

# ***Bonduel High School***

## ***STUDENT HANDBOOK***

**2019-2020**

**Bonduel High School**

**400 W. Green Bay Street**

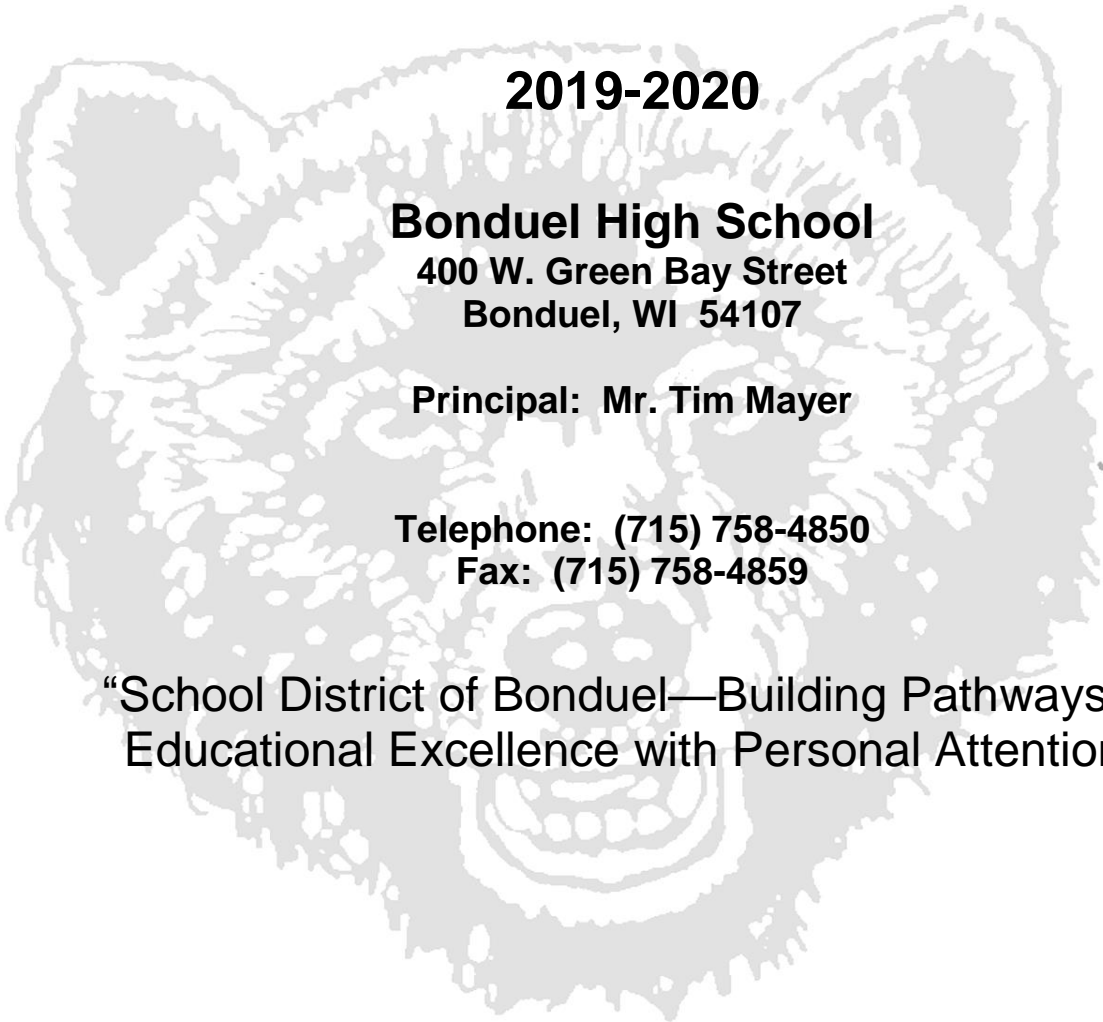
**Bonduel, WI 54107**

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



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# Mission Statement

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

## Belief Statements

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

## Goal Statements

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

## **STATEMENT OF COMPLIANCE WITH FEDERAL LAW**

It is the policy of the School District of Bonduel that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, co-curricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, emotional, or learning disability or handicap as required by S. 118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973.

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

Any questions concerning this policy should be directed to:

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

## **SCHOOL DISTRICT OF BONDUEL**

### **TITLE VI, TITLE IX AND SECTION 504 GRIEVANCE PROCEDURE**

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

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

### **FORMAL GRIEVANCE PROCEDURE**

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

**STEP 2:** If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the School Board within five (5) business days of his/her receipt of the Coordinator's response in Step 1. 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. 20201.

# GENERAL INFORMATION

## ACCIDENTAL INJURIES and INSURANCE

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

## AFTER SCHOOL ACTIVITIES

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

## ARRIVAL PRIOR TO SCHOOL START

All student who arrive prior to the start of school day should report to the commons area. All students will be released from the commons area at the supervisor's discretion. If a student has a pass provided by a staff member prior to the start of the school, they must present the pass to the commons supervisor prior to being released to see that teacher.

## BELL SCHEDULES

<u>Normal Day – A Lunch</u>	
<u>Period</u>	<u>A Lunch</u>
1	8:03-8:51
2	8:55-9:43
3	9:47-11:14
Lunch	11:18-11:48
4	11:52-1:19
5	1:23-2:50
ELT	2:54-3:20

<u>Normal Day– B Lunch</u>	
<u>Period</u>	<u>B Lunch</u>
1	8:03-8:51
2	8:55-9:43
3	9:47-11:14
4	11:18-12:45
Lunch	12:49-1:19
5	1:23-2:50
ELT	2:54-3:20

<u>Early Release Day(ERD)</u>	
<u>Periods</u>	<u>ERD</u>
1	8:03-8:38
3	8:42-9:43
4	9:47-10:48
2	10:52-11:22
Lunch A	10:52-11:22
Lunch B	11:26-11:56
5	12:00-1:05

**\*\*NO ELT ON ERD**

<u>2 Hour Late Start Bell Schedule</u>	
<u>Period</u>	<u>Late Start</u>
1	10:03-10:38
2	10:42-11:10
3	11:14-12:11
Lunch	12:11 – 12:41
4A	12:45 – 1:42
4B	12:15 – 1:12
Lunch	1:12 – 1:42
5	1:46 – 2:46
ELT	2:50-3:20

## **BREAKFAST RULES**

- Breakfast will be served between 7:35 and 8:00am, Monday thru Friday.
- Middle School students will eat on the east side of the cafeteria, high school students on the west side.
- Students are expected to put their trays away in the appropriate manner, clean their area upon completion, and behave in an appropriate manner.
- Students may not leave the cafeteria prior to the designated release time and until they are finished eating.
- Only “packaged” food may be taken out of the cafeteria.

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

## **CAMERAS**

The Board of Education has authorized the installation of video cameras in the school building and outside on school grounds for purposes of monitoring the safety and well-being of students along with student behavior. At times audio recording may be activated in accordance 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.

## **CLUB MEETINGS**

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

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

### **PHILOSOPHY**

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

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

### **ATHLETICS**

Baseball	Cross Country	Softball
Basketball	Football	Track
Dance	Golf	Volleyball
Wrestling	Swimming	Hockey
Cheerleading		

### **ATHLETIC PARTICIPATION FEES**

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

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

### **ATHLETIC WAIVERS/PAYMENT PLAN**

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

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

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

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

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

### **CO-CURRICULAR ACTIVITIES**

Art Club	Yearbook
Camera Club	Show Choir
National Honor Society	Bear Facts
Student Council	Junior Class Functions
Musical/Drama	Prom Court & Announcers
Forensics	Math Team
Freshmen Class Functions	Science Society/CSI
Homecoming Court & Announcers	Senior Class Functions
Pep Band	Sophomore Class Functions
One Act Play	Flags/Color Guard
Class Officers	Spanish Club
Students Against Destructive Decisions (SADD)	LINK

**\*Note: There may be other co-curricular activities not listed due to reinstatement and/or newly created. All school sponsored co-curricular activities approved by administrations must abide by the activity code.**

### **ATTENDANCE**

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

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

### **COMMUNICABLE DISEASES**

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

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

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



## CONCUSSIONS

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

Concussion affects people in four areas of function:

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

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

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

## ELECTRONIC COMMUNICATION DEVICES (ECDs)

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

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

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

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

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

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

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

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

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

## **ERVING/HUDDLE ROOM RULES AND REGULATIONS**

The following are general rules for students who are enrolled in ERVING classes.

1. Following classroom instructions: ERVING classes are designed for students who are dependable and capable of working with a minimum of teacher supervision. Any student who fails to follow instructions from the supervising teacher or staff member will be given one warning. Any repeat violations of insubordination will result in the student being removed from the class and an “F” being received for the class.
2. Cheating: Cheating is a very serious infraction. If anyone is found to be cheating, he/she will be removed from the class and an “F” will be received for the class.
3. Candy/Gum/Soda or other liquids: Because of the sensitivity of the microphones, gum and candy are not allowed in the ERVING classes. It should go without saying that soda or other liquids are not allowed in class. Cough drops may be allowed with the instructor’s permission.
4. Preparation: Students are expected to come to class prepared with the necessary materials. You will not be allowed to leave the room after class begins without the teacher’s permission.
5. Absences: Students enrolled in ERVING courses are expected to be in class. The number of absences allowed will be decided by the supervising teacher. Students who would exceed the set number will be removed from the class and an “F” received for the class. Students who know they are going to be absent ahead of time are expected to notify the teacher in advance. Extenuating circumstances will be considered.
6. Submitting Assignments: The rules for assignments will be decided by the supervising teacher. Students who fail to follow the procedures established for their daily work would be subject to removal from the class.
7. Camera View: Students are to remain in camera view unless requested by the supervising teacher.
8. Participation: Because a major portion of the grade may be determined by participation, it is expected that students will take an active role in class.

9. Respect: Students are expected to respect school property and the property of others. Any vandalism will result in immediate removal from the class. Students are also expected to respect the property and opinions of other students. Students are also expected to help keep the room tidy by straightening seats and picking up paper scraps from the floor, etc.
10. Grading: Each supervising teacher will establish his/her own grading system.

## **FIRE AND TORNADO DRILLS**

Fire Drills - Exits have been planned and posted for each room. Students should move out of a room in an orderly fashion (in single file).

When the ALL CLEAR is given, the students should return quickly and quietly to the place evacuated.

Tornado Drills - Warning will be given over the P.A. or by repeated high-low tones. Pupils, teachers, and other personnel are to proceed immediately to the designated areas.

## **GRADUATION CEREMONY**

Any student who has fulfilled their graduation requirements and has no outstanding obligations may participate in the commencement exercise. Obligations are defined as financial, academic and/or discipline commitments. The commencement ceremony is formal and students are expected to follow proper protocol as defined by the class advisor and building principal. The graduation ceremony is not considered to be a co-curricular activity.

## **GRADUATION SPEAKERS**

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

## **GYMNASIUM RULES**

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

## **ILLNESS—INJURY**

At any time that a student becomes ill or injured while in school, that student is to report to the office. If the student is in class, he/she should ask the teacher for permission to report to the office. The office will follow the guidelines below:

- a. A student who becomes ill or injured should report to the supervisory teacher, principal or principal's designee
- b. If the illness or injury is of such a nature that school personnel can treat it, the student will be allowed to return to class as soon as the problem is remedied.
- c. If the illness or injury cannot be treated in-house, the parent or guardian of the student will be contacted to decide which course of action to follow:
- d. If a parent cannot be contacted, then the administrator or emergency care provider shall determine which of the following action shall be taken:
  1. Contact emergency services
  2. Contact district nurse or family doctor
  3. Contact designated other, and permit the student to go home or see that student is taken home

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

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

### Materials Check-Out

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

### Loan Periods

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

#### Return of Materials

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

#### Overdue Materials

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

#### Passes

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

#### Lost Materials

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

#### Copy Machine

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

## **LOCKERS**

Hallway, physical education, team, and lockers are the property of the district and are provided for the convenience of students. The school retains the right to conduct both announced and unannounced locker searches. Among the reasons for searches are suspicion of concealing alcohol, drugs, material of a disruptive nature, stolen property, weapons, electronic material that is offensive or is evidence of harassment or other items which pose a danger to health and safety. Discovery of illegal materials will result in disciplinary action. Damage to a locker should be reported immediately to the office. Failure to report a damaged locker will result in the student being held accountable. Discovery of illegal materials will result in suspension and/or referral to appropriate authorities.

## **LUNCH RULES**

The lunch program has been developed as part of the total educational program with definite educational goals in mind. Desirable objectives such as learning proper eating habits and good table manners are an important part of our lunch program. Students are expected to demonstrate acceptable manners and attitude during lunch period. Undesirable actions on the part of a student, such as poor manners, disorder, throwing food or food containers, and littering the cafeteria or hallways, will be referred for disciplinary action. Each student will be expected to observe the few simple guidelines that are established to provide sanitary conditions during the lunch period.

1. Students are to remain in the commons until finished eating lunch. Students will be allowed to use the vending machines during this time but will not be allowed to loiter in the hallways.
2. Students are responsible for disposing of their own refuse.
3. Each student is responsible for the return of trays, milk cartons, etc., to the proper place.
4. Accidents do happen! If food is accidentally dropped on the floor, the student is expected to pick up the food and place it in the waste container. Major food or beverage spills must be reported to the lunchroom supervisor.

## **MEDICATION: DISPENSING AND ADMINISTERING**

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

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

Photographs of students are routinely published with and without names in the local media and online. Examples consist of sporting events, classroom activities and co-curricular participation. The Shawano Leader and the district website being the two primary areas where material is published. If you do NOT want your child's photograph published and if you prefer that he or she is not included in routine videotaping of

classroom activities, special events, or co-curricular activities which may be available online through the district website, you must notify the building principal in writing of said preference.

## **SCHOOL CLOSING**

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

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

## **SCHOOL COUNSELOR OFFICE**

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

## **SCHOOL DANCE POLICY**

1. Students in grades 9 through 12 may participate. Middle school aged students and younger are not allowed to participate in high school dances. Anyone age twenty-one or older may not participate. Individuals who may not participate in the dance may spectate during the grand march. Adults asked to chaperone will be allowed in attendance during the entire dance.
2. Persons not attending Bonduel High School may come as the guest of a Bonduel student provided they meet the age requirement listed above. Students are required to register the guest at the office one week prior to the dance using the appropriate form kept in the high school office. Students assume full responsibility for the conduct of their guest.
3. No one will be admitted after 10:00 p.m. except with written permission in advance from the principal.
4. Students are not permitted to leave the building and return before the dance is over (unless special permission has been granted by the principal).
5. Students are to follow the same dress guidelines for dances that they do for attendance in school. (Exception—formal dances).
6. Dance scheduling will be done by the principal. Classes/Clubs desiring to hold a dance should contact the principal to request that the desired date be reserved for the organization. Dance details must be finalized with the advisor. D.J. contracts will be signed only after all other arrangements have been made. Advisors will provide male and female chaperones (minimum of four staff).
7. Organizations that sponsor dances are responsible for any damage done to the building and/or contents. This includes the loss of any items damaged or stolen while the dance is in session.
8. The president of the organization sponsoring the dance should appoint the following student committees to make preparations under the guidance of the faculty sponsor.

a. music	c. admission	e. clean up	g. band contract
b. refreshments	d. decorations	f. chaperones	h. janitors

## **SEARCH AND SEIZURE**

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

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

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

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

## **SELECTIVE SERVICE REGISTRATION**

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

## **STUDENT LAPTOP PROGRAM**

Bonduel School District issues each student in grades 5-12 a laptop at the beginning of each school year. This device is provided to students for use both at school and home to provide the technology access necessary to maximize learning for students. Upon issuance of the device, students will be provided with care and handling tips and a sheet with the fees involved if the device or any components (chargers, bags, etc) are lost or damaged. These devices will be connected to our district network while at school and connected to home or public services when off-site. The devices are filtered on our network and software may be added to filter off-site, but parents also accept responsibility for use by students when outside the school's supervision.

## **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, school delays/closings, attendance, busing changes, and food service.

## **SKYWARD**

There are two important ways students and their families can have access to scheduling, course history and grading information. The first is student access and the second is family access. There is a wealth of information available for both student and parents. A link can be found on the district and high school website.

## **SPECIAL EDUCATION**

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

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

## **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State Standards and District Policy. Additional group tests are given to students to monitor progress and determine instructional needs.

Classroom assessments will be used to assess student progress and assign grades. These are selected and prepared by teachers to assess how well the students have achieved specific objectives. Vocational and interest surveys may be given to identify particular areas of student interest or talent. They are often given by the school counselor staff.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. The assessment program will not violate the rights of consent and privacy of a student participating in any form of evaluation. College and technical school testing information can be obtained from the School Counselor office.

## **STUDENT RECORDS**

The origination and maintenance of appropriate student records are essential to the effective operation of the School District of Bonduel and meeting the educational interests of students. The rights and responsibilities of students, parents and the School District of Bonduel with respect to student records are governed by State

and Federal law. Many student records are kept by teachers, counselors, and administrative staff. There are two basic kinds of student records—directory data and confidential records.

Directory data can be given to any person or organization for non-commercial or non-business purposes when requested, unless the parents of the student object in writing to the disclosure as required under school policy and State and Federal law. Directory data generally includes: those student records which identify a student's name, address, telephone number, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, name of school most recently previously attended and degrees and awards.

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

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

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

Family Compliance Office  
US Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

## **STUDENT PURCHASES FOR ACTIVITIES ADVISORS' AND TREASURERS' INSTRUCTIONS:**

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

### **Step 1: Request**

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

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

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

### **Receipt of Payment**

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

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

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

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

## **SMALL CLAIMS COURT**

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

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

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

## **VENDING MACHINES**

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

All vending machine sales will comply with the Student and Staff Wellness Policy (JHK).

## **VIDEO RECORDING**

Video recording of students for educational and instructional purposes may occur during the school year. 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**

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

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

Any student in 11<sup>th</sup> or 12<sup>th</sup> grade may enroll in the Start College Now Program providing he/she meets the requirements established by law and the School District of Bonduel and subject to the approval of the Bonduel Board of Education on an annual basis. Any interested student should contact the high school counselor department.

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

# **ATTENDANCE REGULATIONS**

## **COMPULSORY ATTENDANCE (S118.15 & 118.16)**

State of Wisconsin law requires students to be in school each day unless they are ill or an emergency exists. Dental and medical appointments, if possible, should be made after school, during holidays, or on weekends. Students should not miss school because of work or shopping. This will be considered unexcused and is a violation of State Law 118.15 & 118.16.

The Bonduel School Board Compulsory Student Attendance Policy states:

It is the responsibility of the parent/guardian to notify the school of student absences in accordance with established District procedures. When students are absent from



school, parents/guardians assume full responsibility for their activities. It is the responsibility of the school district attendance officer to determine whether the absence is acceptable (excused) or not acceptable (truant).

## **ATTENDANCE**

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

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

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

## **REPORTING ABSENCES**

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

1. Have parent call the high school by 8:00 a.m. the same day and give reason to the attendance office (715-758-4850).
2. Bring written excuse upon return to school, if a medical appointment, bring note from doctor's office
3. Check into the office upon arrival to school.
4. Be in attendance in the entire day to attend or participate in any school sponsored activities (unless special permission has been granted by the principal prior to the absence).

**Remember, a student's attendance record is just as valuable as his/her academic record when seeking employment.**

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

## **REASONS FOR ABSENCES**

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

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

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

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

8. Emergency—This is defined as “a sudden unexpected situation that is beyond the control of the student’s family and has the need for immediate action to be taken. It is unforeseen and cannot be planned.”

### **Other Situations**

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

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

### **TRUANCY**

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

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

### **HABITUAL TRUANCY**

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

### **UNEXCUSED ABSENCES**

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The principal, or an individual designated by the principal, will determine on a case-by-case basis the appropriate methods to deal with unexcused absences. The following methods may be considered:

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

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

## **STUDENTS WITH SPECIAL NEEDS**

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

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

### **Excused Absences**

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

### **Unexcused Absences**

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

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

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

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

## **ABSENCE FOR SCHOOL FUNCTIONS**

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

## **ADVANCE ABSENCES MAKE-UP**

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

## **COLLEGE VISITS**

It is recognized that juniors and seniors may need to visit college and technical school campuses before enrolling in their post-secondary education. To accommodate those needs, students will be excused from school for up to one school day during their junior year and up to two school days during their senior year for the purpose of making a college visit provided they follow all procedures as outlined in this section. Students must follow all requirements to have these days marked as excused absences. The student must follow all "Advance Make-up" requirements listed previously. The student must also obtain a college visit form from the School Counselor office, have the form signed by the designated person on campus, and return the form to the high school office upon returning to school. If a student needs more days for college visits it is expected that those visits be conducted on non-school days.

## **LEAVING SCHOOL GROUNDS**

1. Student Requests--Bonduel High School has a closed campus. This means that after arrival in the morning, students are not permitted to leave school grounds without permission until dismissal. All students will spend the lunch period in the building.
2. Student Dismissal w/Parent Permission--A student shall be released from school only upon written permission or phone call from the student's legal guardian and approval of the building principal. In cases of divorced parents, the legal custodian shall provide the written permission for student dismissal from school
3. Field Trips--will be planned for many groups of students in various disciplines throughout the year. This type of activity enhances our total educational program. If this trip is planned as an outgrowth or an integral part of a course of study, there will be no transportation charge to the student. Each staff member involved will ask for an approval slip signed by a parent if the trip extends beyond the school day. This approval slip will indicate the basic itinerary and time schedule of the field trip. Students must ride on the school provided transportation and must accompany the group if they wish to participate in the activity. All in-school regulations are in effect on any field trip.
4. School Activities--During special school activities, such as Homecoming or Prom, and special cases approved by the principal, students may find it necessary to go downtown to purchase various items. If this is the case, a student must first get a pass from a parent/guardian, get approval from their advisor and present it to the principal for approval. Permission then may be granted by the principal. A teacher may not grant permission for a student to leave school grounds. If a student leaves to go downtown, he/she must walk unless given written permission from the parent and principal to drive.
5. Suspension-- Students who have an Out of School Suspension are not allowed on school grounds at any time that day and may not participate in any school activities on that day.

## **SCHOOL DAY**

The school will be open from 7:30 a.m. to 4:00 p.m. each school day. Students are encouraged to receive special help from teachers between 7:30 to 8:00am or 3:20 to 4:00pm. Students are not to be in the building at other times unless participating in a school sponsored activity with the sponsoring teacher present. Students are expected to be off the school grounds within ten minutes after dismissal unless under supervision of school personnel.

## **TARDINESS**

Tardiness is an act of disrespect when a student continually fails to be punctual. Students arriving tardy to school must report to the office and then proceed to class. Students may be marked tardy for arriving late to class, leaving class early, or leaving class without permission. Each unexcused tardy after two, for a particular class period, in a quarter the student will serve a detention with that teacher, administration, or a designated staff member. If the student is unable to fix the problem the building principal will step in and assign more severe consequences or offenses may be marked as unexcused truant. Students who are absent from class for 10 or more minutes, without permission, may be marked unexcused truant for that class period.

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

### **CAREER PLANNING**

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

### **COURSE CHANGES - COURSE WITHDRAWALS**

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

## GRADING SYSTEM

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

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

A+ = 99-100%	B+ = 91-92%	C+ = 84-85%	D+ = 76-77%
A = 95-98%	B = 88-90%	C = 80-83%	D = 72-75%
A- = 93-94%	B- = 86-87%	C- = 78-79%	D- = 70-71%

F = 69% or Below - No Credit

W = Withdraw - No Credit

M = Medical Excuse - No Credit

I = Incomplete - Grade Upon Completion

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

## WISCONSIN ACADEMIC EXCELLENCE SCHOLARSHIP POLICY

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

1. The student with the highest number of credits will receive the Wisconsin Academic Excellence Scholarship.
2. If required, the second tie-breaker will be the highest ACT and/or SAT score, between the tied students.
3. If still tied, the winner will be decided by a vote of the local High School Scholarship Committee. Voting will continue until the tie is broken.

## WISCONSIN TECHNICAL EXCELLENCE SCHOLARSHIP

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

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

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

- A. A student must exhibit interest in and planning for a technical career.  
Prior to September 1 of the current school year, a student's school counselor or principal must affirm that the student has post-secondary plans related to a career in technical education.  
Beginning on September 1 of the current school year, a student must have an academic and career plan leading to a career in technical education.
- B. In addition, in order to be eligible for a TES scholarship, a student must also have completed at least one of the following eight eligibility items.
  1. Completed at least 3 CTE courses.
  2. Participated in a Youth Apprenticeship Program under the supervision of the Wisconsin Department of Workforce Development.
  3. Participated in a Technical High School Diploma program as certified by the Wisconsin Department of Public Instruction.
  4. Participated in a Career and Technical Training pathway as defined by the Wisconsin Department of Public Instruction.

5. Participated in a Skills Standards Program offered by the Wisconsin Department of Public Instruction.
6. Completed, or be on track to complete, an approved industry-recognized certification program.
7. Participated in a Career and Technical Student Organization in Wisconsin.
8. Completed a Technical Training Program for high school students if the program is offered by a UW system school, Wisconsin Technical College system school, a tribal college in Wisconsin, or a private nonprofit college or university in Wisconsin.

Ranking Eligible Students:

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

**GRADUATION REQUIREMENTS:**

1. All students in grades 9-12 are required to enroll for at least 8 credits of coursework per school year with a **minimum** of 4.0 credits **per** semester. Exceptions must be approved by the principal. Independent study courses may be counted as part of the minimum credit load.
2. A total of 24 credits must be earned for a student to graduate from Bonduel High School.
3. Any student wishing to apply for early graduation must apply by October 1<sup>st</sup> of their senior year.
4. Required courses as designated below must be successfully completed.
5. Required Courses are:

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

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

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

**COLLEGE PREP GENERAL RECOMMENDATIONS**

1. English.....4 years
2. Mathematics.....3 years (including Algebra II & Geometry) (Algebra taken while in 8<sup>th</sup> grade will not count).
3. Science.....3 years (Physical Science, Biology, Chemistry, and Physics)
4. Social Studies.....3 years

5. Foreign Language...2 years (in one language)
6. Additional useful skills and experiences. (Computer Proficiency and Visual and Performing Arts.)

**\*Please note that those students who take Algebra as an 8<sup>th</sup> grade student will need to take two additional high school math classes to meet graduation requirements and three additional high school math classes to meet college admission requirements.**

## **STUDENT FEES**

Student registration fees are charged in place of separate fees for such items as general supplies, workbooks, art supplies, computer supplies, shop fees, lab fees, field trips, physical education fees, locker rentals, and textbook rentals. The Board and administration believe that the student fee system is a more convenient method for parents and secretaries. The high school registration fee is \$35.

### **Summary of Fees**

- Parking--\$20
- Freshman Class Dues-\$5
- Sophomore Class Dues-\$5
- Junior Class Dues-\$20
- Senior Class Dues-approximately \$25. (may vary depending on anticipated expenses for senior activities)
- School Registration-\$35
- Lunch Price-\$3.15
- Breakfast Price-\$1.70
- Extra Milk - .30

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

Some Advanced Placement course reimbursements, related to testing fees, are summarized as follows.

<u>Score</u>	<u>Reimbursement</u>
5	100%
4	100%
3	75%
2	50%
1	25%

Payment is made upon written request of the student/parent and receipt of the official AP score(s).

UWGB English fees are approximately \$475 for the first semester (which includes books, library card, and tuition) and \$350 for the second semester. The student will receive 3 college credits per semester upon successful completion of the course. UWGB Speech fees are approximately \$400. This is a one semester class. The student will receive 3 college credits upon successful completion of the course.

### **Other Student Fees**

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

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

## **SCHOOL CONDUCT**

### **LAW PERTAINING TO SUSPENSION AND EXPULSION OF PUPILS AND DUE PROCESS**

The School Board may:

- a) Make rules for the organization, graduation and government of the schools of the school district, including rules pertaining to conduct and dress of pupils in order to maintain good decorum and a favorable academic atmosphere, which shall take effect when approved by a majority of the school board and filed with the school district clerk.
- b) The school district administrator or any principal or teacher designated by the school district administrator also may make rules with the consent of the school board and may suspend a pupil for not more than 5 consecutive school days, or if a notice of expulsion hearing has been sent under par. (c) for not more than a total of 10 consecutive school days for noncompliance with such rules or school board rules, or for knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives, or for conduct by the pupil while at school or while under the supervision of a school authority which endangers the property, health or safety of others at school or under the supervision of a school authority. Prior to any suspension, the pupil shall be advised of the reason for the proposed suspension. The pupil may be suspended if it is determined that the pupil is guilty of noncompliance with such rule, or of the conduct charged and that the pupil's suspension is reasonably justified. The parent or guardian of a suspended minor pupil shall be given prompt notice of the suspension and the reason for suspension. The suspended pupil or the pupil's parent or guardian may, within 5 school days following the commencement of the suspension, have a conference with the school district administrator or his or her designee who shall be someone other than a principal, administrator or teacher in the suspended pupil's school. If the school district administrator or his or her designee finds that the pupil was suspended unfairly or unjustly, or that the suspension was inappropriate, given the nature of the alleged offense, or that the pupil suffered undue consequences or penalties as a result of the suspension, reference to the suspension on the pupil's school record shall be expunged. Such finding shall be made within 15 days of the conference. A pupil suspended under this paragraph shall not be denied the opportunity to take any quarterly, semester or grading period examination missed during the suspension period.
- c) The school board may expel a pupil from school whenever it finds the pupil guilty of repeated refusal or neglect to obey the rules, or finds that a pupil knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to



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

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

## **STUDENT CODE OF CONDUCT**

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

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

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

1. possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom, on school grounds, or at any school sponsored activity
2. being under the influence of alcohol or controlled substances or otherwise violating the district alcohol or drug policy
3. behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive-classroom environment
4. arguing, taunting, baiting, bullying, cyber-bullying, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations
5. disruption or intimidation caused by gang or group symbols or gestures or gang posturing to provoke altercations or confrontations
6. pushing, striking, or other inappropriate physical contact with a student or staff member
7. interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means
8. restricting another person's freedom to properly utilize classroom facilities or equipment
9. repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions
10. repeated disruptions or violations of classroom rules, or excessive or disruptive talking.
11. behavior that causes the teacher or other students fear of physical or psychological harm
12. willful damage to or theft of school property of property of others
13. use of profanity
14. use of tobacco/nicotine products

15. failure to report knowledge of a weapon or threat of violence
16. purposely setting a fire
17. gambling
18. plagiarism and falsification of identification or school documents
19. issuing a false alarm or false report
20. persistent absence or tardiness
21. unauthorized use of school or personal property
22. assisting another person to violate a school rule
23. inappropriate displays of affection
24. violation of specific classroom or activity rules
25. possession of a music or gaming device, pager, two-way communication device or cellular phone without the permission of the principal
26. violation of bus rules
27. refusal to accept discipline
28. criminal conduct

## **FORMS OF DISCIPLINE**

It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. The consequence issued depends on: 1) the severity of the act and 2) the number of violations or repeat offenses. Behavior that disrupts the staff/students, the school day, or the learning process (whether in the classroom or outside of the classroom) will be dealt with through the use of a "level by level" approach which is as follows:

### **Level One**

Examples of:

- Classroom and hallway disruptions
- Tardiness
- Inappropriate language
- Violation of teacher classroom expectations

Possible Consequences

- Teacher assigned detention
- Change of seating and location
- Parent contact
- Behavior conference

### **Level Two**

Examples of:

- Repeated level one infractions
- Acts of disrespect towards anyone on school grounds
- Bullying and Cyberbullying
- Minor Vandalism
- Internet Violations (subject to district policy)

Possible Consequences

- Referred to administration
- Parent contact
- Possible removal from or participation in school sponsored activities
- Increasing days of in school or out of school suspension pending past offenses and severity of infraction
- 2<sup>nd</sup> Level two offense in the same class - Student will be required to meet with teacher, principal to discuss behaviors, and to be admitted back into class
- 3<sup>rd</sup> Level two offense in the same class- Student will be removed from the class and receive an F for the semester
- Possible referral to police

### **Level Three**

Examples of:

- Fighting
- Acts of aggression towards school personnel

- Sexual Harassment
- Weapons, acts of threatening behavior
- Major Vandalism
- Possession or use of drugs, alcohol, weapons and/or tobacco anywhere on school grounds or school sponsored trips

Possible Consequences

- Referred to administration
- Parent contact
- Possible removal from or participation in school sponsored activities
- In-school suspension
- Out of school suspension and possible expulsion
- Possible referral to police

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

## DETENTION

Each staff member has the right to require a student to report to DETENTION. Students must arrange for their own transportation home. The detention is to be served no more than 2 days after the violation. Detentions take precedence over all other activities. Failing to serve detentions will result in more severe consequences including in-school, out of school suspensions and/or expulsion.

## IN-SCHOOL SUSPENSION

Students may be placed on IN-SCHOOL SUSPENSION (ISS) for any reason(s) that they may be suspended from school. A student may be suspended in school for a period of up to five days depending on the severity of the case. During an in-school suspension a student will be under supervision at all times including lunch. Students will not be allowed to attend classes, but must obtain work and materials from their teachers. If a student does not have school work to do, work will then be assigned. **A student on in-school suspension must report directly to the high school office upon arrival to school in the morning and may not be in the hallways at any time before, during, or after school unless directly supervised by the principal or office staff.**

## OUT OF SCHOOL SUSPENSION

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

## EXPULSION

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

expulsion. For purposes of this policy, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

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

## **LOSS OF SCHOOL PRIVILEGES**

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

## **PARENT CONFERENCE**

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

## **GROUNDINGS FOR REMOVAL OF A STUDENT FROM CLASS**

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

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

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

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

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

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

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

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

#### **PROCEDURE FOR STUDENT REMOVAL FROM CLASS**

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

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

#### **Student Placement**

The dean of students or principal shall place the student, who has been removed from a class by a teacher, in one (1) of the following alternative educational settings:

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

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

- A. the reason the student was removed from class;
- B. the severity of the offense;
- C. the type of placement options available;
- D. the estimated length of the placement;

- E. the student's individual needs and interests;
- F. the student's previous behavior in class (repeat offenders); and
- G. the relationship of the placement to other disciplinary actions such as suspension or expulsion.

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

#### **Parent/Guardian Notification Procedures**

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

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

#### **Recordkeeping**

A record of a student's misconduct as well as disciplinary actions and suspensions and expulsions are to be made a part of the student's record in the Student Management System until s/he leaves the school.

#### **Students With Disabilities**

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

### **ACADEMIC HONESTY**

The School District of Bonduel expects that all schoolwork submitted for the purpose of meeting course requirements represents the original efforts of the individual student. This includes, but is not limited to, test taking, homework, class assignments, and the original creation of essays, compositions, term papers, and scientific research. All work submitted by a student should be a true reflection of that student's effort and ability. If such is not the case, then the student has demonstrated unacceptable academic behavior and is subject to disciplinary action.

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

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

Examples include the following:

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

- Paraphrasing (putting into your own words) another person’s unique ideas, spoken or written, without citing the source

**Consequences**

- The penalty for plagiarism and cheating is a failing grade on the work
- Parents will be notified
- Other actions and consequences may be appropriate, based on the course and the type of work that is compromised. These actions will be determined by the classroom teacher, and may include the following:
  - Detention or suspension, loss of privileges
  - The teacher may offer an alternative or “redo” assignment.
  - Repeated acts of plagiarism or academic dishonesty or in a situation of assessment will be brought to the attention of the dean of students or building principal. This may result in failure of the course.

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

**BULLYING**

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

**CYBER-BULLYING**

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

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

**Reporting**

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

**Consequences**

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

**DISORDERLY CONDUCT**

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

**DISPLAYS OF AFFECTION**

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

**DRESS CODE**

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

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

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

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

1. Students are to be dressed in neat appearing and clean clothing.
2. Students shall not wear halter-tops, garments with spaghetti straps, or strapless garments.
3. Garments that are "see-through", cut low, or expose one's midriff, back, or upper leg are not acceptable.
4. Sleeveless garments and tank tops must fit closely under the arms.
5. Undergarments must not be visible.

**Sagging Pants:** Students shall not wear pants that, when fastened, sag or fit below the waist. All pants must fit around the waist and be properly fastened.

**Headwear:** Students shall not wear hats, caps, bandanas, hoods, or other headwear in the district buildings.

**Clothing with Messages:** Students shall not wear clothing items that contain messages that:

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

**Other attire:**

1. Bulky jackets and vests, that are specifically designed to be worn outdoors, are not permitted in the classroom.
2. Bare feet are not permitted.
3. Chains and any other jewelry that can be hazardous in certain situations are strictly prohibited.
4. Backpacks and large carrying bags are not permitted to be carried from class to class. They must be kept in the student's locker.
5. Clothing which could be perceived as "gang" related; ie, bandanas, text styles, symbols, tagging, color combinations, etc.

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

## **DRUG POSSESSION**

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

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

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



- F. anabolic steroids or other banned supplements;
- G. any other mind altering substance, illegal substance so designated and prohibited by law.

The Board prohibits the use, possession, concealment, or distribution of any mind altering substance and any drug-paraphernalia at any time on District property or at any District-related event. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines.

## **EXPLOSIVE DEVICES AND FIRE**

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

## **HARASSMENT**

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

## **SHOP RULES**

To be followed by all personnel, faculty and students.

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

## **SOCIAL MEDIA**

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

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

1. Derogatory language or remarks that may harm other students, teachers, athletes, coaches, community members, parents and/or statements of disrespect for other schools.
2. Incriminating photos or statements depicting violence, hazing, sexual harassment, full or partial nudity, inappropriate gestures, vandalism, stalking, underage drinking, selling, possessing, or using controlled substances, or inappropriate behavior.
3. Creating a serious danger to the safety of others or making a credible threat of serious physical or emotional injury to another person.
4. Indicating knowledge of an unreported activity code violation – regardless if the violation was intentional or unintentional.

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

## **THEFT AND DESTRUCTION OF PROPERTY**

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

## **TOBACCO/NICOTINE PRODUCTS**

The Board of Education is committed to providing students, staff, and visitors with a tobacco-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second hand smoke, are well-established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.

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

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

## **TRESPASS AND LOITERING**

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

## **VANDALISM**

Schools are the property of all of the citizens of the school district. It is essential that students show respect for public property. Student(s) committing vandalism to property of the School District shall be made to pay for the damage or to restore the property to the original condition. They may be reported to the police for prosecution if the vandalism is \$25 or more. Parents or guardian shall be notified of any vandalism and of police contact. Suspension and/or recommendation for expulsion may result.

## **WEAPONS**

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

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

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

# TRANSPORTATION

## PARKING LOT RULES AND REGULATIONS

1. All students will enter/leave the Middle/High School using Door A (the front doors). (*See Entering or Leaving School section*)
2. Vehicles must be parked in the parking lot in an orderly fashion in the designated student spaces within designated area(s). Drive prudently and with caution. Those seen using poor judgment will be reported to the dean of students or principal, and may lose parking/driving privileges.
3. Student vehicles must remain in the parking lot from 8:03 a.m. until 3:20 p.m. Students are not to be in vehicles or the parking lot between the hours of 8:03 a.m. and 3:20 p.m. unless they have permission from the office. Driving privileges may be suspended for any violations. City ordinance fines may be issued for disorderly conduct with a motor vehicle.
4. No vehicles are to be moved from the parking lot at any time during the school day, including noon break, without special permission from the office.
5. Any tampering with, or damage to, either student or faculty vehicles, will be reported to the Bonduel Police Department
6. Litter in the parking lot (bottles, paper, etc.) is prohibited. This includes evening events.
7. Obey entrance and exit signs and speed zones. Students shall leave the parking area by way of Shioc Street.
8. Snowmobiling is prohibited at all times.
9. The nonrefundable rental fee of \$20 per year must be paid prior to parking your motor vehicle at school.
10. Vehicle(s) must be registered in the high school office at which time a parking permit is issued and parking space assigned. The vehicle must be parked so the permit is clearly visible. Changes in vehicles driven to school must be made in the high school office any time a different vehicle is parked in the school parking lot.
11. Students are reminded that the possession of guns or other weapons, ammunition, drugs, alcohol tobacco products or any illegal objects is prohibited at all times on school grounds. This includes any vehicle that the student has driven onto school ground. Objects left in a student's vehicle are legally considered to be "in their possession."

## SCHOOL BUS RULES

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

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

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

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

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

- Follow all directions given by the bus driver.
- Assist in keeping the bus safe and clean at all times.
- Refrain from loud talking and excessive noise which could distract the driver.
- Make restitution for damaged bus seats or any other school property.
- Remain in their seats at all times when the bus is in motion.
- No eating or drinking is allowed on daily bus routes.

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

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

The School District of Bonduel allows the use of video cameras on school buses for the primary purpose of reducing disciplinary problems and vandalism. The use of the camera allows the driver to focus on driving the bus, providing for safer transportation of the students.

## **BUS STOPS**

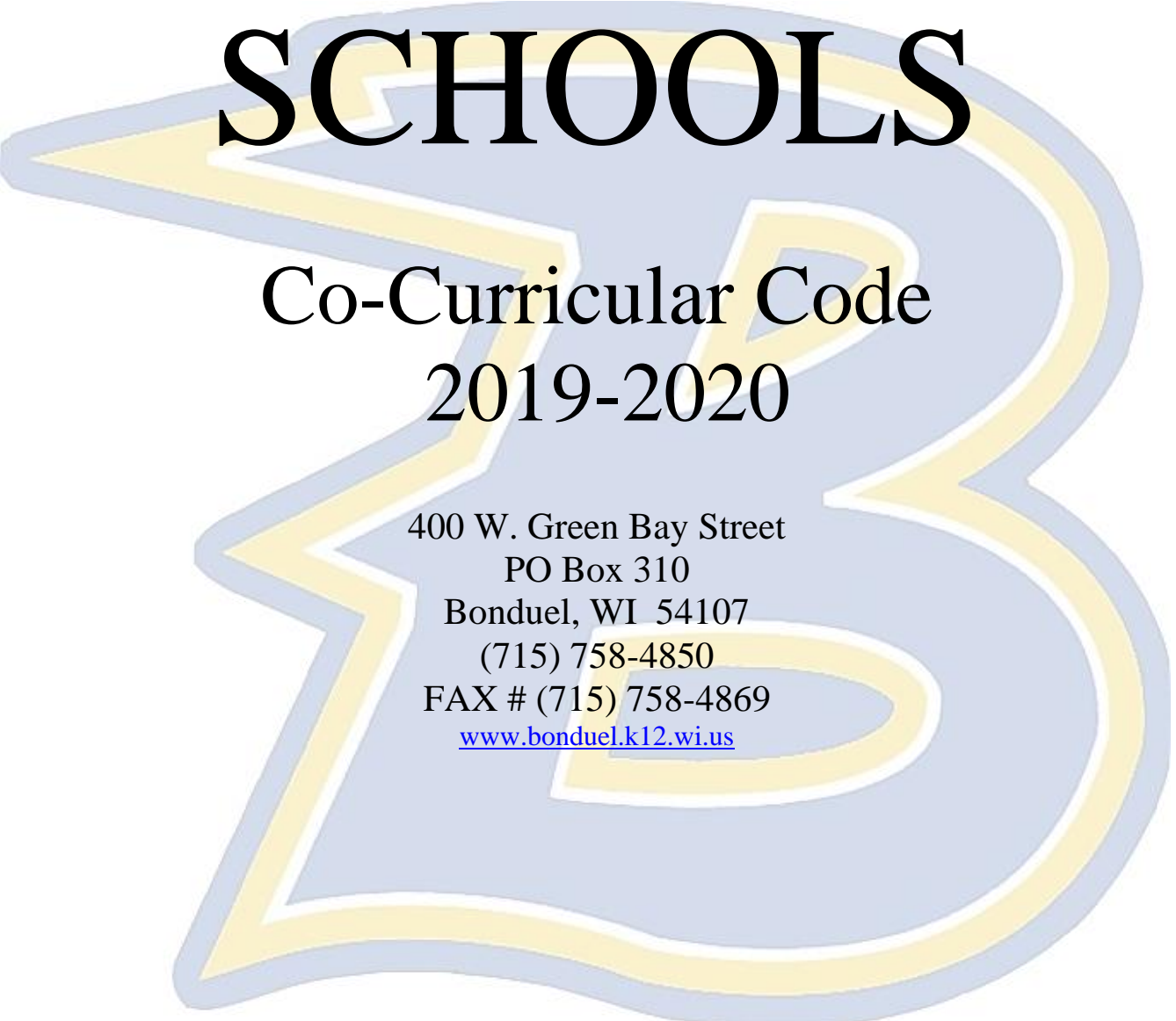
Parents and students need to understand that even though there is no direct supervision provided at the school bus stops, students are still to follow the student code of conduct. Misconduct will be investigated by school administration.

## **VEHICLE SEARCH**

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

## APPENDIX

# BONDUEL SCHOOLS

A large, stylized letter 'B' logo is centered on the page. The 'B' is filled with a light blue color and has a thick yellow outline. The logo is positioned behind the main title and subtitle text.

Co-Curricular Code  
2019-2020

400 W. Green Bay Street  
PO Box 310  
Bonduel, WI 54107  
(715) 758-4850  
FAX # (715) 758-4869  
[www.bonduel.k12.wi.us](http://www.bonduel.k12.wi.us)

# **SCHOOL DISTRICT OF BONDUEL GRADES 6-12 CO-CURRICULAR HANDBOOK 2019-2020**

## **Mission Statement**

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

## **Belief Statements**

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

## **Philosophy**

The Bonduel School Co-Curricular program is established to provide beneficial experiences for those who participate in school activities. The co-curricular program's basic function is to help build respectable and responsible young men and women. At Bonduel, we believe that students must be willing to accept reasonable rules and regulations or be willing to accept the consequences for not doing so. The co-curricular policies are based on this philosophy. The athletic policies are closely aligned with the regulations set forth by the Wisconsin Interscholastic Athletic Association, Central Wisconsin Conference, and the School District of Bonduel.

## **BONDUEL SCHOOL DISTRICT CO-CURRICULAR CODE**

### **A. Purpose:**

The main purpose of the Co-Curricular Code is to establish a uniform code of conduct for the School District of Bonduel students involved in co-curricular activities. Any co-curricular activity in which the School District of Bonduel is represented will be considered an activity under this code.

### **B. To the student:**

The activities program is an important part of your school experience. Co-curricular activities provide new opportunities and experiences, and help you develop your interests and skills. When you decide to participate in any co-curricular activity, you agree to meet certain responsibilities. Your greatest responsibility is to be a credit to yourself, your parents, school and community. Therefore, it is required that you:

- 1. Display proper respect for fellow students, support staff, teachers, and officials.**
- 2. Display outstanding sportsmanship/behavior.**

Participation in co-curricular activities is a privilege extended to all students in the School District of Bonduel. This co-curricular code will be in effect from the moment it is signed until the conclusion of the high school career. Act with integrity, act with class.

### **C. To the parents:**

Having a positive relationship with parents is vital to achieving success. With this being said, it is the responsibility of the parent to:

1. Understand that there is no inherent right to be involved in co-curricular activities and that the coach/advisor alone will determine who participates and how much.
2. Understand they are entrusting the coach/advisor with their child and that the coach/advisor will act in the best interests of all the students involved in the particular activity.
3. Understand that it is inappropriate to confront a coach/advisor at any time and such behavior will not be tolerated. A meeting with a coach/advisor may be set up by a parent within 48 hours after an incident of concern.
4. Understand that following are not acceptable and will not be tolerated:
  - a. Making derogatory comments about coaches, officials, players, or others.
  - b. Swearing.
  - c. Attending a co-curricular event while under the influence of alcohol or other drugs.
  - d. Being offensive in any manner.

If a parent violates this code, the following actions may be taken by the School District of Bonduel:

1. A written or verbal warning.
2. Removal from the premises.
3. The prohibition of contact with the team.
4. Legal proceedings.

# Athletic Program and Activities Offered

## A. Objectives of Co-Curricular Activity Participation:

The co-curricular activity program is an important part of the educational experience. It provides certain opportunities for learning experiences difficult to duplicate in regular school activities.

Some objectives of co-curricular activities are:

1. To teach attitudes of responsibility and cooperation.
2. To help students realize that participation is a privilege with accompanying responsibilities.
3. To help students learn good habits of health, hygiene, and safety.
4. To provide opportunities for lasting friendships, both with teammates and opponents.
5. To provide opportunities to exemplify and observe good sportsmanship.
6. To provide activities that create school and community pride.
7. To provide activities for learning self-discipline, loyalty, team play, personal and organization pride, respect for others, and the will to be successful.
8. To place the unit, team, squad, class, and school above personal desires.

## B. Athletic Awards:

### a. Description:

Athletic awards are given based on participation, loyalty, cooperation and performance. At the varsity level, a student athlete may receive an athletic letter if he/she meets the criteria set down by his/her coach. All of our varsity coaches have established the criteria necessary for receiving an athletic award. Each sport has its own standards and each coach has the right to deviate from these standards in special cases. Athletes performing at sub-varsity, high school levels are eligible to receive awards upon completion of their season.

### b. Procedure

Certificate: Given following each season of participation in a sport

Letter: Given following first year lettering in any sport

Sports Pin: Given following the first season of lettering in the sport

2-year bar: Given following the second, third, and fourth season of lettering in the sport

Captain Pin: Given to captains

3-Sport Athlete Award: Given to a senior athlete that participated in all sports seasons for all four years of high school.

## ATHLETIC PARTICIPATION FEES

- High School - \$30 fee per sport; max \$60 per year. Waivers may be applied to reduce the fee to \$15 per sport with a max of \$30 per year.
- Middle School - \$20 fee per sport; max of \$40 per year. Waivers may be applied to reduce the fee to \$10 per sport with a max of \$20 per year.
- Family Max – to help alleviate the cost for those families with multiple children in MS/HS athletics there will be a max of \$160 per family per year.

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



## ATHLETIC WAIVERS/PAYMENT PLAN

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

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

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

## **SPORTS OFFERED**

### **Category 1**

Interscholastic athletics are governed by the Wisconsin Interscholastic Athletic Association (WIAA), the Central Wisconsin Conference, and the School District of Bonduel Co-Curricular code.

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Volleyball 7-12	Basketball 7-12 boys and girls	Softball 9-12
Football 7-12	Wrestling 6-12	Baseball 9-12
Cross Country 6-12	Boys Hockey 9-12*	Boys Golf 9-12
Girls Golf 9-12		Track 6-12
Girls Swim and Dive 9-12*		
Dance/Cheer 9-12**		

\*Co-op with Shawano (non-contact)

\*\*Dance is a non-WIAA sponsored sport

\*\*Note: There may be other co-curricular activities not listed due to reinstatement and/or creation. ALL school sponsored activities approved by administration must abide by the activity code.

## **CLUBS AND ORGANIZATION ACTIVITIES**

### **Category 2**

These activities that are governed by the same code requirements as interscholastic athletics.

#### **A. Career and Technical Service Organization (CTSO) Activities**

Future Farmers of America (FFA)	Future Business Leaders of America (FBLA)	Skills USA	
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## B. Co-Curricular Activities

Art Club	Camera Club	National Honor Society	Student Council
Forensics	Musical/Drama	Quiz Bowl	Gamers Club
Trap Shooting	IMPACT Club	Pep Club	Flags/Color Guard
Yearbook	Show Choir	Math Club	Science Club
Class Officers	Pep Band	Spanish Club	LINK
Students Against Destructive Decisions (SADD)	Freshman Class Functions	Sophomore Class Functions	Junior Class Functions
Senior Class Functions			

### One Time (Limited Time) Activities Category 3

These activities are one-time activities or activities that have a limited duration

Badger State Elections	Homecoming Court	Youth Government Day
Band/Choir Trip	Prom Court	Class Trip
Business World		

## Eligibility Requirements

The rules of eligibility are established by the Wisconsin Interscholastic Athletic Association (WIAA) and are supplemented with School District of Bonduel rules. (Note: A complete list of WIAA guidelines and procedures for review are available in the High School Office upon request or by visiting <https://www.wiaawi.org/Portals/0/PDF/Eligibility/eligibilityinfoform.pdf>).

1. Full time enrollment in the School District of Bonduel
2. A current physical exam form or alternate year card to participate in physical co-curricular activities as determined by a licensed physician. The physical exam form must be completed every other year, with April 1st as the earliest day of examination. The alternate year card with parent or guardian signature is used in the second year.
3. Parental/Guardian attendance at co-curricular code meeting or passing the online test.
4. A signed student and parent/co-curricular code of conduct contract, concussion Parent & Athlete Agreement, and WIAA rules of eligibility sign-off form, if applicable.

### WIAA Guidelines for Athletic Participation

1. An athlete must meet school and DPI requirements defining a full-time student.
2. An athlete must remain in good academic standings in order to compete in any sport.
3. An athlete must be an amateur in all recognized sports of the WIAA in order to compete in any sport.
4. An athlete may not receive reimbursement for play in the form of salary, cash or merchandise.
5. An athlete may not accept merchandise awards such as jackets, sweaters, watches, rings, etc.
6. An athlete may not permit the use of his/her name, picture, or personal appearance, as an athlete, in the promoting of any commercial endeavor.
7. An athlete may not play in a contest under a name other than his/her own.

8. An athlete may compete in not more than 2 non-school competitions with school approval.
9. An athlete shall be suspended from interscholastic athletics (competition) for acts at any time (including summer involving buying, selling, use and/or possession of alcohol, tobacco, or other drugs).
10. An athlete may not compete if he/she becomes nineteen before August 1 of any school year.

### **Multi-Sport Participation**

The Central Wisconsin Conference and Bonduel Board of Education will allow multi-sport participation if a contract is on file with the athletic director by the first scheduled contest. The athlete must participate in at least one (1) regular season event in each secondary sport so that they are eligible to participate in the conference tournament in that sport.

## **REGULATIONS FOR CO-CURRICULAR ACTIVITY PARTICIPATION**

### **Social Behavior and Conduct**

A student is covered by the Code from the time he/she begins his/her involvement with the co-curricular program until the conclusion of his/her high school co-curricular activity career (including summer months). The student is expected to follow all school rules and to display high standards of behavior, including good sportsmanship, respect for others, and use of appropriate language and dress at all times. A teacher may refer a participant to the appropriate coach/advisor when the teacher believes that the participant's school conduct is disruptive and undesirable (gross insubordination, endangerment of health and safety, etc.). The coach/advisor shall define the consequences for poor student conduct in writing prior to the start of the season. This will be kept on file with the athletic director. Consequences may include suspension from participation. Coaches may add or adjust consequences, as each incident is a different situation.

The student shall be encouraged to seek help through the guidance department or the student assistance program (SAP) whenever personal problems may be affecting student conduct.

Rules are established for the best interests of participants and the school. The participant who complies with those rules demonstrates a desire to dedicate him or herself to self-improvement as well as to enhance the best interests of fellow teammates, coach/advisor, and school. Rules must be observed by all participants throughout the year including when the particular activity is not in season.

Rules of conduct are in effect for the calendar year. Rules are in effect whether or not a student is a participant in an activity at the time of any code infractions. All code penalties are superseded by the Bonduel School District's policy which specifies penalties dealing with students who sell, possess, exchange, distribute, or illegally use alcohol, tobacco, or drugs on school premises or at any school related activity. A participant suspended or expelled from school shall be barred from participation in co-curricular activities during that period of time. However, if the suspension/expulsion is a shorter period of time than the co-curricular code dictates, the code penalty shall prevail.

If any of the acts identified in this code result in the student being suspended for one or more WIAA tournament competitions, the minimum penalty is immediate disqualification of the student for the remainder of the total tournament series in that sport.

A participant must refrain from any conduct at any time that would reflect unfavorably on him/her or the school. Conduct, which would reflect unfavorably on a participant or on the school includes but is not limited to the following:

- A. Drug Abuse**
- B. Use, possession, or purchase of alcoholic beverages**
- C. Use or possession of tobacco in any form, including e and vapor cigarettes (Board Policy 5512)**
- D. Profanity or obscene gestures.**
- E. Insubordination while involved in any activity**
- F. A criminal offense or violation of an ordinance having statutory counterpart**
- G. Acts of vandalism**
- H. Knowingly present where alcohol is being consumed illegally i.e.: persons under the age of 21**
- I. Knowingly in the presence of illegal drugs**
- J. Unsportsmanlike conduct**
- K. Curfew, if any, determined by the coach/advisor of an activity**
- L. School rules violation-per student handbook (i.e. fighting, bullying, harassment, etc.)**

#### **A. Academic Eligibility**

Eligibility requirements shall commence upon initial enrollment in the first co-curricular activity. In order to be academically eligible for co-curricular activities, a student must satisfy District and DPI requirements defining a full-time student.

1. Any student who receives a deficiency slip indicating failure during the most recent grading period will be ineligible for the WIAA required 15 scheduled school days.
  - a. Most recent grading periods are defined as 1<sup>st</sup> quarter, 1<sup>st</sup> semester, 3<sup>rd</sup> quarter, 2<sup>nd</sup> semester.
2. If a student passes both quarters, but fails the semester, the semester grade will be used.
3. If a student receives an F during 4th quarter or 2nd semester, they will be ineligible for 21 days from the first scheduled game/meet for fall athletics.
  - a. A student may regain eligibility following the fourth quarter grading period through summer school courses for credit towards graduation. The Bonduel School District Principal/Athletic Director must approve all courses.
4. After this time, the student will be monitored weekly until the first evaluation period.
5. The student will be responsible for providing the Athletic Director an update each week from day 21 until the first evaluation period of the student's grades.
6. If at any time during this probation period, the student has an F on their grade report they will be ineligible until the first evaluation period.
7. The coach/advisor/athletic director will inform the student and parent of the ineligibility to prevent the student from participating while ineligible.
  - a. Each student and his/her parents/legal guardians are responsible for knowing and understanding when he/she is ineligible. i.e.: A student is told by his/her teacher(s) he/she is failing for the quarter, he/she should be aware that he/she is ineligible. i.e.: A parent sees a failing grade on their child's report card; they should know their child is ineligible.
  - b. Each teacher is responsible for providing the office with a list of students who failed his/her class for the quarter.
  - c. If the principal/athletic director fails to notify the ineligible, the participant will become ineligible as soon as he/she is notified. Timely notification is meant to help the student when possible and will not be used to overturn a finding of ineligibility.

- d. Participants will inform and demonstrate to the coach that his/her eligibility has been restored with written evidence as provided by teachers of the class(es) in question.
8. During the period of ineligibility, the student will participate in practice but not in games/contests or performances.

## **B. Transportation**

All students are expected to travel to and from contests and other school functions via school transportation. However, a student may travel home with his/her parents/legal guardian, provided the parent/legal guardian filled out a "Parent/Guardian Travel Release" form on the date of the event and it is on file with the High School Office. Students may also ride home with a non-parent/legal guardian, provided the parent/legal guardian has filled out the "Non-Parent/Guardian Travel Release" form on the date of the event and it is on file with the High School Office. The coach/advisor may accept or deny this request at their discretion. Students are NOT permitted to ride home with another student, sibling, or any other person under the age of 18.

Forms may be found on the school website under "Parent Forms" or by contacting the High School Office.

## **C. School Attendance**

A student must be in school ALL DAY of a scheduled event in order to participate. If the event is on a Saturday, the student must be in school all-day Friday.

Students may not participate in any co-curricular activity during/after school on the same day as an absence. In case of events schedule on non-school days, a student must be in attendance for the last full school day prior to the event. Failure to be in attendance as stated will result in non-participation in all co-curricular events and practices that day. Exceptions to the attendance rule will include the following:

- Absences, which have been excused for a funeral, court appearance, or documented medical appointment.
- Absences in an activity that is related to classroom grade. e.g. field trip
- Discretion of the principal/athletic director.

## **D. Quitting**

A student who quits or is dropped from one activity for disciplinary reasons shall be ineligible to participate in another activity during that season. A student who quits a seasonal co-curricular activity shall be ineligible to participate in another activity during that season unless he/she receives consent from the coach(es)/advisor(s) involved and the athletic director. This does not apply if the activity meets all year or if a student is cut from a team.

A student will not be able to join a co-curricular activity after the season has started if he/she must serve a suspension for a code violation. i.e.: A student, who plays fall and winter sports only and violates the code during the spring sport season, cannot join a spring sport after it has started in order to serve that suspension.

A student (including transfer students) will have to meet a requirement of seven team practices before participating in a contest or event. However, this can be appealed to the athletic director by the coach of that sport.

## **E. Cell Phone Privacy (Board Policy 5136)**

It is the practice of the School District of Bonduel to ensure the privacy of all individuals during the time they occupy locker room facilities at school and during school sponsored events. All cell phones are prohibited from use in any school locker room. If a cell phone is in use, the coach/advisor has the right to confiscate the phone. If compromising photos and/or

inappropriate messages are found to be taken with the phone, it may result in immediate removal from the co-curricular activity and turned over to school administration.

## **F. Social Media**

Everything you post is public information. Any text or photo placed online is completely out of your control the moment it is placed online – even if you limit the access to your site. Information, including pictures, videos, and comments, may be accessible even after you remove it. Once you place a photo or comment on a site it becomes the property of that site and can be retrieved. Like comments made in person, the Bonduel School District will not tolerate disrespectful comments and behavior online, such as:

1. Derogatory language or remarks that may harm a teammate or coach, other students, teachers, athletes, parents, including statements of disrespect for other schools.
2. Incriminating photos or statements depicting violence, hazing, sexual harassment, full or partial nudity, inappropriate gestures, vandalism, stalking, underage drinking, selling, possessing, or using controlled substances, or inappropriate behavior.
3. Creating a serious danger to the safety of others or making a credible threat of serious physical or emotional injury to another person.
4. Indicating knowledge of an unreported code or team violation – regardless if the violation was intentional or unintentional.

Remember that freedom of speech is not unlimited and does not mean freedom from consequence. Protect yourself by maintaining a self-image of which you can be proud.

## **Reporting Procedure**

Reporting can be done by a person who witnessed the offense and who signs the violation report or picture. It can be completed through an investigation of information received by school district personnel and/or an official police report. Code violations more than 90 days past will not be considered.

## **Penalties for Code of Conduct Violations**

Failure to abide by established rules result in withdrawal of the privilege to participate. For any violation, the following guidelines are established setting the minimum penalty that shall be imposed. The District expressly reserves the right to impose a penalty it deems appropriate for each individual situation and case. Code violations are cumulative during a student's high school career unless otherwise stated. For example, a first offense in alcohol would cause a second penalty offense for the second violation, even if it is not alcohol. In both athletics and academics, punishments will run concurrent (same time).

**Penalties** will be applied as follows:

1. If an individual is involved in a Category 1 activity during the school year, the penalty will be applied during that activity.
2. If an individual is not involved in a Category 1 activity during the school year, the penalty will be applied in the next level of activity the individual is involved in (i.e.: Category 2).
3. If an individual is not involved in a Category 1 or 2 activity during the school year, the penalty will be applied in the next level of activity the individual is involved in (i.e.: Category 3).

## **Category 1 and 2 Penalties:**

**First Violation:** The student will miss 20% of contests/events of the season. Percentage of individual contests/events will be rounded off (.5 or more equals one missed event). Penalties carry over to subsequent cocurricular activities (carries over to the next event participant is in). The student must follow through with all recommendations of the principal or athletic director. Verification of follow through will be required. Failure to follow through will result in ineligibility until all recommendations are completed. A student may not join an activity once he or she has begun to serve out the penalty for the purpose of serving a penalty.

If the violation is for an illegal substance, a student can reduce the penalty as follows (20% to 10%) if the student:

1. Agrees to a drug and alcohol assessment to be done by a licensed Drug and Alcohol Counselor and meets with the counselor to review the results.
2. Follows all recommendations for follow-up treatment made by the licensed Drug and Alcohol Counselor

A receipt indicating that you have signed up for the class needs to be brought to the high school office before the penalty is reduced. After the course has been completed, proper documentation needs to be brought to the high school office. Failure to complete the course will result in ineligibility until all recommendations are completed. All costs associated with the assessment are the responsibility of the parent/guardian.

**Second Violation:** The student will miss 50% of contests/events of the season. Percentage of individual contest/events will be rounded off (.5 or more equals one missed event). Penalties carry over to subsequent cocurricular activities. If both first and second violations are related to illegal substances, the student must complete an alcohol and other drug abuse (AODA) assessment or any other treatment deemed necessary by the District approved community agency or follow through with all subsequent recommendations. Failure to follow through will result in ineligibility until all recommendations are completed. Any student 18 years or older still needs to have a parent/legal guardian attend and complete the class/assessment. The cost of the assessment is the responsibility of the parent/guardian.

After the course has been completed, proper documentation needs to be brought to the high school office. This will include a signed release from the assessment, in addition to all the recommendations the assessment provided. Failure to complete the course will result in the ineligibility until all recommendations are completed. Following the assessment, the student will meet with the athletic director and/or administrator to discuss what was learned from the experience. If the athletic director and/or administrator determines that a written reflection is needed the student-athlete will provide one.

**Third Violation:** The student will be ineligible for the remainder of his/her high school career.

## **Disruption/Detrimental and/or Discriminative Conduct**

Infractions may include but are not limited to: school suspensions, theft, use or possession of drugs, criminal offense, vandalism, violence, threats of violence, hazing, harassment, bullying, cyberbullying, disrespectful/defiant attitude, acts of aggression, willful damage to property, cheating, plagiarizing, inappropriate electronic communication devices use (ECD's), internet activity (in and

out of school), etc. The school district may act upon police referrals if evidence presented violates the Activity Code.

Activity suspensions may be decided by the Activities Director, Administration, and/or with the help of an Activities Council created by the administration. Each case will be based upon the severity of the offense.

### **Category 3 Penalties (One-time activities):**

**First Violation:** The participant will be suspended from all “one time” activities for a period of one calendar year, commencing on the date of determination of the violation.

**Second Violation:** The participant will be suspended for all “one time” activities for the remainder of his/her high school career.

### **Special Notes**

The above-suggested penalties are recommendations. The Administration expressly reserves the right to impose a penalty it deems appropriate for each individual situation and case.

- During a period of suspension, may practice. The student may be required to attend all practices and team functions to maintain his/her status as a team member, as determined by the coach/advisor.
- Student-athletes who are ineligible are not allowed to dress/suit up for games.
- The period of ineligibility is not affected by any athletic injury. For example, if an athlete would not be able to physically play in a contest the length of suspension is in no form lengthened.
- If a student is participating in more than one co-curricular activity at a time, the full consequence will apply to each activity.
- A student who participates in non-athletic co-curricular activities where there are no competitive contests will be suspended from a percentage of the regular activities that follow the violation if the violation occurs while the activities are active/in-season.
- Co-curricular athletic participants will be suspended during their current sport season, next sport season, or combination thereof: whichever is applicable. Penalties will carry into subsequent school years if necessary.
- These penalties will accumulate throughout the student’s high school career. Violations, which occur during middle school, will not count as accumulated violations in high school. However, suspensions not completed during middle school will be completed at the start of participation in high school events.
- Students who violate the code will be ineligible for any special awards during the season of participation or any season in which the suspension is served. No student with a code violation may be nominated for any special end of the season team award. This shall include, but not limited to, MVP, MIP, captain or coaches’ award, etc.



## **Appeal Process**

Due process outlines the procedure if a student involved feels a wrong decision has been made. The due process steps are used to appeal decisions related to eligibility. There will be no stay of penalties during the appeal process. The provisions outlined shall be the sole and exclusive remedy for appeal.

**Step 1:** After a ruling by the Athletic Director that results in suspension of the student, the student, parents, or guardians may appeal the decision in writing to the Principal provided the appeal is received within five (5) school days from the first date of ineligibility.

- a. If the student has admitted to the violation, the penalty shall be enforced immediately
- b. If the student denies the violation, the penalty shall be enforced pending the result of the appeals hearing
- c. If the student/parent continues the appeal process to the school board, the penalty would continue throughout the appeal process

**Step 2:** The Principal, within five (5) school days of receipt of such written appeal, shall set a date for a hearing with the Athletic/Activity Council.

- a. The student will be provided with an opportunity to testify and present evidence at the hearing
- b. The student's parent(s) or guardian(s) will be provided with an opportunity to testify and present evidence
- c. The proceedings of the hearing, including the decision, will be put in writing, and a copy of these proceedings will be mailed to the student and his/her parents or guardians

**Step 3:** If the student, parent(s), or guardian(s) are not satisfied with the decision of the Athletic Council, a second hearing may be requested before the school board. The district administrator must receive, in writing, a request for such a hearing within five (5) school days of the mailing of the initial hearing outcome.

- a. The provisions of Step 2 shall apply

## **Activity Council**

The Activity Council shall consist of an administrator, athletic director, one coach, one advisor, and the school counselor. Members of the council shall be appointed by the district administrator prior to July 1<sup>st</sup> of the year in which they are to serve.

- a. A coach and/or advisor may not serve on the council when the decision being made affects one of his/her participants. In such an event, the district administrator shall appoint a replacement
- b. The entire council will evaluate all evidence and shall arrive at a decision by majority rule. Secret ballots will be used to make all decisions

## **Athletic Injuries and their Care**

### **A. Potential Dangers in Athletic Participation**

Parents and student athletes should fully understand and appreciate the risk or serious personal injury associated with participation in the educational sport's program provided by Bonduel School District. Participation in school activities involves flying objects, swift movement of bodies, which many times are airborne, and unavoidable collisions. Athletic activities are hazardous and taking part in such activities is a calculated risk by the student athlete and parents. It is also understandable, that for many young adults, the potential benefits exceed the potential hazards. The very element of a calculated risk makes the participation a stimulating adventure and satisfies the student athlete's desires for competition, strenuous effort, and creative activity.

Reducing injuries to a minimum without subtraction from this adventure is a continuous goal of our coach/advisor staff and administrative staff.

### **B. Injuries**

1. All injuries must be reported to the supervising coach immediately.
2. In case of an emergency, student athletes will be taken to the nearest hospital. All student athlete's emergency contact information will be in possession of the coach.
3. If a student athlete consults a physician regarding an injury, a Doctor's Certificate must be signed and turned in before the student athlete returns to competition.

### **C. Athletic Trainer**

Bonduel School District contracts with Bellin Health. A Bellin Trainer will be in school on a weekly basis to work with injured student athletes.

### **D. Insurance**

Parents/guardians are strongly urged to secure insurance coverage for students participating in cocurricular athletics. The Bonduel School District does not provide insurance coverage; this includes any emergency vehicles needed to transport a student to a medical facility for treatment. All medical costs that could occur from such conveyance and subsequent treatment are the sole responsibility of the parent(s)/guardian(s). The Bonduel School District will assume no liability for the cost of said conveyance or treatment.

### **E. Reporting Injuries**

Both the supervising teacher/coach and the injured student must make a full report of the injury as soon as possible to the High School Office.

## **BONDUEL ATHLETIC COMMUNICATION PLAN**

### **Parent/Coach Communication plan**

Parenting, coaching, and advising are difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

### **Communication a parent/guardian should expect from a coach:**

1. The expectations the coach has for your child as well as the players on the team.
2. Locations and times of all practices and games.
3. Team requirements.
4. Discipline that may result in the denial of your child's participation.

### **Appropriate concerns to discuss with coaches:**

1. Situations involving your child (**not** other student-athletes).
2. Ways to help your child improve.
3. Your child's attitude, work ethic, and eligibility.
4. Concerns about your child's behavior

## **Procedures to follow if there is a concern to discuss with a coach:**

**Step 1.** Your child should speak to the coach about an issue, before you intervene. This will help our Student-Athletes grow into young adults.

**Step 2.** Contact the coach to set up an appointment. If the coach cannot be reached, contact the athletic director. They will assist you in arranging a meeting. \*Please do not confront a coach before or after a game or practice. Meeting of this nature normally do not assist in creating a resolution to the situation.

**Step 3.** If a meeting with the coach did not provide a satisfactory resolution, call to schedule an appointment with the athletic director to discuss the situation. The AD will only intervene if the issue has already been discussed with the coach.

**Step 4.** If a meeting with the athletic director did not provide a satisfactory resolution, call to schedule an appointment with the principal to discuss the situation. The principal will only intervene if the issue has already been discussed with the athletic director.

## **WIAA PARENTAL GUIDE TO SPORTSMANSHIP**

### **Introduction**

This guide was designed to assist parents to evaluate their attitudes about their son and daughter's participation and put them in proper perspective. By doing this, parents can better understand and support the sportsmanship initiatives and guidelines. Our assumption is that we all want what is best for our children.

### **Role of Parents**

As a parent and role model for your student athlete, you have a significant influence on the education and personal growth of your son or daughter. Whether you realize it or not, the support and environment at home, as well as your conduct at interscholastic activities, assists your child in accepting the opportunities and challenges presented in the classroom and during athletic competition with dignity. It is your obligation as a parent to nurture and educate your son or daughter and equip them with the knowledge, wisdom and inner strength to succeed in their lifelong endeavors. That includes setting an appropriate example of how to react in pressure and stress filled situation result in in either positive (win) or negative (loss) outcomes. Your son's or daughter's participation in and attendance at interscholastic athletic activities is a privilege and not a Constitutional right.

### **Chip off the Old Block**

Your attitude and behavior has a major impact on your son or daughter's outlook about academics, athletics and sportsmanship. The sportsmanship you practice will influence them now and throughout their lives.

### **Be Involved; Not Obsessed**

Parents often take an active role in their son's or daughter's athletic participation. An active interest in their child's development and activities is commendable and encouraged, but when parental involvement becomes too demanding and critical, a child's enjoyment in participating is diminished. A U.S. Department of Education report reveals the number one reason boys and girls participate in high school sports is to have fun. In addition, skill development was actually considered a more important aspect of fun than winning, even among the best athletes. The purpose of your involvement with your son's or daughter's participation in athletics should be for their wellbeing, not as an attempt to live vicariously through your child or to fulfill an unfulfilled dream of yours.

## **Exercising Self-Control**

Parents in control of their emotions and attitudes toward their son's or daughter's participation and the circumstances involving that participation are considered ideal program supporters and leaders. Their good sportsmanship reveals character and self-discipline. Unfortunately, the opposite is also true. That may be of no consequence to you, but your actions and behavior reflect back on your son or daughter participating and those associated with you.

## **Are You a Good Sport?**

Forget about peer pressure; forget about your own biases; and forget about what you have seen at other events. No excuse. Nobody is responsible for your actions but you – not the officials, not the coach, not the opponents or their fans, not even the weather. Nor is ignorance to what sportsmanship is an excuse, because we can define it for you now. Sportsmanship is defined as “playing by the established rules of a contest; competing and accepting the result without complaining, gloating or taunting; and cheering in only an enthusiastic and supportive manner that does not disrespect, taunt, distract, ridicule, or attempt to intimidate an opponent, its fans or game officials.”

A good sport is a true leader. As a parent of a student-athlete at our school, your sportsmanship goals and objectives must include:

1. Athletics are a part of the educational experience, and its benefits of participation and involvement go beyond the final score or outcome of the game.
2. Encourage student-athletes to perform to the best of their abilities and efforts, just as we urge them with their class work, realizing someone may turn in better or lesser performances.
3. Participate in positive cheers that encourage our team and discourage any actions that would redirect that focus in a negative or disrespectful nature to anyone.
4. Learn, understand and respect the rules of the game, the officials who administer them and their decisions.
5. Respect the efforts and tasks our coaches face as teacher; and support them as they work to educate our children.
6. Respect our opponents and acknowledge them for striving to do their best with positive cheers or by simply refraining from any negative cheers, actions or disrespect toward them.
7. Maintain a sense of dignity and character under all circumstances.
8. Enjoy your son's or daughter's participation.

## **What is Expected of Me as a Parent?**

Essential elements of character and ethics are embodied in sportsmanship principles, including loyalty, respect, modesty, honesty, trustworthiness, responsibility, self-control, and discipline, and good citizenship. To be a supportive and valued parent fan, we ask you to review and abide by the following sportsmanship goals a guideline.

1. Realize that athletics is part of the educational experience, and the benefits of involvement go beyond results and standings.
2. Encourage your son/daughter and other student athletes to give their best effort, just as you would expect them to do in their class work, with the realization others will often perform better or worse.
3. Extend respect to all those involved with your child's participation in interscholastic activities including game officials, coaches, opposing team and opposing team supporters.
4. Maintain your dignity under any circumstance. Participate in only positive cheers encouraging our teams, discourage cheers or out bursts that redirect that focus and confront those who engage in unsportsmanlike behavior.

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

This policy covers all employees, students, and other users of District technology.

Students agree to adhere to this policy by signing handbook agreements. Employees agree to follow this policy by signing the School District of Bonduel Employee Handbook. All other users must either fill out a technology account application with the Director of Technology or agree to terms in the policy by accepting terms on agreement screen prior to accessing the District network.

The School District of Bonduel is proud of its status as a leader in technology implementation and education. The District offers vast, diverse, and unique resources to students, staff, and community members. The District's goal in providing these services is to promote educational excellence by facilitating resource sharing, innovation, and communication.

## **Technology Defined**

The use of technology, which is defined under this policy as including, but not limited to the use of software, audio and video media, computers (desktops, laptops, tablets, etc.) and hardware peripherals or external devices, network and telecommunications equipment, and video and audio equipment owned or leased by the School District of Bonduel. This policy also governs use of any and all technology used to access network resources (remote access to the network, personal devices used on District owned or leased network resources, personally owned devices using district software), are subject to the terms of this policy.

## **Purpose**

The School District of Bonduel realizes the importance of incorporating technology and the vast resources of the Internet to enhance the curriculum. The District recognizes that as telecommunications and other new technologies shift the ways that information may be accessed, communicated, and transferred by members of society, those changes may also alter instruction and student learning. The District supports access by students and staff to rich information resources along with the development of appropriate skills to analyze and evaluate resources. In today's world, access to and manipulation of information is a critical skill. Staff and students will have available to them age/grade appropriate technological tools necessary to explore the world both from inside and outside the classroom walls.

## **General Responsibilities**

The School District of Bonduel has the capability to monitor use of network resources. Users should not expect that files, data, e-mail, external devices connected to the District network or any other resources stored on or used to connect to district servers or other hardware will be private or confidential.

With these learning tools, all users must understand and practice proper ethical use and security. Use of technology, including the Internet, is a privilege, not a right, which may be revoked at any time for inappropriate conduct.

Internet safety must be exercised at all times by all users. According to the *Children's Internet Protection Act* (CIPA) of 2000, this policy must address:

- Access by minors to inappropriate material on the Internet and World Wide Web
- The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications (i.e. Instant message services, blogs, wiki's, podcasts, IP telephony programs)
- Unauthorized access, including so-called "hacking" and other unlawful activities by minors online
- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors
- Measures designed to restrict minors' access to materials harmful to minors

On October 10, 2008 congress passed S. 1492: Broadband Data Improvement Act (iii) which requires elementary and secondary schools with computer access to the Internet to educate minors about appropriate

online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

The School District of Bonduel will make reasonable efforts to block, filter and monitor access to visual depictions that are obscene, child pornography, harmful to minors, or that the School District of Bonduel determines is inappropriate for minors.

All users (students and adults) are required to report any sites that contain inappropriate materials or materials harmful to minors. This information is to be reported by a student to the supervisor in charge or if a staff member, to the District Technology Director. This would include any text, audio segment, picture, image, graphic image file, or other visual depiction that--

- Takes as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion
- 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 or perverted sexual acts, or a lewd exhibition of the genitals
- Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

***It is the responsibility of all instructors/employees to properly inform students/staff under their charge of this policy and to see that the policy is strictly enforced.***

**Acceptable Uses:**

*Examples of appropriate conduct include but are not limited to:*

- Use consistent with the mission of the School District of Bonduel
- Use of technology, including the Internet, for Board approved curriculum-related activities
- Use that encourages efficient, cooperative and creative methods to perform the user's job duties or educational tasks
- Use in support of research and education
- To provide unique resources to and collaborative projects with Board approved educational partners or administrator approval.
- Use to communicate with and between students, staff, parents, and other stakeholders to support and enhance the learning environment
- Use only accounts, usernames, and passwords that are assigned to you
- Your right to free speech applies to your communication on the Internet. The District Network and all related resources are considered a limited forum, similar to the school newspaper, and therefore the District may lawfully restrict your speech for valid educational reasons. This includes school provided email accounts.
- Use of district-approved external storage devices (digital lockers, flash drives, etc.) for curriculum-related electronic information transfers (documents, images, video, etc.)
- All other uses must be approved by the administrator in charge, if an employee; or the teacher in charge, if a student

**Unacceptable Uses:**

*Examples of inappropriate conduct include but are not limited to:*

- Use of personal or District owned or leased technology, including the Internet, for anything but Board approved curriculum-related activities or other approved uses.
- Use of technology for a commercial, political, or profit making enterprise, except as specifically agreed to with the District
- Accessing or distributing inappropriate material (i.e. obscene, abusive, threatening, harassing (religious, sexual, racial), or any material specifically prohibited by federal, state, or local law)
- Send, display, or store (on district servers or district-provided digital storage) offensive messages or pictures, pornography, email, etc.
- Use obscene language
- Use of technology to harass, bully, insult, or attack others
- Use of the Internet for unlawful or malicious activities
- Intentionally attempting to or successfully bypassing filtering software while using District technology or the District's network
- Breaching security by sharing and/or using unauthorized passwords or working from network or web-based accounts not assigned to you
- Activities that could cause congestion and disruption of networks and systems

- Deliberate destruction or diminishment in value or effectiveness of any technology system or information. Any cost to repair deliberately damaged technology will be the responsibility of those causing the damage
- Attempt to illegally access, alter, or delete files, data, information, or accounts
- Misrepresentation of oneself; attempting to gain unauthorized access including attempting to log in through another person's account or access another person's files
- Use of unauthorized software, hardware, printers, using district technology or printing non-school-related materials using District technology
- Behavior in violation of district policy or regulations, copyright laws, state statutes, or federal laws
- Student users will not post personal contact information about themselves or others on the Internet or World Wide Web including: last name, address, e-mail address, telephone number, social security number, personal photograph
- Load software, programs or other media on District owned hardware

\*\*If you are not sure if an action is permissible, contact a teacher or supervisor for clarification.\*\*

**Additional User Responsibilities:**

- All users will promptly disclose to their teacher or supervisor any network communication they receive that is inappropriate or makes them feel uncomfortable
- All users are responsible for the activity recorded to their network accounts and bear responsibility for actions that occurred as a result of sharing of account information
- All users are responsible for notifying the staff member in charge who must then report to the Director of Technology when they believe a breach of security or other violation of this policy has occurred

**Additional Considerations for Technology Use Beyond School Buildings:**

- This policy covers use of all district technology both on and off of school grounds
- Filtering and monitoring software can be installed on District owned technology and activity off-site is subject to this filtering and monitoring
- While filtering software may be installed on District owned technology, no filter provides the level of supervision an adult can provide. Parent(s)/guardian(s) should always monitor minor students using technology
- While this policy does not cover privately owned technology used off-campus, users should be aware that cyberbullying and other inappropriate activities conducted off school grounds using private technology can still be consequence at school if they create a substantial disturbance at school

**Consequences:**

Student User violations will be handled by building administrators in accordance with school disciplinary procedures identified in the student handbooks. Policy violations can result in action up to and including limitations or revocation of technology privileges, suspension, and even expulsion. In all cases, restitution for intentional damages will be assessed.

Employee violations of the TAUP policy will be handled in accordance with the disciplinary procedures identified in the collective bargaining agreements. Policy violation may result in appropriate disciplinary action up to and including written reprimand, suspension without pay, and possible discharge.

**The District Administrator will issue and review penalties regarding employee violations. In all cases, restitution for damages will be assessed.**

## Dispensing and Administering Medication

When dispensing and administering medication the following criteria must be met:

1. Written/faxed orders and instructions from the student's physician must be provided detailing:
  - a. student's name, address, phone #
  - b. name of medication
  - c. reason for the medication
  - d. dosage
  - e. frequency / time of administration
  - f. mode / method of administration
  - g. directions / special considerations
  - h. start and end date for administration
  - i. any reactions to be noted
  - j. date form signed

If no receipt of written doctor's orders is on file at the time prescribed medication administration is to begin – the nurse serving the school shall obtain telephone orders from the physician.

2. Written permission by parent or guardian must be provided authorizing school district personnel to carry out the physician's orders and instructions.
3. The prescription medication must be sent in a container properly labeled by pharmacist or physician including student's name, name of drug, dosage, frequency / time of administration, mode / method of administration, directions, and date of expiration. Over the counter / nonprescription medication should have the manufacturer's label identifying medication, its ingredients, dosing recommendations, possible drug interactions and / or warnings in addition to the student's name printed on container whenever possible.
4. Only authorized staff that have completed the DPI approved medication training, will perform these tasks.
5. All medicine must be stored in a secure area in the building.
6. School nurses may legally delegate, train, monitor, and supervise staff in administering non-oral medications if staff is willing and able to accept the delegation.
7. School personnel may administer emergency medications (see #4 and #6 above) including epinephrine auto injector to any pupil or staff member who appears to be experiencing a severe allergic reaction and glucagon to any pupil who is a known diabetic who appears to be experiencing a severe low blood sugar event and must call 911 as soon as practicable.



8. In no event should long term use and/or does other than those recommended of non-prescription medications or herbal treatments be given without following all of the criteria set forth in 1-6 above. If nonprescription medication is given only occasionally, criteria 2-6 must be followed.
9. Building principals will authorize and designate who shall dispense medication in their building.
10. The attached form letter and Medication Authorization and Instruction Form will be used to implement this policy
11. A record will be kept of all medications / doses administered to a student. The student medication log, parental consent, and physician's orders may be kept in a medication binder for documentation convenience. At the end of the year the completed consents and logs will be maintained in the student's health record.
12. In the event of a medication error, the person who administered the medication should immediately complete a medication incident report must be completed and maintained in the student's health record. (attached)
13. Reliable, older students may be permitted to carry and self administer such medications as bronchial inhalers, epinephrine auto injectors, or insulin, provided parent/guardian and physician authorization forms are on file.

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