

Bowler Middle School and High School



Student Handbook 2017-2018

Home of the Panthers

*“We provide access to success
in an ever changing world”*

To The Student and Parents/Guardians

On behalf of the faculty and staff, we would like to welcome you to the Bowler Middle School / High School. We are looking forward to a productive 2017-2018 school year.

The Bowler School District is committed to providing numerous academic and extra-curricular opportunities for all of our students. This handbook has been prepared to explain and clarify some of the policies, procedures and regulations at our school. We have high behavioral and academic expectations for our students and ask for your cooperation in making our school a safe and wonderful place to learn.

At Bowler we function as a team. Faculty, staff, students and parents/guardians are all critical members of our team. Each member plays a vital role in making our team a success. It is understood that the rules and regulations on the following pages are not all inclusive. The administration will take such action as is necessary and not forbidden by law to insure discipline and orderly conduct of the school. Action may be taken with any offense which interferes with the orderly conduct of the school or which impairs the usefulness or well being of the school regardless of the existence or nonexistence of a rule covering the offense.

All of the regulations that follow are set down in an attempt to maintain the rights of all. Even though a student reaches the age of 18, he or she is still required to follow the rules and regulations as outlined in this handbook.

Please read through this handbook. If you have any questions regarding any of the policies, procedures and regulations outlined in this handbook, you are urged to contact the school so that those questions can be addressed. Please note, in an effort to maintain a safe learning environment and an atmosphere conducive to learning, the school reserves the right to adjust/alter these guidelines as appropriate and as needed.

**At the end of this handbook is a signature page. We ask that you sign and return it to the Middle School / High School office by Wednesday, September 13, 2017.*

Again, welcome and we look forward to working with you this school year.

*Mrs. Kim N. Ninabuck,, 7-12 Principal
Bowler Middle School / High School Staff*



The Bowler School District does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to sex, age, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, handicap, or physical, mental, emotional, or learning disability, citizenship status, arrest record, conviction record, veteran status, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or this state, or use or nonuse of lawful products off the Bowler School District's premises during nonworking hours.

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SCHOOL STARTING TIME AND DISMISSAL TIME

School begins promptly at 8:05 a.m. You are expected to be in your classroom in your proper seat.

If you are being dropped off, you are not to arrive prior to 7:45 a.m.

School ends at 3:21p.m. Buses leave at 3:27 p.m., so you have plenty of time to gather your books and things for your homework. No need to rush. Students are not to remain after school waiting for games or siblings unless under direct supervision of a staff member.

Special Note:

As you know, the front door is locked at 8:00 am. After that time, students, parents, or others must be buzzed in by the high school or district office. This system was set up so that the school could control who enters the building during school hours and ensure the safety of everyone. Please **DO NOT** open the doors even if you know the individual standing outside. It is very important that all students follow this simple rule while school is in session.



Telephones:

Bowler School District	715-793-4101
Elementary	#1
High School	#2
Administration Office	#3
Accountant	#7
Special Services	#8
Athletic Director	#9
Bus Garage	715-793-4234

ACADEMICS

COURSE LISTING

Courses available at Bowler High School are listed in the course description booklet. A variety of classes will be offered over the ERVING TV Network each year. These will vary each year according to the needs of students. Participating students will be required to sign and follow a behavior contract. In addition, Bowler also provides Transcribed Credit courses. These too may vary each year. Students in these courses do not have to leave the Bowler campus to receive both high school and college credit. Please refer to the current course description booklet for more information.

The Youth Apprenticeship Program is a program geared towards helping students gain work experience and employability skills while still in high school. Students will find their own jobs and work at least 15 hours per week. This must be a paid position with a business. Students will also take one course related to their jobs per semester. These classes can be college courses or high school courses. Students must provide their own transportation to and from work.

Bowler has four options for students to obtain college credit while still in high school. All college options are offered to Juniors and Seniors only.

1. Learn and Earn: Students take one free college course from College of Menominee Nation. The Learn and Earn is grant based and comes to students with no charge. Students may take up to 3 credits per semester and receive .25 high school credits per college credit earned. Pre-approval is required to get high school credit.
2. Dual Credit: Students enrolled in this program earn college credit while attending courses at Bowler School. Students in this program do not leave campus to receive college credit. Students can earn .25 high school credits for each college credit earned.
3. Youth Options: This program allows public high school juniors and seniors who meet certain requirements to take post secondary courses at a Wisconsin Technical College, a UW System college or university, a Wisconsin tribally controlled college or a Wisconsin private, non-profit college or university.
4. Course Options: Students can be enrolled in up to two courses at a time at a variety of educational institutes. Courses must meet certain requirements to be accepted. (Policy 5113.01)

GRADUATION REQUIREMENTS

All requirements must be met before a diploma is awarded and participation in graduation exercise are allowed. To graduate from Bowler High School you must obtain a total of 24 credits. Students are required to take a minimum of 6.5 credits every year.

The required classes are:

Freshman: English I, Math (Pre-Algebra, Algebra I or Geometry), General Science, World History, Phy. Ed I

Sophomore: English II, Math (Geometry, Algebra I or II), Biology I, Civics, US History, Phy Ed II

Junior: English III, Math (Geometry, Algebra I, Algebra II, Pre-Calculus or Calculus), Science (Chemistry College Chemistry, Physics, Advanced Physics, Ecology, Body Structure & Function, or Anatomy & Physiology), US History, Health, and Phy Ed

Senior: English IV, Social Problems

Phy Ed Credits for requirement must be taken .5 for three different years. Any Phy Ed. credits beyond the required .5 credits required in each of your Freshman, Sophomore, and Junior years will be counted as elective credits.

Per Board Policy 5460 regarding graduation requirements, the following requirements are added for participation in the graduation ceremony:

1. Only students who have attended school at least 90% of their Senior year (both Semester I & II combined). The principal may accommodate this for sufficient reasons (extended illness, family emergency etc.)
2. All outstanding fees/charges must be paid by the Wednesday before graduation ceremony.
3. A student may also be denied participation in graduation activities for disciplinary reasons.

GRADING PROCEDURE

Throughout your years in high school, you are working on your grade point average. A good grade point average is essential in being admitted to post secondary education and some places of work. This average is determined by your semester grades on your report card.

The grading scale will be 99-100 A+, 93-98 A, 90-92 A-, 88-89 B+, 83-87 B, 80-82 B-, 78-79 C+, 73-77 C, 70-72 C-, 68-69 D+, 63-67 D, 60-62 D-, 59 or below F.

HONOR ROLL

When you perform in an academically superior manner, you will be included on the Honor Roll for each quarter. Those students achieving a 3.0 grade point average or above are recognized on the honor roll. High Honors distinction is given to students achieving a 3.8 or above grade point average.

REPORTING TO PARENTS

If you should find yourself failing a course, you will receive a progress report. Progress reports are sent out at mid-quarter. They are also sent at the teacher's discretion for good progress in a subject. Access to grades, schedules, attendance, discipline, etc. can also be obtained through Bowler School's Skyward Family Access program. This is a web-based information and communication center designed to provide parents/guardians with the answer to "What did you do at school today?" It is available 24 hours a day, seven days a week. Parents/guardians use a secure login and password that will give them access to all their immediate family members within the district.

Parent/Teacher conferences are held twice a year. Parents/guardians are encouraged to come in and meet with teachers.

CLASS ADD/DROP

Choose your course selections wisely and consider them unchangeable. We are very hesitant about making course changes for students unless **absolutely necessary**. The following is the procedure to which the school will adhere when considering denial or approval of a student's request to make course changes:

1. Courses may not be added to a student's schedule after the 5th day of a new semester for a semester course or dropped after 10 days. Students will be issued a grade of F if removed after day 10.
2. Courses may not be dropped if a student's total number of classes falls below the required minimum of 6.5.
3. Courses already filled for a given term will not be available to students requesting program additions.
4. Students will not be allowed to withdraw from a course with a minimum enrollment, a transcribed credit or an ERVING course.
5. Course changes will not be allowed because of a student wanting his/her study hall(s) at a specific time of day.
6. Prior to any program change requests being honored, a conference with the Guidance Counselor, high school principal and the applicable instructors will need to take place.

CLASS RETAKE

Students may retake a class taken previously with a low passing grade. Both grades will appear on the student's record. Students must retake a required class for which they received a failing grade.

GIFTED AND TALENTED GRADUATION REQUIREMENT ALTERNATIVES

Identified G/T students may substitute a higher level class in the same curricular area with permission of the Principal and teacher in that curricular area. See complete policy for further information. Policy 2464

DRIVERS EDUCATION

Drivers Education is an accredited course not required for graduation. A monetary fee will be required to drive. Drivers Education is offered to students no sooner than the summer prior to their sophomore year. Students must have successfully completed the ninth grade with passing grades in all core subjects (Math, Social Studies, Science, English) to take summer Drivers Education. See Driver Education policy 2432.

GUIDANCE PROGRAM

The guidance counselor is here to serve you. The counselor can help you set realistic goals and help you make decisions to reach those goals. Stop by the guidance office any time to make an appointment or leave a message BUT remember your pass.

Students should use the expertise of the guidance office in assisting you with college planning, placement, financial aid, and scholarships. A financial aid night is scheduled each year to assist students planning for post-secondary education.

ATTENDANCESTUDENT ATTENDANCE

1. In accordance with state law, all children between 6 and 18 years of age must attend school full time until the end of the term in which they become 18 years of age unless they have a legal excuse.
2. The Principal is designated to deal with matters relating to school attendance for grades 7-12. The Principal shall determine daily, which pupils enrolled in the school are absent and whether that absence is excused. NOTE: Board Policy 5460 regarding graduation requirements addresses specific language related to attendance and participation in the graduation ceremony. Please see board policy 5460 for more information. Additional information is also referenced in this handbook under Academic: Graduation Requirements.
3. Acceptable absences include illness, severe illness or death in the immediate family, or prearranged absences previously approved by the Principal.
4. Absences may be prearranged by getting advance approval from the Principal. However, students may not be excused for more than 10 days in a school year under this provision. s118.15(3)(c). stats.
5. Parents or guardians are expected to provide an explanation of absences at the time the student returns to school unless the absence had prior approval by the Principal. If parent/guardian contact has not been made within 5 school days, the absence will be recorded as unexcused. Please see #8 below regarding Habitual Truancy.
6. Students are required to attend all their scheduled classes and study halls. All students will have the responsibility to make up work missed.
7. In the event of truancy, the Guidance Counselor and/or Principal shall meet or attempt to meet with the student's parent or guardian to discuss the child's truancy. Opportunity for school counseling to the student will

be made available to determine options/interventions. A legal referral may also be initiated if a poor attendance pattern continues after the above actions have been taken.

8. Habitual Truancy

By Shawano County Truancy Ordinance, “habitual truant” means a pupil who is absent from school without an acceptable excuse under sub. (4) and s. 118.16(1)(a) and (c) stats for part or all of 5 or more days on which school is held during a school semester. Stockbridge-Munsee ordinance also follows State Statute. If a pupil is found to be habitually truant by the court, some of the consequences could include such things as:

1. Assess the truant a fine,
2. Suspend driver’s license for 30 days
3. Five days of secure detention
4. Court ordered counseling
5. Impose other consequences as appropriate in accordance with State Law and local ordinances.

TARDINESS

Regular and prompt attendance is the responsibility of the student and the parents. Students should be in school every day that they are physically able. Tardiness and absences without acceptable reason is truancy and is illegal in the State of Wisconsin. Repeated tardies without acceptable reason can result in a juvenile referral to Shawano County Social Services.

The office realizes that instances may arise that cause a student to be late in rare cases. Parental communication generally clarifies the incident with the office and allows the school to make a fair judgment on whether the tardy is excused or unexcused.

Tardiness during the school day is generally unexcused. Students anticipating being tardy between periods must communicate with and obtain permission from both their assigned class teacher and the teacher or staff member they wish to see in order for the tardy to be excused. Students who have an unanticipated tardy need to discuss the matter with their instructor.

TARDY PROCEDURE

Each quarter, the following progressive measures will be taken:

- 5 Tardies = 1 Noon Detention
- 6th Tardy = 1 Noon Detention
- 7th Tardy = 1 Noon Detention
- 8th Tardy = 1 After School Detention
- 9th Tardy = 1 After School Detention
- 10th Tardy = 1 After School Detention

Students recorded as having more than 10 tardies within a grading period are subject to more restrictive measures. A meeting with the student, parent/guardian, guidance counselor, and teacher(s) will be required which could result in additional detention time and/or suspension.

SKIPPING CLASSES

Skipping classes without permission means you are truant. Your teacher will contact the office. This will result in a meeting with the Principal or, a contact with your parents, detention, and possible legal referral.

PLANNED ABSENCES/ADVANCE MAKE-UP SLIPS

If you are going to be absent, you must bring a signed excuse from your parents three days prior to your being gone. Requests made less than three days prior should express the extenuating circumstances and require the approval of the Principal. The office will issue you an advance make-up slip which must be turned in and signed by your teachers before you leave in order for the absence to be classified excused. All work must be made up (School District Policy Code 5200).

MAKE-UP ASSIGNMENTS

Students are allowed three school days to make up assignments from the date the assignment is received. Extra days are only for assignments of which the student has no prior knowledge. If the student is absent on the day of an announced quiz or test, long-term assignment or project, the student will be expected to fulfill that obligation the day he/she returns to school. (School District Policy Code 5200)

BEHAVIORAL EXPECTATIONS

Bowler 7-12 Discipline Policy

Philosophy

Bowler 7-12 School discipline philosophy is an abiding belief in the worth and dignity of each student and a desire to provide for the student a learning environment founded on excellence and opportunity.

In order for the Bowler 7-12 School to maintain the best learning environment possible, the administration and faculty have adopted a “PROGRESSIVE” approach to student expectations, a system of progressive consequences for poor behavior, and the provision for various positive support mechanisms for good behavioral choices.

All rules and expectations revolve around three basic assumptions:

- 1) Students cannot be allowed to stop our teachers from teaching.
- 2) Students cannot be allowed to stop our students from learning.
- 3) Positive behavior is in the best interest of students and staff.

Our belief is that student discipline is part of the educational process. Teachers will need to review classroom rules with students at the start of the school year. Students need to be reminded that not all rules are covered in behavior guidelines. Students are responsible for prudent and acceptable behavior. Most unrepeatable misbehavior initially receives a warning. Intentional actions meant to hurt, damage, or degrade students, staff, or the institution may receive action not prefaced by a warning. Students and parents are provided with the student handbook to become familiar with school policies.

Typical Misbehaviors

Minor misbehaviors:

Misbehaviors that do not highly disrupt the operations of the school or its ability to instruct the student or other students and **may** normally warrant noon detention as a minimum.

Minor misbehaviors include but are not limited to:

1. Horseplay
2. Disruptive behavior
3. Not following directions

4. Excessive talking
5. Minor insubordination
6. Tardiness
7. Other classroom rules

Major misbehaviors:

Major misbehaviors are of a more serious or disruptive nature warranting an after-school detention, suspension, police citation, expulsion, or combinations thereof. Major misbehaviors include but are not limited to:

1. Property damage
2. Theft
3. Smoking
4. Use or possession of alcohol
5. Use or possession of drugs
6. Continued insubordination
7. Failure to follow administrative directives
8. Swearing
9. Threats to staff, students, or institution
10. Weapons
11. Three minor misbehaviors
12. Skipping school or class
13. Leaving school without permission
14. Harassment, intimidation, and Bullying

Reference should be made to Board Policy 5600 for more detailed information.

Public Displays of Affection (PDA)

The Bowler School District is a public institution that will not tolerate any signs of Public Displays of Affection on school property. Students displaying PDA may receive discipline for these actions with no warnings given. Public Displays of Affection include but are not limited to kissing, hugging, inappropriate touching, rubbing bodies against each other, patting, pinching, sitting on each others laps, heads in laps, etc. This will include all school sponsored activities whether they are held on our school grounds or away and include before, during and after school hours.

Student Harassment, Intimidation, and Bullying

The Bowler School District seeks to provide a learning environment free of any form of harassment, intimidation, or bullying in any form and will take all necessary and appropriate actions to eliminate it. Per Board Policy 5517 & 5517.01, the following is noted:

Harassment includes striking, shoving, kicking, throwing an object at, or otherwise subjecting another person to physical contact or attempting or threatening to do the same, such as: name-calling; or engaging in a course of conduct or repeatedly committing acts which intimidate, cause discomfort, or humiliate another person, or which interferes with the victim's academic or work performance. Harassment includes verbal comments or other expressions that insult, degrade, or stereotype any person or group because of race, color, national origin, gender, sexual orientation, religion/creed, pregnancy, parental/marital status, disability, or age.

Harassment also includes sexual harassment. This refers to behaviors that are not welcome, that are personally offensive, that debilitate morale, and that interfere with the academic performance of its victims or their peers. Sexual harassment may also include, but is not limited to, actions such as sexually-oriented verbal "kidding" or abuse, pressure for sexual activity, sexual contact and unwelcomed touching, display of sexually suggestive objects or pictures, demands for sexual favors accompanied by implied or overt promises of

preferential treatment or threats concerning an individual's employment or academic status, any job or academic-related action that is based upon an individual's acceptance of, resistance to, or refusal of sexual overtures.

Intimidation is defined as an individual intentionally behaving in such a way as to make another feel timid or fearful. This includes overt or implied threats and/or physical gestures.

Bullying is defined as a form of aggression in which there is an imbalance of power between the bully and the victim. Bullying can be physical, verbal, or psychological and is of a repetitive nature. It can be direct (face to face) or indirect (behind someone's back).

Harassment, intimidation, and bullying are prohibited. Such acts will not be tolerated and students who instigate or participate in any type of it are subject to disciplinary action. Please refer to Board Policy 5517 & 5517.01 for further information.

Tobacco Use on School Premises by Students, Staff Members, and Visitors

Smoking, electronic cigarettes (e-cigarettes), and use of other tobacco products by students, personnel, and the community are prohibited on property owned, rented by, or under the control of the school district. This includes school buildings, grounds, buses, and school-owned vehicles. Per Board Policy 5512 the following is noted:

Students in violation of this policy who are participating in WIAA activities will be subject to disciplinary measures as per school athletic code.

District employees will be subject to appropriate discipline or referral.

Visitors who are observed smoking (including e-cigarettes) or using tobacco products on school district property will be asked to refrain from doing so. If the individual fails to comply with the request, he/she will be referred to appropriate supervisory staff for possible further action.

The Bowler Board of Education Policy prohibits the use or possession of tobacco or substitute tobacco in school buildings, on school grounds, and at school-sponsored activities.

Students who violate this policy are subject to the following disciplinary action:

First Offense: One to three-day suspension, parent notification, police notification. Tobacco products confiscated.

Second Offense: One to three day suspension, mandatory parent conference, police notification. Tobacco products confiscated.

Third Offense: Suspension from school pending an expulsion hearing. Tobacco violations are cumulative on an annual basis from August 1-July 31.

Disciplinary Actions

Detention:

Disciplinary action taken depends on the severity and frequency of the offense. Lunch detention time will be 30 minutes. The teacher shall establish the date of detentions for those they will supervise. For other behavioral detentions, the principal shall make the determination. After-school detentions are assigned for more serious misbehaviors, frequent minor misbehaviors, and for unserved noon detentions. For after-school detentions the parent/guardian will be notified before the detention is served. All disciplinary actions will be logged to the student's yearly disciplinary record. Students receiving three (3) major incidents will be referred to the

superintendent for consideration of expulsion. All detention students will not be allowed to leave the room or visit. Students who report to detention, are to remain seated; working, not sleeping, or sitting quietly throughout the detention.

Suspension:

Suspension is the removal from the school setting for a period of 1-10 days depending on the severity and frequency of the offense(s). The Principal may issue suspensions in school or out of school for noncompliance of school rules or conduct which endangers the property, health or safety of others, or other severe disruptive behavior.

Guidelines for In-School Suspension

A student is assigned to the in-school suspension by the Principal. The in-school suspension shall be assigned a location determined by the Principal.

The student is assigned to the in-school suspension for part of or all of the regular school day. The student receiving a full-day suspension may not attend his/her regular classes or participate in school-sponsored activities the entire day of the suspension. The student will be provided with assignments and will be expected to complete school assignments.

Guidelines for Out-of-School Suspension

A student assigned an out-of-school suspension is placed under the supervision of the parents or guardians during the period of the suspension. A suspended student is not to appear on school property during the period of suspension and cannot participate or appear at any school-sponsored activities. Prior to any suspension, the student shall be advised of the reason for the suspension. The nature of the suspension will be communicated to the parents.

Expulsion:

The school board may expel a pupil from school whenever it finds the pupil guilty of repeated refusal or neglect to obey the rules; or knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt being made or to be made to destroy any school property by means of explosives; or finds that the pupil engaged in conduct which endangered the property, health, or safety of others; and is satisfied that in the interest of the school, demands the pupil's expulsion.

Police Referral:

Referral to the police liaison officer may be made for prosecution whenever pupils engage in activities that are in violation of local, county, and state ordinances or are involved in activities, which endanger the property, health, or safety of others. Typically these activities may be swearing, disorderly conduct, insubordination, fighting, smoking, vandalism, and theft.

Weapons

A student shall not possess, handle, transmit, or conceal any object commonly classified as a weapon. Lockers, book bags, gym bags, coats or jackets, other containers, and vehicles may be searched at any time by the Principal or designee where there is reasonable suspicion of the presence of any weapon or device that could harm property, health, or welfare of others.

Wis. Stat. 929.22 (10) defines "Dangerous Weapon" as follows: any firearm whether loaded or unloaded; any device designed as a weapon and capable of producing death or great bodily harm; any electric weapon or any device or instrumentality which, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm.

Students found to have such a weapon on school property or at school-related activities at any time or threatening to bring a weapon onto school grounds, may be recommended for expulsion by school administrators.

General Operating Rules and Procedures

The following are operating rules which failure to adhere to could result in disciplinary action:

1. Students are not to be in the school buildings before or after regular school hours without permission and under the direct supervision of school personnel.
2. Students are not permitted to eat food or drink beverages in the classroom during the school day other than in the cafeteria during lunch, unless it is part of an approved-class project. Students bringing their noon lunch are required to eat in the cafeteria.
3. Students shall not skip class, have unexcused absences, or be tardy.
4. A student taking part in any extracurricular activity (band, athletics, etc.) outside the school district is required to use school-sponsored transportation and is expected to follow Bowler School rules. An exception may be made for a student to ride with their parent/legal guardian if their parent or legal guardian contacts the school activity advisor for approval. The approval will need to have written documentation.
5. Students attending a school-sponsored event are required to remain in the building until the activity is completed. Students leaving the building will be refused admittance back into the building unless supervised by parent/legal guardian or school personnel.
6. Students are not permitted in the halls unless a teacher or staff member accompanies them or, after staff member calls the office and if no one is available to escort, have a hall pass from an authorized staff member. No student is allowed in the halls during any class period as they should be in class for instruction.
7. Students are expected to conduct themselves in an orderly and respectful manner at all times while on school grounds. All school rules apply whenever a student is in the building, on school grounds, or on buses.
8. Students are expected to arrive in class on time and prepared to start class at bell time.
9. Students are prohibited from using or displaying in plain sight cell phones, portable media players, or other electronic communication devices (ECDS) during school hours. This also includes bus transportation, which is seen as part of the school day. Please see board policy 5136 for further information. Additional information is also referenced in this handbook under General Procedures: Phone Use.
10. Parents who wish to pick up their students during the school day must report to the office and sign the student out. The student will then be called to the office. Any student who fails to follow this procedure will be considered truant.
11. Objects deemed intentionally disruptive may be temporarily confiscated by the teacher and disciplinary action taken(laser pointers, whistles, toys, artificial scents, etc.).

Policy Code 5500 & 5600

DAMAGE TO SCHOOL PROPERTY

Anyone who destroys school property on purpose is responsible for replacing it. All damaged property should be reported to the office as soon as possible. Fines over \$5.00 must be paid to remain eligible for extracurricular activities. Students intentionally damaging school property may also be subject to further disciplinary action and/or legal proceedings.

SCHOOL ATTIRE

In an effort to maintain an atmosphere conducive to learning, all students are expected to dress and groom themselves in a manner suitable for school functions. Your dress, personal appearance, and conduct may not disrupt or distract a teacher from teaching or your classmates from learning. Clothing items that are controversial and/or causes a distraction or disruption in the school, are sexually harassing in nature, pertain to tobacco, alcohol, controlled substances, gangs, profanity or sexual innuendoes, or have obscene slogans or symbols are not permitted.

More examples of inappropriate attire would include, but not be limited to, tops short enough to expose the bare midriff or too low cut and revealing; any clothing which does not cover undergarments (bras, bra straps, boxers, and underwear of any type should not be showing), pajamas, slippers, tube or tank tops without over blouses or shirts, backless dresses, halters, spaghetti string tops or tops that are tied at the shoulders without a outer cover shirt, mini skirts or mini dresses, shorts that are shorter than mid-thigh, and clothing which is not worn appropriately or not properly fastened or with tears which are indecent, shorts, pants, skirts, etc. should be worn at the waist so undergarments are not being exposed. Such are considered to be unacceptable attire to attend school and are not permitted.

Coats, jackets, hoods on heads, hats, caps, scarves, bandanas, and gloves are not to be worn in the school building. Shoes must be worn in the building and as a rule boots and shoes used for outside wear are not appropriate in the classroom. Furthermore, any articles of clothing or jewelry that may cause injury or that may be considered a health or safety hazard are not allowed.

Please refer to **Board Policy 5511** for more detailed information. Please understand the regulations are a balance of the individual's freedom of expression with the public interest of a quality education. School officials will take appropriate action to correct the situation should violations occur. Repeated violations of these rules may constitute grounds for suspension or expulsion.



BUS SERVICES AND DISCIPLINE PROCEDURES

1. When disruptions occur on the bus, the driver will stop the bus and deal with the problem. The school bus driver is recognized as a member of the school staff having the same jurisdiction over the children while in route to school as an instructor in a classroom. Therefore, the driver shall maintain order among the children at all times when they are being transported to and from school.

2. Students are not allowed to use cell phones or any other recording devices (audio or visual) to record on school buses. (Board Policy-5136)
3. If the problem persists, the driver will talk to the student involved and file a written Bus Conduct Report with the child's Principal. The Principal will talk to the child about his/her behavior and send a copy of the report home. With the first written report, the child will receive a warning. With the second written report, the child may have his/her bus riding privileges suspended for up to three days. A copy of the conduct report will again be sent to the parent. When a student is to be suspended from the bus, the Principal will inform the parent prior to the suspension taking effect. If a third conduct report is received, the child may have his/her bus riding privileges suspended indefinitely by the Principal. Upon receipt of the third report, the Principal will set up a conference with the parent and the driver.
4. A bus driver has the right to impose any other reasonable rules for the safe and healthful operation of his/her bus.
5. The Principal has the right to take disciplinary measures he/she deems appropriate when a child is reported for misbehavior on the bus up to and including permanent suspension of bus riding privileges.
6. If the misbehavior occurs the last week of school, the riding privileges may be denied at the beginning of the following school year.
7. Appropriate courteous behavior by all passengers on a bus is imperative if we are to assure safety.
8. Pupils must ride their assigned bus both to and from home and school unless a written request asking permission to be let off the bus at some other stop is presented to the bus driver and signed by parents. Parents will assume the responsibility of the child when such a request is made and granted.
9. Parents are responsible for the safety of pupils while going to and from pickup points and for their meeting the bus on schedule. Pupils are to arrive at the bus stop before the bus. Bus drivers are not to make a habit of waiting for students and causing other students to be picked up late. Buses must stop at all bus stops. If no student appears, the bus may proceed after waiting a few seconds.
10. Parents will be responsible for any damage to a bus by their children.

EXTRACURRICULAR

SCHOOL EXTRACURRICULAR ACTIVITIES

Bowler offers you opportunities for involvement in extracurricular sports and activities. Sports at Bowler include volleyball, football, basketball, track, softball and baseball. In most cases memberships are open to anyone. A student must carry a total of 6.5 credits in order to participate in any activity. Students must maintain a good grade average in order to participate in sports. An Athletic Code has been established by the Athletic Council and this Code and Training Rules must be turned in by each prospective athlete.

Clubs and organizations play an important part in high school life. Some examples, but not limited to are Future Farmers of America, Culture Club, and Bohiscan Staff.

DANCES/ACTIVITIES

In order to provide a safe/fun environment for our students coming to school-sponsored dances/activities, the doors will be locked at 10:00 for high school and 9:00 for middle school; no students will be admitted once the doors are locked. Also students are not to leave the designated area without securing permission from the

school employee who is chaperoning. Students will be expected to be in assigned areas. Students will not be permitted to go in and out of the building, unless a student secures permission from the school employee who is chaperoning prior (only if it is an absolute necessity).

Middle school students will not be admitted to high school dances and high school students will not be admitted to middle school dances. Middle school students may not bring students who don't attend the Bowler Middle School to their dances/activities. If a high school student would like to bring a student from another school to the Bowler School sponsored dance/activity, they must secure a form from the high school office and return it on the last school day of the week by noon/not at the door. No one under grade 9 or over the age of 20 (unless currently enrolled in another high school) will be admitted into the dance/activity.

GENERAL PROCEDURES

NON-DISCRIMINATION

The Bowler School District does not discriminate against pupils on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, handicap, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, or handicap. The District encourages informal resolution of complaints under this policy if any person believes that the Bowler School District or any part of the School organization has failed to follow the law and rules of s118.12, Wis. Statutes, or in some way discriminates against pupils on the basis listed above, he/she may bring or send a complaint to the administration office at the following address: Superintendent, School District of Bowler, 500 S. Almon St., Bowler, WI 54416.

STUDENT GRIEVANCE PROCEDURE

If a misunderstanding were to arise between students and teachers or coaches, the following grievance process is available to all students to resolve the problem:

When feasible, the student should meet with the teacher or coach to discuss the issue.

If the initial meeting does not resolve the situation, the parent or guardian may confer with the teacher or coach involved.

If still unresolved, the matter should be referred to the Principal. Students may file a grievance or submit a request for remedy by completing a formal grievance form available from the school office, by informal written statement, or by verbal statement to any licensed staff member. A parent or guardian may also file a grievance in behalf of the student.

In extreme situations, unresolved issues may be referred to the superintendent of schools, and, ultimately, the school board.

INCLEMENT WEATHER INFORMATION

In case of inclement weather, (usually a snow storm) listen to the radio. We attempt to notify the following radio stations between 6:00 and 7:00 a.m. in case of school cancellation: WSAU 550AM, WTCH 960AM, WATK 900 AM, WRIG 1390 AM, WIFC 95.5FM, WOWN 99.3FM, WRLO 105.0FM, WDEZ 101.9FM and WIXX 101.1FM. WBAY-TV-2, WFRV-TV-5, WLUK-TV-11, WSAW-TV-7, and WAOW-TV-9 also carry school cancellations. In addition to radio and TV stations, this information will be posted on the Bowler School App. ALSO, if worsening conditions force us to close school early, the same stations will carry this information. In the event that this should happen, know what your parents expect you to do.

STUDENT DRIVING GUIDELINES

1. Each student will have a car registration form on file in the office before a vehicle can be parked on school grounds during regular school hours.
 - a. Upon registration, each vehicle will be issued a parking permit.
 - b. Cars without permits may be subject to fine and/or towed at student/owner's expense.
2. Cars are to be parked in the student lot and locked.
3. Students may not take cars from the parking lot during school hours. Students will not use their cars to transport other students during the school day under any circumstance other than an approved situation. Such approval may be secured from the 7-12 Principal or administrative personnel. Parents or guardians must be informed and their permission secured as well.
4. Students who drive must have a note or phone call and an acceptable reason to be excused early. Students must sign out in the office when leaving the building.
5. Failure to follow these procedures will result in either a written warning and / or loss of car privileges. Severity and frequency of offenses will determine the most appropriate consequence as determined by the Administrator or 7-12 Principal.
6. Reckless driving or misuse of a motor vehicle on school grounds will result in revocation of permit.
7. Any student, who, through the use of a motor vehicle, contributes to the delinquency of a minor, will lose his or her parking permit without a refund. This includes, but is not limited to contributing to truancy by leaving campus during school hours in a vehicle without appropriate permission.
8. If a vehicle is used to "skip school," the driver of the vehicle will have his or her parking permit revoked.
9. Parking permit fees will be recommended at the Annual Meeting and determined by the Board of Education at the first meeting following the Annual Meeting.
10. If there are more student drivers requesting permits than spaces available, permits will be issued on a "first come - first serve" basis.

LEAVING SCHOOL BUILDING

Under **NO** circumstances may you leave the school building or playground without permission from the office. The parking lot is "off limits" to you. If you must leave school during the school day, you **must** bring a written request from your parents to the office in the morning. The time and reason for leaving **must** be included. When possible, appointments should be made outside of school hours. Before leaving the building, you must be checked out at the office by your parent. You will be released only to your parent unless the office has been notified that your parent has granted permission for someone else to pick you up.

ILLNESS AND MEDICATION AT SCHOOL

If you are injured or get sick while at school, you should notify your teacher immediately. Minor first aid, which is necessary to meet the need of the emergency will be done. Your parent will be contacted.

Medications may be administered at school under the following conditions:

The drug must be delivered to the office in its original bottle or packaging, whether prescription or non-prescription. Your medication will be stored there in a locked drawer; it should not be kept in your bag or locker. Occasional exceptions are allowed for asthma inhalers per school policy.

Written parent consent with specific directions must be on file and updated annually. Medication consent forms are available for this purpose.

Prescription medications also require written consent from your physician/healthcare provider.

It is the responsibility of the student to come to the office at the assigned time to receive medication.

STUDENT PASSES

You may not leave class or an assigned area to go anywhere in the building without a staff member or teacher. You have three minutes passing time between classes. If you have “business” that must be completed beyond this three minutes, you must report to your next period teacher to secure a pass before beginning your business. It is the responsibility of the student to get permission from the teacher, sign the pass sheet and wait for escort before leaving the classroom. Any student found in hallways without an appropriate pass or escort will receive an automatic noon detention.

PHONE USE

The phone in the office is only to be used in cases of an emergency. Please do not ask to use this phone because you forgot your lunch money or you just decided to go to a friend’s house after school, or stay for a basketball game. Remember to make your arrangements with your parents before coming to school.

CELL PHONE AND ELECTRONIC PAGING DEVICES

It is the policy of the Bowler School District (Policy 5136) to restrict student use and/or possession of cell phones, electronic paging or other communication devices while on premises owned, rented, leased or under the control of the school district (this includes buses and school vehicles).

The Board acknowledges the possible value of such devices for use before or after school hours, and will allow storage of such devices in lockers during the school day. However, cell phones, pagers, and other communication devices must be turned off and will be confiscated if used during school hours without permission of administration. Such possession of or use of an ECD may not, in any way:

1. Disrupt the educational process in the school district;
2. Endanger the health or safety of the student or anyone else;
3. Invade the rights of others at school; or
4. Involve illegal or prohibited conduct of any kind.

The use of a cell phone, or other ECD, or a recording device in locker rooms, restrooms, and other similar private areas or on buses or school transportation is prohibited. The following consequences may apply for the inappropriate possession or use of a cell phone or electronic device during the school day:

1. **First Offense:** The parent/guardian will be notified by the person confiscating the device. The device will be kept by an administrator until a parent/guardian comes to school to pick up the device.
2. **Second Offense:** The parent/guardian will be notified by the person confiscating the device. The device will be kept by an administrator until a parent/guardian comes to school to pick up the device and the student will serve one lunch detention.
3. **Third Offense:** The parent/guardian will be notified by the person confiscating the device. The device will be kept by an administrator until a parent/guardian comes to school to pick up the device and the student will serve two lunch detentions.

4. **Fourth Offense:** The parent/guardian will be notified by the person confiscating the device. The device will be kept by an administrator until a parent/guardian comes to school to pick up the device and kept by an administrator until a parent meeting is held. The student will also serve an after-school detention.

*NOTE: Any student refusing to turn the device over to the staff member making the request may be subject to further disciplinary action as deemed appropriate by administration. Such consequences may include but not be limited to the following: after-school detention(s), in-school suspension(s), out-of-school suspension(s), police referral, etc.

STUDENT INFORMATION

Keeping up-to-date information on students is a constant job. Let the office know immediately if you change any of your vital statistics. That is, (1) where you live, (2) home/emergency phone number, (3) parent work number, or (4) other emergency information such as health status, etc. General student directory information may be held at the request of parents by completing the "Release of Student Directory Information" Form (Policy JO).

SCHOOL VISITORS

Parents and guardians are welcome to visit the school periodically. However, in an effort to maintain the best learning and teaching environment for Bowler students, such visitors must first report to the office. Visitors will be asked to sign the visitor log after receiving clearance for the visit and wear a visitor's pass. A visitor may not interrupt the learning environment in any way. With concern for the safety of students and disruption of the educational process, students not currently enrolled in our school will not be permitted to visit during school hours. Please refer to Board Policy 9150 for further information.

SCHOOL SUPPLIES

It is your responsibility to attend class prepared to work, that is, with paper, pen or pencil, etc.

STUDENT VALUABLES

School is not the place to bring valuables such as jewelry or large amounts of money. If you must bring large amounts of money to school, take it to the office for safekeeping.

Bowler School will not be responsible for any items left in classrooms, lunchroom, locker rooms, lockers, etc.

NUISANCE ITEMS

Items which distract others from learning or your teachers from teaching should not be brought to school. These nuisance items, such as, squirt guns, rubber bands, water balloons, etc., will be confiscated. Most items will require that your parent pick them up from the office.

STUDENT LOCKERS

Your locker space is for storage of jackets, books, and your classroom supplies. You are solely responsible for the condition of your locker--inside and out. Do not mar, write, glue or paste stickers or other items on your locker. Do not use any tapes. If you desire to hang pictures or posters, please secure these with magnets. Bowler School District retains ownership and possessory control of all pupil lockers. Lockers and the contents of the lockers may be inspected and searched when deemed appropriate by the school administration. For your locker in the gym/locker room, a combination lock may be rented from the administration office for your use. Remember that you are responsible for the contents of your locker. Lockers and locker combinations should not be shared.

Personal property of students and staff members which is not covered by insurance, and which is damaged, stolen or lost on school premises or during school activities, shall not be paid for by the Board of Education. This includes glasses, clothing and any and all other personal property.

LOST AND FOUND

If you find an article of value, please bring it to the office. All lost items that are turned in will be placed in the "lost and found" box in the office. Items not claimed by the end of the week are either given away or disposed of. Please make sure all items you bring to school are labeled with your name.

BOOK USAGE

Your books are loaned to you. Damaged or lost books are your responsibility. You will be assessed a fine for damaged or lost books. A registration fee of \$25.00 is required. Treat your books with T.L.C., that is, tender loving care!

LIBRARY PROCEDURES

The library is a place to do research and quiet casual reading. It is not a hang out for visiting. If you need special research materials and equipment, contact the librarian so she can accommodate you in advance.

Our library is here for the convenience and fairness to all students. The following guidelines will help to ensure smooth and effective operations:

1. Students may withdraw books a maximum of four weeks.
2. Books should be returned to the book-return box.
3. Books and magazines may not leave the library unless they have been properly checked out.
4. Encyclopedias, dictionaries, and other reference books must all be checked out if they are to leave the library.
5. Students should return reference books to their proper position when they are finished with them.
6. Magazines and newspapers should be replaced at least five (5) minutes before the end of a period.
7. The school reserves the right to adjust/alter these guidelines as appropriate and as needed.

Any changes or modifications will be posted in the library to alert students to such changes.

LUNCH PROGRAM

A nutritionally balanced hot lunch is prepared each day. Cost of lunches are payable in advance to the District Bookkeeper. Lunches can be purchased for the entire semester. This allows for free meals and a savings. When your account reaches \$5.00 or less, a reminder will be sent to your home. Payment should be made to the Bookkeeper in the high school office. Meals are offered vs. serve basis. You must choose at least 3 items served on the menu. If you carry your lunch you should eat it in the cafeteria. Milk or any food items are not to be removed from the cafeteria.

Positive lunchroom behavior is expected. After you are finished eating, you need to clean up after yourself -- put unused milk into the bucket, uneaten food into the plastic bin, and other garbage (paper, bones, peels) into the trash can and return your tray to the lunchroom window.

If allergies or medical conditions affect the types of food you can eat, you need to present a doctor's letter describing the restriction and medical condition.

SAFETY

FIRE

In the event of a fire and during fire drill, the building will be evacuated in the following manner:

Main Front Doors - Band, Home Ec, Social Studies, Science, Math, Art, Gym, Cafeteria

Library Door - Computer Lab, ERVING classroom, Library

Jr High Back Door - Health, Upstairs Computer Lab, English, Junior High rooms, Special Ed, Weight Room

Ag Back Door - Ag classes

Tech Ed Shop Door - Tech Ed classes

Each teacher should assign one or two students in each class hour who will lead the class outside. Students should exit walking in a brisk but orderly fashion. The teacher will make sure the room is empty, turn off the lights to signal the room is empty and close the door.

If you have any questions regarding any of the policies, procedures and regulations outlined in this handbook you are urged to contact the school so that those questions can be addressed.

***On the last page of this handbook is a signature page. We ask that you sign and return it to the Middle School / High School office by the due date noted on that page.**

Again, welcome and we look forward to working with you this school year.

The Bowler School District maintains a “Bowler School District Policy Manual” for student and public reference. Some policies students might be interested in are:

Safe and Healthful Facilities

Fire Drills - 8410

Bomb Threat - 8410

Emergency Closing - 8220

Buildings and Grounds Security - 7440

Vending Machines - 8510

Cancellation of Scheduled Extracurricular Activities - 8220

Student Publications - 5722

Interscholastic Athletics - 2431

Procedure to Retake High School Classes

Promotion and Retention of Students - 5410

Graduation Requirements - 5460

Equal Educational Opportunities - 2260

Student Harassment - 5517

Student Attendance - 5200

Open Enrollment - 5113

Bowler School District Acceptable Use Policy – 7540-03

Dress and Grooming - 5511

Tobacco Use On School Premises by Students, Staff Members, and Visitors - 5512

Alcohol/Drug Abuse Policy - 5530

Pregnant and Married Students - 5751

Locker Searches - 5771

Student Complaints - 9130

Bowler 7-12 Discipline Policy - 5600

Wellness - 8510

Emergency Procedure Administering Medications to Pupils - 5330

Head Lice - 8451

Guidelines for Determining Senior Class Valedictorian, Salutatorian, and Academic Excellence Scholarship Recipients – 5451.01

Copies of individual policies are available upon request.

School District of Bowler

500 South Almon Street

Bowler, Wisconsin 54416

Tel: (715)793-4101 Fax: (715)793-1302

20__ - 20__ School Year

Dance / Activity Guest Pass

This form must be completed and turned into the office on or before the day of the dance/activity NOT at the door!

Bowler Student's Name _____

Guest's Name _____

Grade: _____ Age: _____

Grade: _____ Age: _____

Telephone: _____

Telephone: _____

Address: _____

Type of Event: _____

Date of Event: _____

School of Attendance: _____

- Expectations:
1. Only one guest is allowed per student
 2. All normal school rules apply throughout the event.
 3. Once you leave the dance/activity, you may NOT re-enter.

I agree to abide by all rules and expectations established by the Bowler School District while a guest at this activity. I agree to be a good guest, enjoy the activity and act in a respectful, responsible manner. I do not have nor have I had any disciplinary infractions that would prevent or have prevented my attendance at a similar event held at my current school of attendance.

NOTE: You will be required to show ID at the door.

No one under grade 9 or over the age of 20 (unless currently enrolled in another high school) will be allowed into high school dances.

Bowler Student Signature

Guest Signature

Bowler Student's Parent Signature

Guest's Parent Signature

Bowler Administrator's Signature / Date

Guest's Principal Signature / Date
(School Seal)

**BOWLER 7 -12 STUDENT HANDBOOK
2017-2018**

We have received and read the Bowler 7 - 12 Student Handbook. We understand that we are responsible for all the information contained herein.

Please sign and return this page to the 7-12 office by Wednesday, September 13, 2017.

Print Student's Name

Grade

Student Signature

Date

Signature of Parent/Guardian

Date