

Bloomer High School

Own Today, Succeed Tomorrow!



Student Handbook 2019 – 2020

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Principal

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Challenge Empower Achieve

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BELL SCHEDULES

Period	REGULAR SCHEDULE (M-W- F)	Period	ADVISEE SCHEDULE (T – R)
1	8:04 – 9:12	1	8:04 – 9:04
2	9:16 – 10:24	2	9:08 – 10:08
3	10:28 – 11:36	Advisee	10:12 – 10:36
Lunch	11:36 – 12:08	3	10:40 – 11:40
4	12:12 – 1:18	Lunch	11:40 – 12:12
5	1:22 – 2:28	4	12:16 – 1:20
Resource	2:32 – 3:24	5	1:24 – 2:28
		Resource	2:32 – 3:24

School District of Bloomer Mission Statement

In partnership with the community and its students, the School District of Bloomer is committed to excellence by empowering and challenging all students to achieve their potential as life-long learners in an ever-changing global society.

Vision

Challenge – Empower – Achieve

Challenge all students through high-quality instruction based on rigorous learning targets and expectations.

Empower all students to develop resiliency, self-awareness, and a sense of purpose.

Achieve a culture of excellence and high levels of learning for all.

We Believe That:

1. A partnership among community, parents/guardians, and school is essential to a quality education.
2. Teamwork and communication are essential skills.
3. Every child deserves an excellent education.
4. All individuals can learn.
5. Individual needs are met and growth is achieved by providing a variety of opportunities to develop talents and strengths.
6. Schools help develop individuals of character.
7. All individuals have value and should be treated with respect.
8. Critical and creative thinking are essential to adapting to an ever-changing global and technological society.
9. Learning should be a fulfilling, life-long experience.
10. All individuals have a right to a safe, welcoming environment.
11. All individuals are responsible for their actions.
12. Taking pride in school facilities enhances school climate.
13. Setting high goals promotes excellence.

Bloomer High School Mantra = Own Today, Succeed Tomorrow!

STUDENT ATTENDANCE ADMINISTRATIVE PROCEDURES

ATTENDANCE AND EXCUSES

The Principal or Assistant Principal will serve as the school attendance officer for each school in the district and deal with all matters relating to school attendance and truancy.

Each school shall determine daily which students enrolled in the school are absent from school and whether that absence is excused in accordance with Board policy and established procedures.

All children between the ages of six (6) and 18 years, except as provided by law and the policies herein, shall attend school regularly during the full period and hours that school is in session until the end of the school year in which the student becomes 18 years of age.

"Truancy" shall be defined as any absence of part or all of one or more school days during which the school attendance officer or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law. Habitual truancy is defined as a student who is absent from school without an acceptable excuse for all or part of five (5) or more days on which school is held during a school semester.

EXCUSED ABSENCES

The school attendance officer is empowered to approve a legal excuse to any student for the following reasons:

1. Evidence that the student is not physically or mentally capable to attend school or an educational program. The district may request the parent or guardian to obtain a written statement from a physician or licensed practitioner, dentist, chiropractor, optometrist, psychologist, or Christian Science practitioner living and residing in the state who is listed in the Christian Science Journal as sufficient proof of the physical or mental condition of the student. Such excuse shall be made in writing, shall state the period of time for which it is valid and shall not exceed 30 days.
2. An illness in the immediate family which requires the absence of the student because of family responsibilities.
3. Emergency medical, dental, chiropractic, optometric or other valid professional appointments if such appointments cannot be arranged during non-school hours and the appointment card is presented to the office.
4. A death in the immediate family or funerals for close relatives.
5. Recognized religious or community services and observances.
6. Driver's tests.
7. Trips with the parents, if work is made up beforehand or as arranged with individual teachers, and the advance make-up slip is turned into the office. *RULE (1) 431 Student Attendance Administrative Procedures 2.*
8. A court appearance or other legal procedure which requires the attendance of the student.
9. Special circumstances that show good cause which are approved in advance by the school attendance officer or designee.
10. Necessary work at home which could not be accomplished without the help of the student.

The accumulated absences, under any combination of the provisions listed above for pre-arranged absences, shall not exceed ten (10) school days.

MAKE-UP WORK

All students with excused absences will be given the opportunity to make up work missed in accordance with the following guidelines:

1. It is the student's responsibility to contact the teacher(s) to make arrangements for making up work missed during an absence from school.
2. Students who are suspended or who miss classes for reasons that are determined to be excused will be given the opportunity to make up work missed when they return to school.
3. Examinations missed during an excused absence will be permitted to be taken at a time mutually agreed upon by student and teacher; however, such examinations should be completed within the same grading period (trimester).

PROCEDURES FOR WHEN STUDENTS ARE ABSENT

1. If a student will be absent from school, a parent/guardian should call (or email) the main office (568-2800) on the day of the absence to report and excuse the absence.
2. A student whose parent/guardian did not call or email the school on the day of the absence must bring a note from the parent/guardian excusing the absence on the day he/she returns to school, between 7:30 and 8:00 a.m. The office will issue an admit slip to that student to present to all of his/her teachers.
3. A written excuse, email, or phone call must be received in the office within three (3) school days of the absence or the absence will be considered unexcused.

School Day

The school will be open from 7:30 a.m. to 4:00 p.m. during school days. No students will be allowed in the building at other times except to participate in a school-sponsored activity supervised by school personnel.

School Functions

A student who is absent from school for the entire day will not be allowed to attend school-related functions on the day of such absence. In order to perform in or attend school activities that day or evening, a student must be in school in the afternoon.

Other Attendance Procedures

1. **Unexcused Absence** – The act of being absent from school for part or all of a school day without permission from parents/guardians or school administrators. Included are absences which do not comply with the School District of Bloomer's attendance policy.
2. The school will notify parents/guardians of unexcused absences.
3. State law empowers parents/guardians to pre-excuse their child from school for ten (10) days per year for any reason as long as the school is notified of such absence in writing and in advance of the absence. A pre-excused absence form is required for such absences.

Attendance Requirement for Participation in Graduation Ceremony (Board Policy – Rule 345.62)

Students of senior status must attend at least 85% of the school year (147 of 173 days) in order to be eligible to participate in the graduation ceremony. Two half days equal a full day, and six periods equal a full day. A student may not miss more than 10 days of the third trimester, unless approved by the Principal. The Principal may use discretion for extenuating circumstances if a senior were to miss more than 26 days of the school year. After this threshold has been crossed, a student's wish to participate in the ceremony will require the Principal arranging a plan that will require time to be made up after school, off days, and/or Saturdays. Unexcused absences will not be considered for this provision.

Attendance Infractions

1. **Failure to Serve Detention** – Failure to serve detention on an assigned date will result in additional consequences to be determined by the Principal or Assistant Principal. Those consequences could include additional detention time, in-school suspension, out-of-school suspension or other consequences as deemed appropriate.
2. **Leaving Campus (School Day)** – Leaving campus without permission from the Principal or designee (except during lunch) will be considered an unexcused absence.
3. **Leaving Campus (Lunch)** – Leaving campus during lunch (freshmen). The following consequences will be applied on a yearly basis:
 - 1st Offense – Warning
 - 2nd Offense – One lunch detention.
 - 3rd/Subsequent Offenses – Additional consequence as deemed appropriate by administration.
4. **Tardiness** – Reporting late (up to 5 minutes) or unprepared for school, class or other required activities without an acceptable excuse. The following consequences will be applied on a trimester basis. Students will receive a verbal warning for the first tardy in each class of a given trimester. Additional tardies in all classes will apply toward the consequences below:
 - 2nd Offense – One (1) detention.
 - 3rd Offense – One (1) detention.
 - 4th Offense – One (1) detention.
 - 5th/Subsequent Offenses – One-half (1/2) day suspension.
5. **Unexcused Absence** – Being absent from school for part or all of a school day without permission of parents/guardians or school administrators and absences which do not comply with the School District of Bloomer's attendance policy. Consequences for unexcused absences will be determined by the Principal or Assistant Principal as deemed necessary.

GENERAL INFORMATION

Advisee Period

On Tuesdays and Thursdays, there will be a 24-minute advisee period built into the daily schedule. This period will be used for many activities such as goal setting, academic and career planning, character education, WSAS/ACT prep, AODA, counseling, etc. Students will earn one-fourth of a credit (pass/fail) for successful attendance and participation in advisee period activities. An activity period will be scheduled during advisee period on Tuesday twice each month. Only students involved in activity meetings will be permitted to leave their advisee group and they will be dismissed by announcement from the office.

Announcements

Announcements will be read over the PA system at the end of the school day during resource period. They will also be projected on the big screen TVs in the commons and sent out to staff and students via email each morning and after lunch. Announcement forms are available in the office and must be turned in by 8:00 a.m. **All announcements must be approved by a member of the staff and are restricted to school-related issues.** Extreme care should be taken to ensure that announcements are as clear and concise as possible.

Breakfast/Lunch

The school cafeteria serves breakfast and lunch under the sponsorship of the Federal Lunch program. Meals are planned to meet nutritional requirements set forth by the U.S. Government to provide balanced class "A" meals. All Bloomer High School students are required to eat in the school commons. Each student is expected to go to the end of the line as it forms. **No student is allowed to eat breakfast or lunch in any other place in the building unless they are attending a supervised school-related meeting.**

Chromebooks

As part of a continued 1:1 initiative, the School District of Bloomer will be supplying Chromebooks to all students in Grades 9 – 12 during the 2019 – 2020 school year. These devices are property of the district. The Chromebook's function provides each student access to required educational materials. The Chromebook allows student access to Skyward, Moodle, Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high end computing. Students and parents/guardians must sign and return the School District of Bloomer Chromebook Agreement document before the Chromebooks can be taken home. The Chromebook Policy Handbook outlines the procedures and expectations for families to protect the Chromebook investment for the district. Chromebooks will be collected at the end of each school year, and students will retain their original Chromebook each year while enrolled at Bloomer High School.

Community Night

Wednesday night has been designated as community night in Bloomer. School functions are scheduled so as not to interfere with these activities. **All school related activities must conclude by 6:30 p.m.**

Curriculum

At Bloomer High School, the program for each student is planned on an individual basis. Each student, with their parents/guardians, teachers and counselor will develop a four-year program at the end of the eighth grade, with the exception of revising its purposes as aptitude and levels of achievement necessitate. Courses may be dropped and others added if the student has changed their goals or if they have not attained the level of achievement that will enable them to be successful in the courses previously planned for the following year.

Each student has the service of the counselor who, with the help of the student and their parents/guardians, guides the development and revision of the student's individual program. **The student must submit a schedule change form, with all the necessary signatures, before Student Services will take action.**

Colleges and perspective employers recognize and evaluate all activities a student enters into beyond their required credits for graduation.

Dances

All Bloomer High School dances are closed dances (for BHS students only). The only exception to this policy is by way of guest passes, which BHS students may request from the Principal or designee prior to a dance. **No guests age 19 or older are permitted to attend BHS dances. The doors of all dances will be locked 90 minutes after the beginning of the dance. No students will be admitted after the doors are locked. Once at a dance, students may not leave and expect to return.**

Fees and Fines

Many courses require students to purchase materials for projects they will keep. Other fees include athletic fees, class dues, materials fee, parking fee, etc. Fees for the 2019 – 2020 school year are as follows:

- Athletic Fee - \$50.00 per sport. \$25.00 for dance.
- Class Dues - \$5.00/year for freshmen, sophomores, and juniors.
- Chromebook Fee -- \$20.00/year for all students.
- Material Fee - \$20.00/year for all students.
- Parking Fees - \$32/year.

Students are also subject to fines for damaged or lost Chromebooks, library books, textbook abuse and lost books.

Fire, Tornado, and Active Shooter Drills

Fire drills and tornado drills are held in accordance with state regulations. In addition, staff and students will participate in active shooter drills in conjunction with the Bloomer Police Department. A careful plan of vacating our building has been worked out by school administrators and safety officials. Staff and students have been trained in the ALICE protocol. These regulations and guidelines will be explained and reviewed by teachers through the advisee program. It is important to remain quiet when leaving the building during evacuation drills as it may be necessary to give verbal instructions, which must be heard by all. In fire drills, students who are first out of the building must be sure to walk far enough from the building to leave room for those who exit later. All school personnel are expected to check to see that all students under their supervision have left the room, then they must close the door and join their group in leaving the building (as far as the outside landings). Each room has instructions posted as to the nearest exit for evacuation drills and the designated shelter area for tornado drills. The rally point for an active shooter evacuation is St. John's Lutheran Church, which is located at 1403 Newman Street.

Grades

Grades are computed on the following point system:

A+	4.000	B	3.000	C-	1.666
A	4.000	B-	2.666	D+	1.333
A-	3.666	C+	2.333	D	1.000
B+	3.333	C	2.000	D-	0.666

Academic Recognition by Trimester

High School students who maintain a 3.50 cumulative grade-point average (GPA) shall be recognized as “honor” students. Students who maintain a 3.75 cumulative GPA shall be recognized as “high honor” students. In order to qualify for this recognition, a student must be considered a full-time student and have no failing or incomplete grades during that trimester.

Graduation Requirements

1. Bloomer High School requires 26 credits for graduation.
2. All courses carry one-half credit per trimester.
 - a. Eight trimesters of English: two trimesters of English 9, two trimesters of English 10, two trimesters of English 11 and two trimesters of English 12 or college English.
 - b. Six trimesters of Social Studies: two trimesters of American History, one trimester of World Civilizations or AP Human Geography, one trimester of Economics or AP Economics, and two trimesters of Introduction to American Government or AP U.S. Government.
 - c. Six trimesters of mathematics – two trimesters of which must be a freshman math class of Algebra I or Geometry.
 - d. Six trimesters of science – including two trimesters of Physical Science 9 and two trimesters of Biology.
 - e. One trimester of physical education is required in grades nine, 10 and 11 for a total of 1.5 credits.
 - f. One trimester of Information Processing I in grade nine.
 - g. One trimester of Health in grade 10.
 - h. One trimester of Financial Literacy in grade 11 or 12.
3. Students will earn .25 credits each year for successfully completing the activities in advisee period.
4. Students must carry a minimum of 7.5 credits per year. Seniors in coop programs must carry a minimum of 6.0 credits per year.
5. When physical education is waived because of a medical excuse, another course must be carried in place of it.
6. Certain courses have prerequisites or requirements, which must be met before a student may register for the course.
7. Some courses are restricted to specific grade levels and may not be carried before the designated year.

8. Bloomer High School graduation requirements are minimum requirements. Students planning to pursue post-secondary education should also take college/technical school preparatory courses.

Hall Decorations

The Principal or designee must approve all posters and other decorations to be placed in the halls.

Homecoming

The homecoming court will be comprised of five couples from the senior class.

Homecoming court elections will be conducted in the following manner:

1. All seniors who meet the designated criteria will be eligible for the homecoming court unless they remove themselves from the ballot the week prior to homecoming.
2. All court members will be determined by voting which will take place during advisee period the week before homecoming week.
3. Seniors only will vote for five (5) boys and five (5) girls to represent their class and Bloomer High School on homecoming court and ties will be broken if necessary. Once the homecoming court has been established, the entire student body will vote for King and Queen.

To be eligible for homecoming court, seniors must meet all of the following criteria:

1. Be in good standing with regards to the activities code.
2. Be passing all courses as of the Friday prior to homecoming week.
3. Have no suspensions during the current school year.
4. Have no detentions as of the Friday prior to homecoming week.

Illness

There is a cot available in the sick room for students who become ill during school hours. Sick students should report to the office.

If the illness continues, office personnel will make arrangements for the student to go home. **Students may not leave the school without permission from office personnel.**

Laude System

A Laude System will recognize students at Graduation. This academic recognition policy will be effective with the Class of 2023 and will replace our current rank system. Graduating seniors who have excelled in grades 9-12 will be identified for recognition based on the following criteria after second trimester of their senior year:

Cum Laude – cumulative GPA of 3.50 – 3.749
Magna Cum Laude – cumulative GPA of 3.75 – 3.999
Summa Cum Laude – cumulative GPA of 4.0

Students who graduate with Cum Laude, Magna Cum Laude, or Summa Cum Laude status will be recognized at the senior awards banquet and in the Graduation program. Students who graduate with Magna Cum Laude or Summa Cum Laude status will be invited to the honors banquet sponsored by the Chamber of Commerce.

Library Media Center

The Library Media Center is where students go to conduct research, read books and magazines or to find out the latest day's news. In order to function efficiently and to serve as many students as possible, the LMC has the following rules:

1. Present your pass to the LMC Specialist or Aide as soon as you enter the LMC and have it signed when you leave.
2. The LMC is a quiet place.
3. **Do not eat or drink in the LMC without permission from the LMC Specialist or Aide.**

Please use the online catalog to help you locate books and other materials in the library. BadgerLink is available for magazine and newspaper articles. Internet use in the library is a privilege. Students must have permission to use the Internet and its use will be supervised. Students also need permission to print material.

Lockers

Students will be assigned a locker in which to keep all school supplies and personal belongings. If the locker fails to work properly at any time, report it to the office so that repairs can be made. Do not attempt to force doors open as you may damage them beyond repair.

In addition, students enrolled in a physical education course will be provided with a locker in the locker room in which to secure their belongings. **Students are required to secure their belongings in their lockers.** Padlocks are available for free from the high school office. A \$10 deposit is due when the lock is issued and will be refunded when the lock is returned. **Bloomer High School will not be held responsible for lost or stolen property from the locker rooms if it is not properly secured in a locker.**

Lost and Found

The office is in charge of the lost and found department. All found articles should be brought to the office. If an article is lost, it should be reported to the office.

Multi-Level Systems of Support (MLS) Team

Bloomer High School has an MLS Leadership Team, which is made up of eight (8) staff members. The purpose of the MLS Leadership Team is to support a positive climate for students and staff. The MLS Leadership Team meets monthly to set goals, reinforce expectations, plan for student activities, and provide the necessary support to students who are struggling in school.

Notice of Academic Standards

Pursuant to sections 118.30 (1g) (a) and 120.12 (13) (b) of the Wisconsin State Statutes, the School District of Bloomer will use the following academic standards as approved by the Board of Education. This adoption shall be annual or as required by law.

What are academic standards?

Academic standards are basic expectations identifying what students should know and be able to do within a given content area or subject. Standards serve as goals and milestones for instruction and learning. Standards also assist parents understand basic expectations of achievement for student learning across academic areas.

The District follows a curriculum review cycle. The curriculum review teams examine existing standards from the state of Wisconsin as well as National standards prior to approval. The District reviews standards and develops local expectations for student learning. It is important to remember that standards are not curriculum. Curriculum remains flexible, while standards are the benchmarks to obtain. Standards attempt to identify and focus on the most essential aspects of learning, while teaching the standards and developing lessons are left to the instructors at the various grade levels. The District Academic standards do not mandate the use of specific standardized tests.

Why does the District have academic standards?

State law requires all school districts, charter schools, and certain private schools to adopt academic standards in mathematics, science, reading and writing, geography and history.

Standards in Effect for 2018-2019

Wisconsin Academic Standards

- Agriculture, Food and Natural Resources
- Art & Design Education
- Business and Information Technology
- Early Learning Standards
- Family and Consumer Sciences
- Health Education
- Information and Technology Literacy
- Marketing, Management, and Entrepreneurship
- Music Education
- Personal Financial Literacy
- Physical Education
- School Counseling
- Social Studies
- World Languages

The District has also adopted other standards for curriculum based upon rigor:

National Science Standards <http://www.nextgenscience.org/>

Common Core Mathematics <http://www.corestandards.org/Math/>

Common Core Literacy Standards <http://www.corestandards.org/ELA-Literacy/>

Who can I contact for more information about the District's academic standards?

If you have questions about this notice, please contact Brian Misfeldt at the School District of Bloomer. *Standards may be modified as curriculum comes forward for Board of Education approval.*

NOTICIA de Los Estándares Académicos de la Asociación de Escuelas del Bloomer

Los Estándares Académicos de la Asociación de Escuelas de Bloomer son los siguientes:

- Artes y Letras del Idioma Inglés y Matemáticas utilizan los Estándares Esenciales Comunes (Common Core Standards)
- El resto de las asignaturas utilizan los Estándares del Modelo Académico de Wisconsin junto con los Estándares de Lectura y Escritura del Área de Contenido de Estándares Esenciales Comunes.
- Educación Preescolar utiliza los Estándares del Modelo de Wisconsin para Educación Preescolar

Open Campus

Bloomer High School has open campus for sophomores, juniors and seniors. Open campus is a privilege, not a right, and it can be revoked at any time at the request of parents/guardians or at the discretion of the Principal or Assistant Principal. Students are expected to have their actions in the community during lunch hour reflect the Blackhawk Way.

Passes

Planner or hall passes are required for students to move about the building during the school day. **All students leaving a classroom must sign out and in of that classroom.** Admit slips are required for students to leave the building. **All students leaving the building must sign out and in of the high school office.**

Pathfinders

Pathfinders is a course that will meet with Mr. Herrick and Mrs. Seibel during resource period and is worth 1/4 credit per trimester. Participants will then lead lessons, with a partner, in freshmen groups during advisee period on Thursdays. Pathfinder participants will be allowed to leave campus during resource period on Fridays. This course provides an opportunity to gain valuable experience in a real leadership role. Participants in Pathfinders are expected to display behavior and choices, in and outside of school, that are a positive example to others. The ultimate goals of our Pathfinders course are to provide Mentor Program for the freshmen class and to provide leadership development and opportunities for juniors and seniors.

Progress Reports

Progress reports will be issued in the middle of each trimester. A copy of the report is sent to the parents/guardians and counselors so that these interested persons may assist students and help them improve their academic standing.

Report Cards

Report cards will be mailed to parents/guardians the week following the end of each trimester. Report cards are used for the purpose of informing parents/guardians about their child's academic progress in school.

Resource Period

Resource period will be scheduled for all students at the end of each day and will be designated as 6th period. Resource period is an academic time of the day intended for students to complete assignments, prepare for quizzes and exams, and receive assistance from their teachers. Choir is scheduled during resource period. Therefore, students in choir will be allowed to schedule a resource period earlier in the school day. They will be assigned to the Library Media Center during their resource period.

Schedule Changes

A great deal of effort is required to prepare the high school schedule. Sufficient time is allowed for each student to study the course offerings and confer with parents/guardians and the school counselor before deciding on a schedule for the following school year. The student should be completely satisfied with his/her course selections before submitting the course request form to the counseling office.

The following guidelines will be followed in making schedule changes:

1. Students who fail the 1st trimester of a math or Spanish course, for example, may be required to drop the 2nd trimester. This will be done by the recommendation and authorization of the teacher.
2. Senior students participating in a co-op program will be allowed to drop and add elective courses in order to schedule work release. Co-op students will be allowed a maximum of two release periods for work release.
3. With approval, students may drop a course within the first two weeks of a trimester and receive a withdrawal grade (W). Students who are approved to drop a course after the first two weeks of a trimester will receive a withdrawal-failure grade for the trimester (WF). A teacher may override the WF grade if they feel the student was academically misplaced in a course. **Students who receive a WF grade will be declared academically ineligible for extracurricular activities at the midpoint of the trimester or the end of the trimester (whichever comes first) in which they originally withdrew from the course.**
4. Parent/guardian requests will follow the aforementioned guidelines.
5. Decisions regarding schedule change requests based on extenuating circumstances will be made at the discretion of the counselor. All decisions may be appealed to the Principal.

School Closings

When it becomes necessary to close school for any reason, the closing will be announced on local radio and television stations. An automated phone call will also be sent home to each family registered in the district.

Student Government – Board Policy 441.1

The Bloomer Board of Education sanctions and recommends the organization of a Student Council at the secondary level. The Council shall assist in improving the general welfare of all students and shall give the students opportunities to participate in the orderly working of the democratic process.

Members of the Student Council shall be elected democratically. The rights and responsibilities of the Council shall be clearly set forth in a constitution. The Council may make recommendations to the administration on any topic of student concern. The administration and Student Council shall keep channels of communication open, not only between themselves, but also between the Council and the rest of the student body. School officials believe that such open communication, based upon mutual respect, can contribute to the development of positive school morale. It can also bring about increased understanding, improvement of relationships between students, faculty, administrators, parents and the community in general.

Student IDs

All Bloomer High School students will be issued a photo identification card at the beginning of the year, which they are expected to have in their possession at all times. The IDs serve numerous purposes: identification, lunch account access, LMC checkout, security, etc. The first ID will be issued at no cost to students. Replacement IDs may be obtained from the Student Services office at a cost of \$1.00.

Student Scholarships – Board Policy 460

Students in the School District of Bloomer shall be informed by Student Services of any available academic scholarships.

Literature concerning available scholarships shall be posted in the high school building. The high school counselor shall maintain records of available scholarship opportunities and advise students of these opportunities. Scholarship lists shall be available in the Student Services office, the website, and other designated posting areas throughout the building. All organizations or persons recognized by the district, who provide gifts, bequests, scholarships, and other aids, benefits or services must provide an assurance of non-discrimination.

The School District of Bloomer shall present scholarships which have been awarded through one of the following procedures:

1. Student awards chosen by the local scholarship committee.
2. Student awards chosen by a recognized post-secondary institution.
3. Student awards chosen by a private corporation, family or organization which provides assurances.

Academic Excellence Higher Education Scholarship – Board Policy 461

The School District of Bloomer shall annually designate an academic scholar(s), for the purpose of the Wisconsin academic Excellence Scholarship. The scholar(s) shall be the senior with the highest grade point average (GPA). The scholar(s) shall be named in accordance with timelines required by law. The GPA shall be determined in accordance with district grading guidelines.

Students must have attended Bloomer High School for at least one high school year (any three completed trimesters) prior to the senior year and compete his/her senior year successfully. To attain senior standing, a student must be in at least his/her fourth year of high school and have earned at least 19 credits. In the event of a tie, the winner of the Academic Excellence Higher Education Scholarship will be determined by the criteria established in Board Policy 461.

The School District of Bloomer shall not discriminate in the acceptance and administration of gifts, bequests, scholarships, and other aides, benefits, or services to pupils from private agencies, organizations, or persons on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, religion, color, or physical, mental, emotional, or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

Student Immunization

Students admitted to the District's schools must present immunization records as required by law. A student may be waived from the immunization requirements for reasons of health, religious or personal conviction. The Principal or designee shall be responsible for notifying the student, parents/guardians or legal custodian of the immunization requirement and shall inform such persons in writing of their right to an immunization waiver. In addition, a designated staff person at each building shall be responsible for maintaining complete and up-to-date immunization records for each student attending their schools.

Student Services

The Student Services office is open during the school day unless it is being used for career classes or group work. The room is to be used for research into occupations, post-secondary education and other information related to careers, employment and success in school. The resources in the room are to be used for student services purposes. This room offers all students an opportunity to receive assistance in various areas – college and vocational career planning, personal counseling, employment opportunities, jobs or any other area of concern to the students. Students are urged to consult with the counselor and to inform their parents/guardians of the availability of this service to them.

A counselor will make contact with students each year to assist them with their future plans, establishing realistic goals, developing methods of realizing their goals and plans, understanding their interests and aptitude and relating their interests and aptitude with their future plans.

Telephone

The telephone in the office is for the use of office personnel and school business. Students will not be called from class for phone calls unless it is an emergency situation.

Textbooks

All textbooks are issued free of charge at the beginning of the trimester. Students are expected to return the book at the end of the trimester with no more than normal wear. Fines will be assessed for unusual wear or damage. If the book is lost or damaged beyond repair, students must pay the replacement cost.

Visitors

Bloomer High School does not allow student visitors unless there are extenuating circumstances. In such cases, permission must be granted from the Principal or designee. Parents/guardians may visit with pre-approval from the Principal or designee.

Other Policies

This handbook does not cover all existing policies of the Board of Education. Additional policies and regulations will be presented and discussed with the student body as they become pertinent.

LEGAL RIGHTS AND EXPECTATIONS

The courts have repeatedly shown that students retain their constitutional rights when they attend school. Courts have also shown that when these rights are in question, the justification for limiting these rights lies with school officials. There are many situations when the rights of many outweigh the rights of the individual. The courts have given school officials the power and the guidelines necessary to protect the education process.

Student Discrimination Complaint Procedures – Board Rule 411

The Bloomer School District does not discriminate against students on the basis of sex, race, color, national origin, ancestry, religion, creed, color, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability, or handicap in its educational programs or activities.

The District encourages informal resolution of complaints under this policy. If any person believes that the Bloomer School District, or any part of the school organization has discriminated in some way against students on the basis listed above, he/she may bring or send a complaint to the administration office at the following address: Bloomer School District Office, 1310 17th Avenue, Bloomer, Wisconsin 54724.

Informal Procedure:

The person who believes he/she has a valid basis for a complaint is encouraged to discuss the concern with the employee(s) involved, and/or the employee(s) supervisor, in order to seek resolution. If the complaint is not resolved, the complainant may obtain a Discrimination Complaint Form from the District's Administrative Offices and comply with the following procedures:

Formal Complaint Procedures:

Step 1 - A written statement of the complaint shall be prepared and signed by the complainant. This complaint shall be presented to the building Principal, who will forward the complaint to the District Administrator. The District Administrator or his/her designee will complete an investigation and will send written acknowledgement of the receipt of the complaint to the complainant within 45 days. Complaints under USC s. 1415 and Chapter 115, WI Statutes, relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with a disability shall be resolved through the procedures authorized by Chapter 115, Subchapter V, WI Statutes. Complaints under 20 USC s. 1231 e-3 and 34 CFR ss 76.780-76.782, commonly referred to as EDGAR complaints, that the state or a sub grantee is violating a federal statute or regulation that applies to a program shall be referred directly to the State Superintendent.

Step 2 - A written determination of the complaint shall be made by the Board within 90 working days of receipt of the complaint unless the parties agree to an extension of time.

Step 3 - If a complainant wishes to appeal a negative determination by the Board, he/she has the right to appeal the decision to the State Superintendent with 30 days of the Board's decision. In addition, the complainant may appeal directly to the State Superintendent if the Board has not provided a written acknowledgement within 45 days of receipt of the complaint or made a determination within 90 days of receipt or the written complaint. Appeals should be addressed to: Department of Public Instruction, Pupil Nondiscrimination Program, P.O. Box 7841, Madison, WI 54707-7841. *Rule 411 Student Discrimination Complaint Procedures*

Step 4 - Discrimination complaints on some of the above bases (Title IV, IX, Section 504, ADA) may also be filed directly with the Office of Civil Rights, Chicago Office, 111 North Canal Street, Suite 1053, Chicago, IL 60606-7204, (312) 886-8434.

Step 5 - Maintenance of Complaint Records of all complaints shall be kept for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals.

The records should include:

1. The name of the complainant and his/her status.
2. The date the complaint was filed.
3. The specific allegation made and any corrective action requested by the complainant.
4. The name(s) of the respondents.
5. The levels of processing followed, and the resolution, date, and decision-making authority at each level.
6. A summary of facts and evidence presented by each party involved.
7. A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.

Due Process

The 14th Amendment of the U.S. Constitution requires a due process procedure for questioning the decision process followed in determining whether or not a law has been violated. It also requires that all laws must be within the power of the government and must have a rational purpose.

Before any disciplinary action such as expulsion or suspension is taken against a student, the student has a right to the due process guaranteed him/her by state law. Any student accused of an action and threatened with punishment for this action has the right to request a hearing, represented by counsel, before the district administrator or designee, with the student's parents/guardians attending if he/she desires. If the student is still dissatisfied, he/she may request a hearing before the Board of Education.

Family Education Rights and Privacy Act

Each year the Bloomer School District is required to give notice of the various rights accorded to parents or students pursuant to the Family Education Rights and Privacy Act (FERPA) and Section 118.125 of the Wisconsin Statutes. Parents and students have a right to be notified and informed. The Bloomer School District has also designated certain information contained in the pupil records of its students as directory data for purposes of the Family Education Rights and Privacy Act (FERPA) and Section 118.125 Stats. Except as provided herein, directory data may be disclosed to any person. In accordance with FERPA and sections 118.125 Stats. notice is provided of the following:

Right to Inspect: You have the right to review and inspect pupil records maintained by the School District of Bloomer.

Right to Prevent Disclosures: You have the right to prevent disclosure of pupil records to third parties with certain limited exception. It is the policy of the Bloomer School District to limit the disclosure of information contained in pupil records to those instances when prior written consent has been given to the disclosures; as an item of directory data to which you have not refused to permit disclosure or under provision of FERPA or Section 118.125 Stats. which allows disclosure without prior written consent.

Right to Request Amendment: You have the right to seek to have corrected any parts of a pupil's records which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing before the District Administrator to present evidence that the records should be changed if an initial decision is made not to grant your request. Alternatively, you may place a written explanation of your request for correction in the pupil's record's file.

Right to Complain to FERPA Office: You have the right to file a complaint with the Family Education Rights and Privacy Act Office, Department of Education, 400 Maryland Avenue S.W., Washington D.C. 20202, concerning any alleged failure to comply with FERPA.

Right to Obtain Policy: You have the right to obtain a copy of the written policy adopted by the Board of Education in compliance with FERPA and Section 118.125, Stats. A copy may be obtained in person or by mail from: the Office of the Superintendent of Schools, Bloomer School District, 1310 17th Ave., Bloomer, WI 54724.

Freedom of Speech

Students have a 1st amendment right to freedom of expression. The 7th circuit court of appeals has shown that speech may be limited within the school setting for the following three reasons: (1) it may cause a material or substantial disruption; (2) it is pervasively vulgar; (3) or it is harmful to self or others.

Search and Seizure

The 14th amendment of the U.S. Constitution protects all citizens from unreasonable search and seizure.

BOARD POLICIES

Student Records – Board Policy 347

All student records maintained by the School District of Bloomer shall be confidential in accordance with law and established procedures. The Board appoints the district administrator as the custodian of student records. The district administrator shall be responsible for the overall direction and supervision of student record keeping in the District and shall insure that policies regarding student records shall be followed.

At the building level, the building principal shall have primary responsibility for determining that the records policies are carried out and shall be the person to whom all requests for inspection, amendment or transfer of records shall be directed.

Records for students with disabilities shall be located in the office of school psychologist at the elementary building in a secure file, and are the responsibility of the director of special services. Only data which is critical to the classroom teacher is kept in the individual building's secure file. All materials included in the special education files shall be documented and an access sheet shall be placed in each file to monitor access in accordance with the District access policy.

A list of all designated individuals who are assigned the responsibility for collecting, retrieval, destruction and use of information contained in the files shall be posted in the administrative office of each school building. This listing shall be updated each year.

Directory Information Notice to Parents, Legal Guardians, and Adult Students

The School District of Bloomer designates the following personally identifiable information contained in a student's education record as "directory information", and may disclose that information without prior written consent:

- a. student's name;
- b. student's date of birth;
- c. student's participation in officially recognized activities and sports;
- d. student's weight and height if a member of an athletic team;
- e. student's dates of attendance;
- f. student's photograph;
- g. student's degrees and awards;
- h. name of the school most recently previously attended by the student.

School districts shall provide, on request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses and telephone listings unless access to such information has been restricted by the secondary school student or the student's parents as outlined below. The District also shall provide military recruiters the same access to secondary school students as provided generally to post-secondary educational institutions or to prospective employers of those students.

In addition to the above information, the District shall notify parents that according to law: (1) a secondary school student or the parent of the student may request that the student's name, address and telephone listing not be released to military recruiters or institutions of higher education without prior written parental consent; and

(Examples of use of student directory information---By the parent(s) and/or guardian(s) providing for the release of student directory information, the child's name, photograph or other pertinent information could appear, for example, in school newsletters, yearbooks or other school publications. It also could allow coverage of awards, events, activities, or issues of public interest involving the child which are clearly school-related by the print or electronic media, or by the school District's cable channel. Media coverage may involve, but is not necessarily limited to: voice recordings, still photographs, videotaping, or public disclosure of student directory information such as a student's name and age. Even with the consent of the parent(s) and/or guardian(s), media coverage of issues, events or activities in school or on school property is allowed only with the permission of the school principal and only if it does not disrupt or hinder student instruction or other school activities.)

For students enrolling after the notice is published, the list will be given to the student's parent or the adult student at the time and place of enrollment. After the parent/guardian or adult students have been notified, they will have two weeks to advise the School District in writing (a letter to the District Administrator's office) of any or all of the items they refuse to permit the District to designate as directory information about that student.

At the end of the two-week period, each student's records will be appropriately marked by the records custodian to indicate the items the District will designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent/guardian or adult student.

Student Rights and Responsibilities – Board Policy 440

A student's exercise of rights and privileges in the school setting depends upon his/her age, maturity, and to an extent, the standards of the community. Students may exercise their right to freedom of expression through speech, petition, and other lawful means. This right may not interfere with the rights of others. Freedom of expression may not be utilized to present material which tends to be obscene or slanderous, or to advocate violation of federal, state or local laws, or official school policies, rules and regulations.

No right is absolute. Every right has its limitations. One basic limitation is this: the freedom of an individual or group to exercise rights ceases when that exercise unduly infringes upon the rights of others. Since the legitimate rights of individuals may be incompatible, it is necessary to recognize that rights must be balanced to protect as many persons as possible. Teachers and students should promote tolerance for the views and opinions of others, as well as the right of an individual to form and hold different opinions and beliefs.

Each student has a right to an education. Student behavior that unduly disrupts class work, involves substantial disorder or invades the rights of others should not be tolerated.

The administration of this code must be done in accordance with established laws, as well as Board policies and procedures.

Student Possession and/or Use of Electronic Devices – Board Policy 443.5

Students may not use electronic paging or two-way communication devices (e.g. beepers or cell phones, iPods...) on property owned by the District during school hours, *except as authorized by the Principal (specific high school policy below)*.

Students who have a legitimate reason to use or carry an electronic device should request prior permission to do so from the Principal. The Principal may authorize student use of an electronic device if he/she determines that it is needed for medical, school, educational, vocational or other legitimate reasons.

Students are prohibited from possession and/or usage of laser pointers or look-alike devices at any time on property owned or rented by the District, school buses, or at any school sponsored event either home or away.

The use of cellular telephones or electronic communication devices to take photographs or to receive or transport video images is prohibited at all times in locker rooms, restrooms and other similar private areas.

At no time may a student use an electronic device for the purposes of academic dishonesty.

Students in use or possession of prohibited electronic devices will be subject to disciplinary action from the school district, and the electronic devices will be confiscated.

The Board shall annually provide each student enrolled in the District with a copy of this policy.

Guidelines for the Possession and/or Use of Electronic Devices

Bloomer High School recognizes that in this day and age electronic technology is very much a part of students' and families' everyday lives. We believe it is time to embrace this reality. Therefore, in an attempt to keep our students engaged in learning, we have updated our policy regarding the use of personal electronic devices (cell phones, iPods, Chromebooks, ear buds, head phones, etc.). By managing the environment in which personal devices are used, BHS will be able to focus on learning, as well as providing students with the opportunity to demonstrate personal electronic device etiquette.

POLICY FOR BLOOMER HIGH SCHOOL

Student electronic devices (i.e. cell phones) are not to be seen or heard in the classroom for any reason. It is the student's responsibility to ensure that a cell phone or other electronic device is off or set to silent and out of sight during class periods, including advisee and resource periods. Electronic devices with photo and/or video capabilities may not be used in classrooms, bathrooms, locker rooms, the LMC, and hallways during class time. Students may use their electronic devices before school, during passing time and lunch, and after school. Students are not permitted to leave class for the purpose of using a cell phone or electronic device. In the case of an emergency, students may ask permission to be sent to the office where they can use their cell phone or a school provided phone.

If a classroom teacher or staff member confiscates an electronic device, it will be secured in a safe place until the teacher or staff member can take it to the office.

School personnel have the authority to detain and search, or authorize the search of, any student upon reasonable suspicion of inappropriate use of an electronic device. School personnel also have the authority to confiscate or to remove an electronic device from a student's possession.

Parents and guardians are discouraged from calling, texting or contacting students via an electronic device during the school day. In an emergency situation, please contact the high school office at (715)568-2800. Students will be contacted immediately by the office and will be allowed to use their cell phone or a school provided phone to contact a parent or guardian.

VIOLATIONS OF THIS POLICY

First Violation –

- The electronic device will be confiscated by the teacher or staff member and brought to the office.
- The student will have an administrative conference and be allowed to pick up their electronic device at the end of the school day (final bell).

Second Violation –

- The electronic device will be confiscated by the teacher or staff member and brought to the office.
- The student will have an administrative conference and be allowed to pick up their electronic device at the end of the school day (final bell).
- The student will receive an Office Disciplinary Referral (ODR) and one lunch detention.

Third Violation –

- The electronic device will be confiscated by the teacher or staff member and brought to the office.
- The student will receive an ODR and two lunch detentions.
- The electronic device will be held in the office until a parent/guardian is able to pick it up.
 - If a parent/guardian is not able to pick up the electronic device on that day, it may be returned to the student at the end of the school day (final bell). The student must return the electronic device to the office prior to the next school day and may pick it up at the end of the next school day (final bell).

Fourth / Subsequent Violations –

- The electronic device will be confiscated by the teacher or staff member and brought to the office.
- The student will receive an ODR and two lunch detentions.
- The electronic device will be held in the office until a parent/guardian is able to pick it up.
- An electronic device plan will be created, and the student will be required to drop the electronic device off in the office at the start of the school day (before 8:00 a.m.) and picked up at the end of the school day (final bell). The length of time will be determined by administration.

In addition, refusal to hand over an electronic device when asked by a teacher or staff member will result in an immediate in-school suspension. This will be for the remainder of the day or until the electronic device is handed over. A student who has had four or more violations and refuses to follow the guidelines of their electronic device plan will receive a suspension as deemed necessary by administration.

Locker Searches – Board Policy 446.1

The right to inspect student lockers is reserved to the school district for the purpose of facilitating fulfillment of its responsibilities to the student body, to staff members and to the public, alike, of creating and maintaining a safe and secure learning environment. This policy is also adopted to foster the "in loco parentis" relationship between the school district and its students on behalf of their parents, pursuant to which every safeguard will be employed to ensure the well being of the students whose care is entrusted to the school district.

Lockers will be assigned to students when they are available. The privilege of using a locker is extended on the basis that it will be kept clean and in good condition. The student shall be financially responsible for any damage to the locker.

The School Board hereby declares that it retains ownership control of all student lockers. At no time do school officials of the District relinquish its exclusive control of lockers provided for the convenience of students. To maintain order and discipline in the schools and to protect the safety and welfare of students and school district periodic general inspections of lockers may be conducted by designated school authorities. Any illegal, unauthorized contraband materials discovered in the search may be seized.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or personnel, or disruptive of any lawful function, mission or process of the school, or defined by the district handbook.

It is recommended that, insofar as possible, the student to whom the locker is assigned be present when the inspection is conducted. It is recommended that two members of the staff, one of whom must be a designated school authority, conduct inspections together, particularly when the student is not present.

To this effect the following, designated employees and agents on behalf of the school district shall have the authority to search a student's locker as determined to be necessary or appropriate without first obtaining the consent of the student, without obtaining a search warrant: the school district administrator, school principals and assistants; teachers, police officers, and canine units.

A student's failure to permit lawful searches and seizures as provided in this policy will be considered grounds for disciplinary action.

Students are to be informed of the locker search policy at the beginning of each school year.

Student Dress – Board Policy 443.1

The Bloomer School District has a commitment to provide and foster an appropriate, safe and effective learning environment for each of its students.

Students have the responsibility to dress appropriately for school, as well as for District sponsored activities, events and programs. Footwear shall be worn for all school activities except as otherwise approved.

Students shall wear safety or special equipment whenever it is required. No student shall be permitted to wear any clothing, other apparel or headgear, jewelry or other accessories, nor wear insignias, symbols or emblems which are identified with a gang or gang-related activities colors. Clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual acts, profanity, illegal drugs, criminal or illegal activity are also prohibited. Students are not permitted to wear clothes which are distracting, cause classroom disruptions, or are deemed by administration to be inappropriate for the school setting. Clothing which is excessively baggy, short or revealing is inappropriate for the school setting. Similarly, good judgment should be used by students with regard to proper use of makeup and grooming of the hair.

In addition, so as to foster an effective learning environment and in the interests of discipline, maintenance of classroom standards and safety, the Principal shall notify students annually regarding standards set for appropriate dress considering the realities of health, safety and avoidance of disruption of normal school operations.

Student Dress – Policy Guidelines

The following guidelines are more specific as to what is required, permissible and unacceptable under the Personal Dress and Attire Policy:

- Footwear shall be worn for all school activities except as otherwise approved.
- Students have the responsibility of wearing safety or special equipment whenever it is required.
- Shorts are permissible; however, not too short.
- Clothing that allows undergarments to be visible (i.e. spaghetti straps, strapless tops, low-rise pants/shorts, etc.) or which show the midriff is unacceptable.
- Students will not be permitted to wear clothing, jewelry or other items identified with a gang or gang-related activities.
- Students will not be permitted to wear any clothing, jewelry or other items promoting or referring to alcohol or other illegal substances.
- Students will not be permitted to wear clothing on which offensive material is printed. Offensive material would include, but not be limited to: words, statements or graphics referencing immorality, profanity or other obscenity.
- Chains (other than those considered to be jewelry) may not be worn by students.
- Students are required to possess their photo IDs at all times during the school day.

Student Motor Vehicle Use – Board Policy 455.2

Students shall be allowed to drive vehicles to school and park on school grounds in compliance with published regulations in the Bloomer High School Student Handbook. Students shall use only the designated student parking. Students who wish to park on school property during school days shall obtain a parking permit and will be subject to all rules published annually in the handbook.

Student Motor Vehicle Use – Policy Guidelines

The following guidelines will be used to regulate parking on school property by the administration in cooperation with the Bloomer Police Department.

All student vehicles must be registered in the high school office using the attached Student Parking Registration form. In the event of a vehicle change, the new vehicle must be registered. Unfortunately, parking at Bloomer High School is limited, and as a result, the number of permits sold will also be limited.

During the first two weeks of the school year, junior and seniors will have the opportunity to purchase a parking permit. After that time, if there are still permits available, sophomores will have the opportunity to purchase them. Students who are not able to purchase a parking permit due to limited availability will need to park along Oak Street. The cost of a parking permit, as determined by the Board of Education, is \$32 for the entire school year.

Parking in the high school parking lot during school hours (7:30 a.m. to 3:30 p.m.) without a parking permit will result in the following:

1. 1st Offense – Verbal or written warning.
2. 2nd / Subsequent Offenses – Referral to Bloomer Police Department for citations.

The policies and regulations relating to student automobile use are also applicable to other motor vehicles such as motorcycles, mopeds, etc. The speed limit in the parking lot and on school approaches is 15 miles per hour, as designated by Wisconsin law.

All vehicles must be parked in designated spaces and locked upon arrival to school and during the school day. Students are also restricted from sitting in any vehicles or being in the school parking lot during the school day or school activities for any reason with permission from the Principal or Assistant Principal. Violations of these expectations will result in disciplinary consequences as deemed appropriate by the Principal or Assistant Principal.

All conduct deemed unacceptable by school standards or Board policy will result in administrative and/or disciplinary action. Violations beyond these regulations and against traffic laws in the State of Wisconsin will be referred to the Bloomer Police Department. Strict enforcement of the above policies and regulations are for the safety of all students and staff at Bloomer High School.

Student Discipline – Board Policy 447

The Board is responsible for the welfare of all of the students of the district, for the benefit of the community and for maintaining high standards and perpetuating the wholesome name of Bloomer Public Schools. Because of this responsibility, it is the position of the Board to maintain sound disciplinary measures both during the school day and at school-sponsored activities whether these activities are at the elementary, middle school, or high school level. A positive approach in the disciplinary measures shall be used, taking into account the dignity of the student, the seriousness of the infraction and the need for positive motivation of students.

Students who engage in illegal or criminal conduct shall be immediately to the appropriate administrator for possible referral to proper authorities.

The School District of Bloomer shall not discriminate in disciplinary measures, including suspensions and expulsions, on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, color, religion, or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

Student Detention – Board Policy 447.2

The Board believes that when students violate school rules and regulations, they should be disciplined for their actions.

Discipline may come in the form of detention. However, detention should be used with discretion. Any disciplinary action ending in detention shall be communicated to the parent/guardian via means specified in the student handbook(s). All detention shall be supervised by an assigned teacher. Students are to complete assigned detentions prior to participation in extra-curricular activities.

School behavioral and conduct standards shall be established by the administration and communicated annually to students.

Student Suspension – Board Policy 447.3

The Board of Education has the responsibility of furnishing the opportunities for the best possible education for every student for as long as he/she can profit from attendance, providing that the student's attendance and conduct are compatible with the welfare of the group.

The Principal shall be delegated the power to suspend a student for a period not to exceed five school days, or if notice of an expulsion hearing has been sent, for not more than a total of fifteen (15) consecutive days as provided by law, for the following:

- a. Non compliance with Board policies or school rules;
- b. Conduct while either at or not at school or under or not under the supervision of a school authority which endangers the health, safety or property of others at school or under the supervision of a school authority;
- c. Knowingly conveying any threat or false information concerning an attempt or alleged attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- d. Possessing a firearm while at school or under the supervision of a school authority;
- e. Conduct while not at school or not under the supervision of a school authority which endangers the health, safety or property of any employee or school board member of the district in which the student is enrolled.

All suspensions shall be reported to the district administrator. After a five-day suspension, a student is entitled to return to school, even if his/her parents/guardians have not had a conference with a school administrator.

A student with an identified disability may be suspended to the extent authorized by applicable law. Suspension time should be used to investigate the problem and take steps to avoid its recurrence.

Prior to the suspension, the student shall be advised of the reasons for the action and shall be given an opportunity to present his/her side of the story. The parent/guardian of a minor student shall be given prompt written notice, sent by mail stating the reason(s) for the suspension. A conference with the district administrator, or his/her designee, may be afforded to the student and the student's parents to discuss the suspension. Suspended students must be allowed to make up all class work missed during the suspension in accordance with student attendance procedures.

The School District of Bloomer shall not discriminate against any student(s) in disciplinary action including suspension on the basis of the student's sex, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability as required by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, and national origin), Section 504 of the Rehabilitation Act of 1973 (handicap), and the American with Disabilities Act of 1990 (disabilities).

Student Expulsion – Board Policy 447.4

1. The Board may expel a student from school whenever it finds the student guilty of:
 - a. Repeated refusal or neglect to obey the rules;
 - b. Knowingly conveying or causing 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;
 - c. Engaging in conduct while at school or while under the supervision of a school authority which endangers the property, health, or safety of others.
 - d. Engaging in conduct while not at school or while not 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 or employees, or Board members of the District;
 - e. Endangering the property, health, or safety of any employee or school board member of the District in which the student is enrolled and is satisfied that the interest of the school demands the student’s expulsion;
 - f. In addition, the school board may expel from school a student who is at least 16 years old if the school board finds the student repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupts the ability of the school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority, and that such conduct does not constitute grounds for expulsion under a-e, and is satisfied that the interest of the school demands the student’s expulsion. 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.
2. The Board shall commence proceedings under state law and expel a student from school for not less than one year whenever it finds that the student, while at school or while under the supervision of a school authority, possessed a firearm, as defined under section 120.13(1)(c)2m Wisconsin Statutes.
3. As student’s expulsion order may specify early reinstatement condition(s) that would allow him/her reinstated to school before the end of the term of his/her expulsion if such conditions are related to the reason for the student’s expulsion, in accordance with state law.
4. Students with disabilities shall be expelled in accordance with state and federal law.

The School District of Bloomer shall not discriminate against any student(s) in disciplinary action including expulsion on the basis of the student’s sex, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability as required by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, and national origin), Section 504 of the Rehabilitation Act of 1973 (handicap), and the American with Disabilities Act of 1990 (disabilities).

Technology Resources and Acceptable Use – Board Policy 363

The School District of Bloomer provides students and staff access to technology as a means to further the educational mission, goals, and objectives the district. Technology resources are available in all district schools.

Definition: Technology resources include the Internet, hardware, software, data, network, and electronic / digital communication.

Benefits and Responsibilities: The technology resources provided by the District enable students and staff to obtain education resources and information. These resources also provide the opportunity for local and global collaborating, researching and sharing information, exchanging ideas, and communicating. The District believes that the benefits to students and staff by having access to these resources far exceed the disadvantages.

Some material on the Internet may contain items that are inaccurate, illegal, defamatory, offensive, or potentially harmful to some people. On this global network, it is impossible to control all materials. However, as required by the Children’s Internet Protection Act, the District has taken precautions to prevent access to educationally inappropriate materials (including material deemed “obscene,” “child pornography,” and “harmful to minors” as outlined in the Children’s Internet Protection Act). District protective measures include teaching responsible use, monitoring use, filtering the Internet and email, and archiving electronic activity and communications. The District does not warrant the effectiveness of the Internet filtering; however, all computer devices having access to the Internet and used within the District shall be filtered.

The Technology Resources Administrative Rules and Code of Conduct will serve as guides to foster appropriate use of technology resources. The School District of Bloomer respects the right of each student family to decline access to District technology resources. All staff members are subject to policies, administrative rules, and codes of conduct regarding technology resources.

Technology resources are limited. Users of District technology resources must exercise prudence in the shared use of these resources. The District may review any data, information, and communication to maintain system and network integrity and to ensure acceptable use of District technology resources. The District will not be held liable for any data or information that may become lost, damaged, or unavailable due to technical or other difficulties. The District is not liable for losses, claims, or demands against the District or user of District technology resources by any other party based on the user’s unethical or illegal use of District technology resources.

Goals: Through the use of District technology resources, students as learners will:

- Access global educational resources.
- Expand their learning options.
- Broaden their research capabilities.
- Develop and use high-level thinking and problem-solving skills.
- Differentiate and evaluate available resources.
- Become proficient in 21st Century technology skills and the Wisconsin’s Model Academic Standards for Information and Technology Literacy.
- Gain employability skills.

User Expectations: All users of District technology resources should be aware that inappropriate use may be a violation of local, state, and federal laws. Violations may lead to prosecution. All District technology resource users must follow the rules and procedures as outlined in the Administrative Rules and Acceptable Use Code of Conduct. Unacceptable use will result in disciplinary action as outlined in the Administrative Rules and Acceptable Use Code of Conduct. Challenges to disciplinary action will follow board policy.

Privileges: Access to District technology resources is a privilege, not a right. This privilege may be restricted at any time for use not consistent with the educational mission, goals, and objectives of the District or District schools. Users of District technology resources should be aware that their use is not guaranteed to be private.

To access the District’s technology resources, students and their parents, volunteers, and others performing duties for the School District of Bloomer, will provide consent by signing the District Technology Acceptable Use Code of Conduct. All staff members are subject to policies, administrative rules, and codes of conduct regarding technology resources regardless of signing a consent form.

Weapons – Board Policy 832

The Board recognizes its responsibility to provide as much protection as possible for our students, employees and the public on school property and during school events.

No one shall possess a weapon or look-alike weapon on school property, school buses, or at any District sponsored activity except as otherwise provided. This policy does not apply to either law enforcement officers who are acting within the scope of their employment or to a person, excluding students, to whom the Principal or his/her designee has given prior approval to possess a weapon when such possession has been determined by the Principal or his/her designee to have a legitimate purpose.

A “dangerous weapon” means any firearm, whether loaded or unloaded, knife, razor, martial arts device, explosive device, metal knuckle or any other object which by the manner in which it is used, is capable of inflicting bodily harm. A “look-alike” weapon is defined as a toy gun, non-working replica of a weapon, cap gun, starter pistol or any other object, which could reasonably be mistaken for an actual weapon regardless of whether it is manufactured for that purpose.

Any student violating this policy shall be subject to disciplinary action including suspension and/or expulsion in accordance with the state and federal laws and Board policies, and shall be referred to law enforcement officers. In accordance with the state and federal law, a student who possesses an unauthorized weapon while at school or at a school sponsored event shall be expelled from school for not less than one year.

Weapons or look-alike weapons will be confiscated. Parents/guardians, local police, and criminal justice or juvenile delinquency officials will be notified in all cases.

Any member of the public, student or staff member violating this policy shall be subject to disciplinary action and police referral.

The following are exceptions to this policy:

1. All weapons under control of law enforcement personnel acting within the scope of employment.
2. The District Administrator or Principal may allow registered weapons, handled in a legal manner for purpose of education in the building or on the grounds, for instruction about weapons, proper and appropriate use, safe handling procedures, and other relevant demonstrations or educational activities. Requests for such activities must be submitted, in writing, at least three school days prior to the event/activity with permission granted in advance.
3. Administration approval must be in writing verifying that weapons are unloaded and permission was granted prior to the weapon being brought to school.
4. While at school, the weapon shall be stored in the possession of the Principal (during school hours) or adult sponsor except during the actual demonstration or presentation.

Public Complaint Procedure – Board Policy 872

Definition: A “complaint” is defined as a concern which is unresolved, serious and/or persistent in nature.

The following steps shall be taken when complaints are received from individuals in the school district, other than school district employees.

Investigation

Upon receiving the complaint, the individual contacted should:

1. Document oral complaints in writing upon receipt;

2. Note the date and time the complaint is made. The complaint must be signed by all parties involved. If the complaint is made by telephone, signatures should be obtained from the complainants before it is processed.

Anonymous complaints will not be dealt with.

3. Determine legitimacy of the complaint, and
4. Refer the written, documented and signed complaint to the administrator who is most directly responsible for the affected area within five school days.

Process

The person(s), group(s), or agency(ies) having a complaint against a staff person will be given an opportunity to meet with individuals(s) regarding the complaint in the following sequence:

1. **Staff Person** – The complaint should first be discussed with the employee about who the parent or citizen has complaint.
2. **Building Principal/Supervisor within five days** – If the discussion with the employee does not resolve the complaint to the satisfaction of the parent or citizen, the parent or citizen may take the complaint to the employee’s building Principal or immediate supervisor or, in the case of the District Administrator to the Board of Education. Prior to presenting the complaint to the employee’s immediate supervisor, the complaint must be reduced to writing. The written complaint shall be signed and shall set for the facts upon which the complaint is based, shall document the date that the complaint was discussed with the employee and the outcome of that discussion and shall clearly state the resolution that is being sought.
3. **District Administrator** – The district Administrator will investigate written and signed complaints and will prepare a written report with twenty-one (21) days for the complainant.
4. **Board of Education**
 - a. If the complainant is not satisfied with the District Administrator’s response, or in cases involving the District Administrator, the complainant may request, in writing, that the Board of Education conduct a hearing to review the matter from the beginning. In order to determine the need for a hearing, the Board of Education must determine if the complaint involves a substantial question of policy or importance to the district or that the administration’s investigation was deficient.
 - b. If the Board of Education decides to conduct a hearing, the individual named in the complaint or the Principal of the school involved shall be notified and advised of his/her right to be present at the hearing.
 - c. The District Administrator shall notify the complainant(s), the individual named in the complaint and other concerned person of the date and time established for the hearing.
 - d. The hearing shall be conducted in a manner that provides due process to all participants.

If the complaint deals with an extracurricular activity, the sequence will be:

1. Extra-curricular Coach or Advisor
2. Athletic Director
3. Building Principal
4. District Administrator
5. Board of Education

Communication

The administrator to whom the complaint is referred shall:

1. Seek a response from the people involved.
2. Provide a written response which shall include a description of the concern, how the concern was dealt with, and how it will be dealt with should it occur again in the future.
3. Provide a copy of the written response to the individual bringing up the concern and to the individual about whom the concern was raised. A copy will be sent to the District Administrator.

Reaction/Action

1. If the complaint may result in disciplinary action for a school employee, pertinent provisions of the collective bargaining agreement shall apply.
2. If changes in policy, procedure or program become necessary, an administrative and board review would take place.
3. Action taken on the complaint shall be communicated to the original complainant within twenty-one (21) days and within the limits of privacy and confidentiality.

STUDENT DISCIPLINE POLICIES

Philosophy

The administration believes that the primary obligation for developing self-discipline, responsibility and respect for other people rests with the home and parents/guardians. Children who have developed these qualities usually progress well in school. The school is also concerned with the development of attitudes, habits and behavior and must provide a proper climate for learning. Therefore, it strives to work cooperatively with parents/guardians in the student's development. Teachers want all students to learn, but disruptive students can thwart their efforts. When students do not follow the rules of proper conduct, the school has a responsibility to take action in the interest of those students and the other students in the school in order to meet this shared responsibility for the maintenance of good behavior.

Parents/Guardians Should:

1. Communicate regularly with the school concerning their child.
2. Attend parent-teacher conferences regularly.
3. Ensure that their child is in daily attendance.
4. Provide the resources needed to complete class work.
5. Assist their child in being healthy, well-groomed and clean.
6. Discuss report cards and homework assignments with their child.
7. Maintain up-to-date home, work and emergency telephone numbers.

Students Should:

1. Attend all classes and be on time.
2. Be prepared to come to class with appropriate working materials.
3. Refrain from profane or inflammatory statements.
4. Be respectful of all individuals and property.
5. Conduct themselves in a safe and reasonable manner.
6. Be responsible for their own work.
7. Abide by the rules/regulations set forth by the school and teachers.
8. Seek changes in an orderly and approved manner.

Teachers Should:

1. Encourage the use of good guidance procedures.
2. Maintain an atmosphere conducive to good behavior.
3. Plan a flexible curriculum to meet the needs of all students.
4. Promote effective training or discipline.
5. Encourage parents/guardians to communicate with the school.
6. Seek to involve students in the development of policy.
7. Endeavor to involve the entire community in the educational process.

Purpose

To ensure an atmosphere which is conducive to learning, it is necessary to balance carefully a student's individual rights with his/her responsibilities for good citizenship. It is in an effort to preserve this proper balance that this code is being utilized. The intended effect is to create an educational climate conducive to learning, responsible and considerate behavior and one in which the safety of students and all persons is assured.

The various sections of this code are intended to comply with local, state and federal laws. If any section of this document is found to be contrary to law or constitutional rights, it shall be revised.

Introduction

The development of responsible behavior and self-discipline among students occurs at two levels within a school. First, since students spend the greatest amount of time during the school day in the classroom, **teachers must assume the primary responsibility for gaining the respect and cooperation of students so that an effective learning environment may be maintained.** Each teacher must apply a carefully thought out approach to classroom discipline and administer it with a sense of fairness and consistency. At other times, disciplinary problems occur which are beyond the scope of the classroom teacher's area of responsibility (i.e. between classes, lunch time, before and after school, etc.) or are of a serious enough nature to require referral to the Principal or designee. Through the administration of a school wide disciplinary program, the Principal or Assistant Principal sets the tone for acceptable behavior throughout the school and campus. The Principal or Assistant Principal also must operate from a carefully developed set of rules and consequences that ensure fair treatment, consistency and due process.

Definitions

Alternative Learning and Attendance Center (ALAC): Supervised removal area used by teachers when necessary to remove students from class. In addition, the Principal or Assistant Principal may use the ALAC room for in-school suspensions. However, being assigned to ALAC is not necessarily considered a suspension.

Detention: The act of requiring a pupil to stay on campus before school, during lunch, or following the school day for a specified period of time.

Suspension: The act of prohibiting a pupil from attending school for a period of no more than five (5) days.

In-School Suspension: The act of prohibiting a pupil from attending classes for a period of no more than five (5) school days. The pupil serves the suspension time in the school building in an area specified by the Principal or Assistant Principal.

Out-of-School Suspension: The act of prohibiting a pupil from attending school for a period of no more than five (5) school days. The pupil serves the suspension away from the school building and grounds and is not allowed on school grounds during the duration of the suspension.

Expulsion: An action taken by the Board of Education to prohibit an enrolled pupil from further attendance for a specified period of time determined by the Board of Education.

Bus Rules and Regulations

Bus riders shall conform to the same standards of conduct that are expected of students at school and any additional applicable standards established by the bus driver.

When a student fails to conduct themselves in accordance with established rules, the bus driver shall bring such misconduct to the attention of the Principal or designee. **When continuing or serious problems exist, the student's bus riding privileges may be suspended.**

Classroom Discipline

1. A good learning environment in the classroom is the joint responsibility of the teacher and students. This atmosphere will be promoted through clearly established and understood rules and regulations.
2. The teacher has the responsibility to act on infractions of classroom rules. In cases where corrective actions prove ineffective, the teacher may remove the student from the classroom and assign him/her to ALAC. The purpose of assigning a student to ALAC is 1) to re-establish the learning atmosphere, which the student disrupted, and 2) to provide a setting for the student to examine his/her actions, which prompted his/her removal and make a commitment to correct his/her behavior.

ALAC Procedures

1. Students assigned to ALAC will report to the office immediately.
2. **Failure to report to the office/ALAC will result in additional consequences as deemed necessary by the Principal or Assistant Principal.** Students who feel they have been sent to ALAC unjustly should report to the office as directed and then follow the procedures for grievances at a later time.
3. **Failure to cooperate with ALAC supervision will result in an out-of-school suspension.**

Disciplinary Infractions – Category I

The consequences for disciplinary infractions are left to the discretion of the Principal or Assistant Principal. Possible consequences include, but are not limited to the following: administrative conference, written warning, parent/guardian conference, detention(s), removal from class, in/out-of-school suspension, and referral to the Board of Education for expulsion.

1. **Disrespect** – The lack of respect for someone in a position of authority manifested in words, gestures or other overt behavior.
2. **Forgery** – Written or spoken misrepresentation of the truth (i.e. forged passes, parent signatures, false phone calls, misinformation to school personnel, etc.).
3. **Harassment** – Behavior that may constitute sexual or other harassment directed at students or members of the staff.
4. **Inappropriate Physical Conduct** – Physical conduct intended to or likely to hurt, distract or annoy others, such as hitting, biting, pushing, shoving, poking, pinching or grabbing.
5. **Inappropriate Verbal Conduct** – Verbal conduct intended or likely to upset, distract or annoy others, such as name-calling, teasing, baiting, etc. This also includes the use of profanity.
6. **Incitement** – The act of inciting other students to act inappropriately or to disobey the teacher or school or class rules, including, but without limitation, inciting others to walk out.
7. **Insubordination** – The unwillingness to submit to the reasonable request of someone in a position of authority manifested in words, gestures or other overt behavior.
8. **Reckless Driving** – Driving in a reckless manner or exceeding the speed limit of 15 mph in the school parking lot or on school approaches.
9. **Parking Lot** – Sitting in any vehicle or being in the school parking lot during the school day for any reason without permission from the school office.

10. **Serious Disruption** – Disruption that is serious enough to infringe upon the rights of students and members of the school staff. Behavior that is likely to disrupt the educational environment, particularly when others are talking (lecture by teacher, response by other students, presentation by visitor, etc.) or during quiet (study) time.
11. **Throwing Objects** – Throwing any object, particularly ones likely to cause harm or damage, such as books, pencils, scissors, snowballs, water balloons, etc. Littering on school grounds is also included.
12. **Unauthorized Area** – Being in an unauthorized area on school grounds (including but not limited to: classrooms, green spaces, gyms, hallways, locker rooms) without permission from a teacher or staff member.
13. **Unauthorized Driving/Riding** – Driving or riding in/on motorized vehicles without the expressed written permission of the parent/guardian.
14. **Unauthorized Parking** – Parking in the high school parking lot without a parking tag during school hours or parking on school grounds in any area other than the designated student parking lot.

The consequences for the above disciplinary infractions will be sequential in nature. In other words, each new infraction will usually result in a more severe consequence than the previous infraction.

Students who receive an excessive number of disciplinary referrals for the above disciplinary infractions may be suspended out-of-school for fifteen (15) days and referred to the Board of Education for expulsion for repeated refusal to follow school rules.

Disciplinary Infractions – Category II

The following disciplinary infractions are of a more serious nature and will usually result in an immediate out-of-school suspension and possible referral to the Board of Education for expulsion. Furthermore, the following infractions will be referred to the Bloomer Police Department for possible legal action.

1. **Alcohol/Drugs** – Use, possession, selling/transmitting or being under the influence of alcohol/drugs on school property, or en route to or from school, including any activity under school sponsorship.
2. **Arson** - The willful and malicious burning – or attempt to burn – any part of any building or any property of the school, students or members of the staff.
3. **Bomb Threat** – The act of initiating a bomb threat or initiating a report warning of a bomb threat without just cause.
4. **Detonation of Explosives** – The act of detonating any explosive device on school grounds.
5. **Disorderly Conduct** – The act of 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.
6. **False Alarm** – The act of initiating a fire alarm or initiating a report warning of a fire or other catastrophe without just cause.
7. **Fighting** – The act of involving hostile bodily contact toward any student or member of the school staff on school property, or en route to or from school, including any activity under school sponsorship.
8. **Repeated Refusal to Follow School Rules** – The unwillingness to follow established school rules on a repeated basis.
9. **Theft** – Theft of the property of the school, students or members of the school staff.

10. **Physical Attack** – The act of physically assaulting or, in some other manner, attempting to injure any student or member of the school staff on school property or en route to or from school, including any activity under school sponsorship.
11. **Threatening/Intimidating Acts** – The act of verbally, or by gesture, threatening the well-being or safety of any student or member of the school staff on school property or en route to or from school, including any activity under school sponsorship
12. **Tobacco** – Use, possession or selling/transmitting of tobacco products on school property, or en route to or from school, including any activity under school sponsorship.
13. **Vandalism** – The act of willfully destroying the property of the school, students or members of the staff. Damage requiring cleaning, repairing or rendering unusable.
14. **Weapons** – Possession of weapons on person, in locker or in vehicle.

Other Disciplinary Infractions

Violations of the following school rules/policies have specific sequential consequences.

1. Cheating/Plagiarism

- All Offenses – The administration and teacher will determine the appropriate consequence depending on the severity of the offense.
- Repeated offenses may result in the student receiving a WF for the trimester.

2. Dress Code

The courts have repeatedly shown that students retain their constitutional rights when they attend school. Courts have also shown that when these rights are in question, the justification for limiting these rights lies with school officials. There are many situations when the rights of many outweigh the rights of the individual. The courts have given school officials the power and the guidelines necessary to protect the education process.

- All Offenses – Students will have an administrative conference and be required to change, cover, or remove the article of clothing in question.
- Repeated offenses will result in additional consequences as deemed appropriate by administration.

Detention

A detention period is set up for students who have violated specific school rules and procedures. Detentions may be assigned by the Principal or Assistant Principal at designated times (i.e. before school, during lunch, after school, etc.)

1. All detentions must be made up during the school year.
2. Any student with detentions to make up will not be allowed to participate in extracurricular activities.
3. Any student with detentions to make up will not be allowed any privileges during the school day or at school-sponsored activities.
4. Any student with detentions to make up will not be allowed to participate in graduation exercises.

Suspension Procedures

No suspension from school shall be imposed without an informal administrative conference with the pupil, except when it appears that the pupil will create an immediate and substantial danger to him/herself or to persons or property around the student.

A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony and a readmission plan shall be personally served upon the pupil at or before the notification by mail within 48 hours of the conference. In the event a student is suspended without an informal administrative conference on the grounds that the pupil will create an immediate and substantial danger to persons or property around him/her, the written notice shall be served either personally or by mail upon the pupil and his/her parents/guardians within 48 hours of the suspension.

Suspended students must be allowed to make up all class work that was assigned during the period of the suspension.