referral may be made to Shawano County Human Services.

\_\_\_\_\_  
Please print students name

\_\_\_\_\_  
Teacher's Name

By signing your name, you are acknowledging that you have received and read this notification.

\_\_\_\_\_  
Parent Signature

This form is intended to clear up any confusion regarding the law and attendance procedures. Thank you for your cooperation.