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pending School Board Approval****



2023-2024

BRUCE
PUBLIC SCHOOL
FACULTY HANDBOOK

Teaching Staff

2023-2024

- Ronda Acuna Elem LD/CD
- Melissa Anderson MS Math
- Kelsey Anderson Info Proc/Keyboard
- Siera Bauch Grade 2
- Annamarie Bischel Reading Intervention
- Kristel Calkins PK-3 Spec. Ed.
- Beth Cegler Grade 2
- Bethany Cooley Grade 3
- Erica Deitelhoff MS Eng./Lang. Arts
- Jennifer Eckert Special Ed Director
- Molly Fabbri Spanish/EL Counselor
- Michelle Fjelstad Grade 1
- Joelynn Frisch MS Social Studies
- Darcy Gindt Grade 4
- Hailey Hansen MS/HS Counselor
- Caroline Hickethier HS English
- Gary Hecimovich Music/Band
- Cindy Janota Library/A.V. Director
- Chasity Johnson Grade 4
- Logan Kaduce EL/MS Music
- Charles Kalmon HS English
- Nicholas Kearns Grade 3
- Woody Keeble HS Special Ed
- Karlie Kopras Grade 2
- Natalie Krezinski Phy-Ed/Health
- Tanya LaRock 4Yr Old Kindergarten
- Justin Lauber HS Special Education
- Jason Lehman Physical Education
- Adam Malinowski HS Science
- Paul Manosky Tech Ed
- Lea Moore Grade 1
- Monica Nohr K-12 Art
- Karleigh Olson Grade 5
- Sherry Samardzich MS ED
- Kim Schueller Inst Coach /DAC Coord
- Ann Scoles 4Yr Old Kindergarten
- Lori Scoles Kindergarten
- Sarah Solberg Title 1
- Curt Streck HS History
- Lisa Sturzl MS Math
- Cassie Suttan FCE
- Meghan Thompson Grade 5
- Michele vanDoorn MS ELA
- Jenna Warren Kindergarten
- CESA School Psychologist
- Janel West HS Math
- Andy Yourek MS Science
- Rick Vollendorf HS Math

**BRUCE PUBLIC SCHOOLS
2023-2024 SCHOOL DIRECTORY**

Board of Education		Administration	
Roxie Kemnitz	President	Jeff Walsh	District Administrator
Dan Kempen	Treasurer	Brad Cody	Middle/High School Principal
Andy Anderson	Director	Carrie Wessman	Elementary School Principal
Steve Golat	Vice-President		
Andrea Vohs	Clerk		
Dan Robers	Director		
Jodi Hopkins	Director		

<p><u>AIDES</u> Deb Bartels Loren Beebe Peni Cahoon Penny Ducommun Connie Gudis Angie Nagel Raya Schindler Grace Shimko Jodi Sowa Stephanie Wester Patricia Withington</p>	<p><u>CUSTODIAL</u> Ron Bentley Jim Booth Andy Hopkins Terrance Joyner Ryan Thome Jenniffer Towers Patty Weinert Debra Witkiewicz</p>
<p><u>CLERICAL</u> Lori Villiard Jeanne Weisser</p>	<p><u>FINANCIAL</u> Tiffany Gerber</p>
<p><u>COMPUTER TECHNICIAN</u> Jonathan Wallner</p>	<p><u>FOOD SERVICE</u> Kimberly Quinn Lorna Smalley Rachel Smith Deb Tinsman Patricia Withington Dana Zebro</p>
	<p><u>PLAYGROUND SUPERVISORS</u> Connie Gudis Angie Nagel</p>

STUDENT SUPERVISION AND WELFARE

Each professional staff member shall maintain a standard of care for supervision, control and protection of students commensurate with assigned duties and responsibilities.

The teacher is a supervisor of pupils at all times during school hours and is expected to exercise that degree of control that is reasonable and proper, whether students are directly under your supervision at that time or not. Teachers may be liable if any injury occurs when a teacher is not present. Staff members shall immediately report to an administrator any accident or safety hazards she/he detects and also any knowledge of any proposed threat or violence by students. **Do not leave your class unsupervised at any time.** Students assigned to your class are expected to remain in the room unless the class activity requires some other assignments.

Please use common sense and care when using social media, especially with your students. You should NOT engage students in social media and online networking media, such as Facebook, Twitter, etc. to share any personal information.

GENERAL DISCIPLINE

Most discipline problems should be taken care of within the classroom. If it should be necessary to remove a student from the classroom, send the student to the principal. Follow the Code of Classroom Conduct. Send the student to the Principal and fill out an Office Referral Form. Treat students with respect just as you should expect students to treat you with respect. All teachers are to step to the hall door when classes are passing, and after the last period, until students leave the building. Dismiss the students on time to avoid inconveniencing the next teacher. Students that are late and do not have a pass should not be admitted to class. If you must keep a student for some reason, give that student a late slip to present to the next teacher. Refer to the *Code of Classroom Conduct* for classroom behaviors.

Elementary teachers will go with their students to and from class and activities.

Keep your rooms and departments in order. While it is important to maintain a business-like atmosphere, it is also important to maintain an attractive room conducive to proper learning. Lock your room when you leave. If at some time it does become necessary to leave the school grounds during regular working hours, approval must be obtained from your principal or other administrative staff in charge.

Check the condition of textbooks periodically during the year. Keep a record of the number and condition of books when they are issued. Lost or damaged books must be paid for by the students responsible.

Have students pick up paper in the classroom and study hall at the end of each period. Please shutdown your computers and close all windows at the end of the day. Students are never to be unsupervised in the building. Make certain all students have left the building following any activity before the supervisor leaves. Also be certain the doors are locked and lights out.

As the teacher you must set the example. This is especially true in the language used. Abusive, profane, sarcastic and disrespectful language is unacceptable.

PUBLIC RELATIONS AND REPORTING TO PARENTS

Parent-Teacher conferences will be held on October 27 for students in grades 6 -12. Elementary Parent –Teacher conferences will be held on October 27 for grades K - 5. Staff are encouraged to communicate with parents throughout the year via the many resources available.

SCHOOL NEWS

When you have any activity that is newsworthy, the teacher or students should write it up and leave it with the principal or submit it to your principal for our Facebook page. Teachers must be responsible for accuracy. Photos of students engaged in an activity are especially desirable to accompany the news article.

The best public relations is a faculty that conducts themselves as professional people at all times, keeping in mind that the impression people have of each teacher is also the general impression they will have of our school system. As public employees, teachers will always be in the public eye and have a responsibility to conduct themselves properly at all times. Participation in community activities and organizations is encouraged.

MAINTENANCE OF INSTRUCTIONAL EQUIPMENT

The maintenance of instructional equipment used by the teacher is his/her responsibility. In cases where maintenance requires specific expertise a written request should be made to the building principal stating the problem and what assistance is needed.

DUTIES

Teachers will be assigned noon supervision duties. You may trade assignments but **let Brad Cody or Lori Villiard know ahead of time.**

Teachers will be assigned as supervisors for classes and other organizations and various duties according to the attached schedule.

Schedule events for your organizations and submit plans at least two weeks in advance for approval. Events should be scheduled as far in advance as possible so they will appear on the school calendar to avoid conflicts.

Each teacher will be supplied with a work schedule for home football, volleyball, basketball and wrestling events. On this work schedule is the listed time you are to report for a particular duty. If you cannot work a date that you're signed up for, it is your responsibility to get a sub. **Please let Lori Villiard know ahead of time.**

EXTRA DUTIES

In general, extra duties are those duties performed outside the regular school hours. They include that portion of the duty free lunch time used for supervision. Recess and preparation time both are included in the regular work day and are not considered as extra duties. The following list identifies most of the items normally included as extra duties:

1. Noon supervision
2. Supervision or working at Athletic Events
3. Bus Chaperones
4. Class supervisor's and advisors activities after school.
5. Organizational activities, except those where co-curricular pay is given.
6. Homecoming activities
7. Graduation
8. Christmas Programs

SICK LEAVE

Sick leave is provided according to the Employee Handbook. If you are sick and unable to work any morning call your principal by 6:30 a.m. at her residence. Call the district administrator if you are unable to reach a principal.

A form must be completed, signed and returned to the PRINCIPAL verifying the purpose of the sick leave upon return to school. All other leaves must be approved by the district administrator in accordance with the employee handbook.

PAY DAY

Payday will be on the 5th and the 20th of each month, or on the Friday prior if either of these days falls on a weekend. If the 5th or the 20th falls on a legal holiday when school is closed, payday will be the weekday prior to the holiday. Checks are deposited electronically.

HOURS OF WORK

Hours of work are from 7:30 to 3:30 or 7:45 to 3:45 except on days of in-service meetings when the work day may run later. Teachers are to be in their rooms by 7:50 a.m. Check with your principal at any time when you are absent from school during hours of work. Teachers may leave after the buses leave on Fridays and days before breaks. Comp time will be deducted when staff report late. Teachers may flex their time and report at 7:30 and leave at 3:30 but must notify the principal.

HEALTH AND SAFETY

All children are insured through First Agency while they are at school or engaged in school activities. Injuries should be reported at once to the SCHOOL NURSE/Principal. If the student requires doctor's care the student should report to the **SCHOOL NURSE**.

Student Suicide Prevention Protocol

Look for students with significant changes in behavior and emotions

1. Comfort/Listen, Show empathy for the student by listening to their concerns.
 - a. Without judgement or providing advice.
2. Ensure student privacy and confidentiality during conversation.
3. Help student calm down by taking deep breaths as needed.
4. Ask details of situation (what happened, what they need help with).
5. Contact appropriate school official (school counselor and/or administration) if further support is required.

***Important note:** A staff member must be present for supervision/safety of the student at all times.

School Threat Assessment Decision Tree Step

<p>Step 1. Evaluate the threat. -Obtain a detailed account of the threat, usually by interviewing the person who made the threat, the intended victim, and other witnesses. -Write the exact content of the threat and key observations by each party. Consider the circumstances in which the threat was made and the student's intentions. <i>-Is there communication of intent to harm someone or behavior suggesting intent to harm? Yes; go to step 2</i></p>	<p>No Not a threat. Might be an expression of anger that merits attention.</p>
<p>Step 2. Attempt to resolve the threat as transient (not serious) . <i>-Is the threat an expression of humor, rhetoric, anger, or frustration that can be easily resolved so that there is no intent to harm?</i> <i>-Does student retract the threat or offer an explanation and/or apology that indicates no future intent to harm anyone?</i> No; go to step 3</p>	<p>Yes Case resolved as transient; add services as needed.</p>
<p>Step 3. Respond to a substantive threat (poses a continuing risk to others). For all substantive threats: a. Take precautions to protect potential victims. b. Warn intended victim and parents. c. Look for ways to resolve conflict. d. Discipline student, when appropriate. (Very serious means a threat to kill, rape, or cause very serious injury with a weapon.) Very Serious; go to step 4</p>	<p>-Serious Case resolved as serious substantive threat; add services as needed. (Serious means a threat to hit, fight, or beat up)</p>

<p>Step 4. Conduct a safety evaluation for a very serious substantive threat.</p> <p>-In addition to a-d above, e. Screen student for mental health services and counseling; refer as needed. f. Law enforcement investigation for evidence of planning and preparation, criminal activity. g. Develop safety plan that reduces risk and addresses student needs.</p>	<p>-Plan should include review of Individual Educational Plan if already receiving special education services and further assessment if possible disability.</p>
<p>Step 5. Implement and monitor the safety plan.</p>	<p>-Document the plan. -Maintain contact with the student. -Monitor whether plan is working and revise as needed.</p>

ATTENDANCE

In **GRADES K-12 attendance** will be keyed in by each staff member on the computer. Please report any truancy concerns that you may have to your principal. It is **EXTREMELY IMPORTANT** that you do NOT leave your Infinite Campus Attendance/Grading Program up and accessible when you are not around it. You must LOG OUT completely each afternoon before leaving so that proper updates can be made.

STUDENT ABSENCES

Students will always be responsible for all missed work and should be required to write down their assigned missing work, students have one day for each day missed to make-up missed work. When students have been absent from your class you should still make sure that they have reported to Brad Cody (MSHS) or Ms. Wessman (EL) to verify their absence! Also, if you notice that a **reason code** has not been entered, please have that student see Brad Cody(MSHS) or Ms. Wessman (EL). We are hoping that daily attendance reports will hold everyone accountable!

First Hour Attendance: First hour attendance is vitally important for everyone to take accurately. We want you to enter your first period attendance after 8:25 a.m. and prior to the end of first period. If a student comes late to first period and before you have taken attendance, have them sign in with you as being tardy, indicating the time that they reported. If a student comes after you have posted attendance and without a pass from the office, you **MUST** send them to the office to be checked in and for a pass to class. If they come with a pass from the office, you will know that they've already checked in.

DAILY BULLETIN

The daily bulletin will be sent to everyone via their email. The bulletin will also be placed outside the Central Office and as a quick link on the school home page. ALL bulletin information should be in to Lori by **9:00** each morning. You may email Lori at *lorisue@bruce.k12.wi.us* or hand deliver a message.

TEACHER ASSISTANT

Teacher Assistant students are assigned to assist many different staff. These students will be scheduled through the HS Counselor and or Principal and be supervised by the staff member they are assigned to. They will be graded using a pre-determined rubric and will receive credit upon receiving a passing grade. They will be required to wear TA badges that identify them and should include the staff member's name that they are assigned to. It will be each staff member's responsibility to grade your student at the end of each trimester and to set all work guidelines and responsibilities for your student. Many of you will ask your student(s) to do copying work for you in the staff workroom. Please be sure to give them protocol to follow on being respectful to other staff, being respectful of the staff workroom itself, including the staff mail boxes and vending machines being off limits to them. Also, please be sure they are informed that staff, have priority over them in doing copying and should be prepared to stop their work to let staff do their copying first. Any problems or concerns with your TA student should be reported first to supervising teacher, then to the principal. TA students should be held accountable and under your supervision at all times. If you have questions about your responsibility, please see your **principal and or** TA committee.

RECORDS AND REPORTS

Grades are issued on a trimester basis. Each instructor may issue plus and minus along with the letter grade (with the exception of A+), should it be merited. Our honor roll system is set up on a 4 point scale beginning with A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F. Students who fail a class must do so based strictly on their academic performance in the classroom. Absenteeism and behavior may not be the sole factors in determining their failure.

All staff are required to record and post their grades on the Infinite Campus school system. It is highly recommended to enter scores and grades daily, but at least doing so weekly will keep grade averages current for parents and students to check and will make it much easier for you come progress and end of quarter when you have to post grades. Our state now has a coding system for every student in every school that by law we must keep track of. To comply with this requirement, it will be crucial to be very accurate with students who withdraw from our school. If you get a request from the office to update grades for a withdrawing student, you will have one week in which to do so.

At midpoint of each trimester, instructors will be required to do progress reports for each student. An instructor is seldom justified in failing a student without doing everything possible to avoid a serious situation. Also, when a student gives an indication of inferior work for his/her ability, schedule a private conference with the student. Unless these procedures are carried out, it is questionable that a student be failed.

GRADING SYSTEM FOR BRUCE MIDDLE & HIGH SCHOOL

A	93 – 100	C+	77 – 79	D-	60 – 62
A-	90 – 92	C	73 – 76	F	59 AND BELOW
B+	87 – 89	C-	70 – 72		
B	83 – 86	D+	67 – 69		
B-	80 – 82	D	63 – 66		

LESSON PLANS – INFINITE CAMPUS PROGRAM

All staff are required to create a “Teacher Page” on our website or enter your lesson info into Infinite Campus to maintain a weekly lesson review for students and parents. Infinite Campus should be used for all grading. Set up your grade book and update weekly as assignments, tests and projects are graded. Keeping this updated weekly will save you much work and frustration come grade posting time.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance shall be recited by students once each day.

PREPARATION PERIOD

Each teacher has time allocated during the day for preparation. This is a time which should be used to prepare materials for classes or correction of students work.

MIDDLE SCHOOL TEACHERS with common preparation time are normally expected to meet twice a week for common planning.

BEFORE AND AFTER CLASSES

The time between 7:45 a.m. and the beginning of the first class is provided so teachers may make last minute preparations for the day's classes. It is important that teachers be in their classroom at this time so that students seeking special help when they arrive at school can quickly find the staff member they are looking for. Teachers that have areas of responsibility where there is either special equipment or the activity level could result in injury to a student must exercise added care to prevent problems.

HANDLING OF FUNDS

Money collections for fundraising, class dues or activities should be handled by the individual instructor. This money should be turned in to Lori in the central office as soon as possible. Money should never be kept in the classroom, it should be turned into the office to be placed in the safe.

CHARGE CARDS

There is a file located in the Central Office with all charge cards that have been turned in for student bills. This would be for any book fines, classroom supplies, damaged supplies, athletic equipment and/or books not turned in or damaged, etc. You can obtain the blank cards from the office. You must fill out both sides with information and turn the whole card back in. The money is then collected from the office. If you filled out a charge card and the student returns their item, etc. then you must stop down and pull the charge card. Also, this is not the process for any fines that would need to be reimbursed to individual organization accounts. You must handle this within the organization because separate bank accounts are involved.

SCHOOL ENVELOPES AND POSTAGE

We have school letterhead envelopes for sending school letterhead envelopes for sending school correspondence to parents or other schools. **These envelopes should only be used for the mailing of school information.** PLEASE do NOT use these letterhead envelopes for paying school bills such as lunch or phone bills. There is a tray on the secretary's desk for outgoing mail. The secretaries will affix the proper postage to school mail with our postage machine.

EXPENSE RECORDS

Any staff involved in activity which has been approved for payment by the district shall submit an expense voucher by the 5th of the following month. Any expenses other than mileage shall be accompanied with documentation. When meals are included reasonable judgement should be used when ordering.

FUNDRAISING ACTIVITIES

No project or fundraising program campaign is to be entered into by staff or students without prior approval of the Principal and District Administrator.

TECHNOLOGY EQUIPMENT

All technology concerns should be referred to the IT Director.

SUPPLY AND MATERIAL PURCHASES

All items purchased by members of the staff must have prior approval of the District Administrator or her designee.

PERSONAL PURCHASES

The school name is NOT to be used when purchasing items for personal use.

VISITORS

Students not presently enrolled in the Bruce School District will not be permitted to visit school except for a school tour when considering open enrollment. All visitors must be approved by the principal.

DVD OR VIDEO CLASSROOM USE

The use of instructional videos in your classroom can be an excellent way to reinforce classroom curriculum. If the material may be controversial or is a movie for entertainment purposes, you must obtain administrative permission.

FIELD TRIPS

Any proposed field trip must be discussed with your principal. At least one week's prior notice must be given which includes a list of students out to the staff. A definite time should be set and the proper transportation arrangements must be made with Kobussen at least two weeks prior to requested date with David at david.joswiak@kobussen.com. If the trip is outside of regular school hours or is outside of the district, permission slips must be sent home and collected.

USE OF IMC FACILITIES

Our IMC's are well equipped. Our Library Media Specialist is most happy to have the materials used extensively. If you plan for class use of the IMC either during your regular class time or as individual assignments, inform the Library Media Specialist as far ahead as possible so that the student may prepare for the project. You can be assured of excellent cooperation and a wealth of materials placed at your students' disposal. Our IMC will also be open to students and staff over the high school lunch period.

ISSUING TEXTBOOKS

It is the instructor's responsibility to assign and record text books issued and returned as well as the condition of them.

CUSTODIAL SERVICE

Request for building maintenance should be made in writing on the forms available in the staff workroom and placed in Jim Booth or Ryan Thome's mailboxes OR you can email your request to fix@bruce.k12.wi.us OR you can voice mail at EXT 237. At the end of each school year each staff member should prepare a list of those items needing repair and submit it with other end of year reports. Any repair or service cost involving out of school purchases must have prior approval of the District Administrator.

Turn out lights and lock your door when you leave the building. If you are the last one to leave the building make sure all lights are out and all doors locked.

SCHOOL NURSE

Injuries or other student health problems should be referred to the nurse. She is also responsible for screening programs for vision and hearing, immunization clinics, and is available for classroom help in the area of health education. You can reach **Mrs. Weinert at EXT. 228** in the morning. **Mrs. Bartels** will be the afternoon nurse **at EXT. 228**.

SPEECH THERAPIST

Teachers with personal concerns or knowledge of parents who may have concerns about their students' speech/language should consult with the speech pathologist. Referrals should be made through the school psychologist at **Ext. 273**.

SCHOOL PSYCHOLOGIST

A part-time school psychologist is available in our school for individual testing and evaluation of students. Referrals should be made to the school psychologist at **Ext 273**. Emphasis will be on identification of problems as early as possible.

PERSONAL APPEARANCE

As staff members, your appearance should reflect that level of professionalism appropriate to your anticipated level of respect. On Fridays, staff members are encouraged to wear school logo clothing.

INTERCOM

In order to minimize classroom interruptions the following will be in effect:

1. The intercom will only be used for special reasons or emergencies.
2. NO PHONE CALLS will be relayed to you unless you have a free period or it is an emergency. A message **will be left on voice mail**.
3. Tardy groups will not be admitted via intercom other than late buses or emergency announcements. You must plan accordingly.
4. Faculty Bulletins will be placed in your mailbox each week. Daily Bulletins in written form will be posted outside the high school office, in the IMC's, and in the cafeteria. Classrooms will have access to the Daily Bulletin via email.

It is VERY important that you check your mailbox, voice mail and email each morning, during the day, AND before leaving school. No one can be held accountable if you miss a message because you forgot to check your messages.

LEAVING THE CLASSROOM WITH STUDENTS PRESENT

If you have to leave your classroom with students present please call the office or the nearest staff member to supervise.

END OF THE SCHOOL YEAR PROCEDURES

All staff will be given an *end-of-the-year* checkout form which needs to be followed and turned in to your building principal on the last day of school at checkout time. All staff are given an end of year check out form and instructions from the custodians.

Middle School – High School Respectful Behavior Agreement

Disrespectful behavior means engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District and that:

- Has the effect, or will have the effect, of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student or of damage to the student’s property.
- Is severe, persistent, and extensive enough that the action or threat creates an intimidating, threatening, or abusive school environment for a student.

Conduct is considered disrespectful behavior if it:

- Creates an imbalance of power between the student aggressor and the student victim through written or verbal expression or physical conduct.
- Interferes with a student’s education, or significantly disrupts the operation of a school.

PLEDGE OF RESPECT AND TRUST IN OUR COMMUNITY AND SCHOOL

We believe that everybody should enjoy our schools equally, and feel safe, secure and accepted regardless of color, race, gender, social status, athletic ability, intelligence, religion, culture, academic or social ability, sexual orientation, or any other qualities.

As part of my community and my school, I pledge to:

- Treat others respectfully
- Try to include those who are left out
- Refuse to disrespect or harass others
- Refuse to watch, laugh or join in when someone is being treated disrespectful
- Refuse to use profanity toward others
- Instead of being a bystander, be an upstander, stand up for those being disrespected or tell an adult
- Be a part of the solution

Student’s responsibility: “I will not disrespect or harass my peers and understand that, if I do engage in this behavior, I will have to restore and repair any damage. If I witness any other type of harassment, I will report it to my parent/guardian, teacher, or other school staff.”

Parent’s responsibility: “I will instruct my child to report any instances of disrespectful behavior to school personnel, and I will report any concerns I have with the way my child is being treated, or if my child reports to me possible disrespectful behavior and harassment of other students.”

STUDENT SIGNATURE _____

PARENT SIGNATURE _____

CODE OF CLASSROOM CONDUCT

The District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment, conducive to teaching and to the learning processes. Every member of the school community is expected to cooperate in this central mission. Staff, including administrators and teachers, must use their training, experience and authority to create schools and classes where effective learning is possible. Students are expected to come to school, and to every class, ready and willing to learn. Parents should be aware of their children's activities, performance and behavior in school, and are asked to cooperate and consult with the school to prevent or address problems.

The District has a legal duty to make its schools as free as possible of the dangers of violence, weapons, drugs, and other behavior harmful to the educational environment. This duty is enforced through the District's policy on suspension and expulsion, which provides procedures by which students may be removed from the school community either temporarily, or in the case of certain expulsions, permanently.

But equally important, the District owes its students, as a group, the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption, particularly by those relatively few students who, for whatever reason, are unwilling, unready or unable to avail themselves of the opportunity for an education. Such behavior, while not necessarily so serious or pervasive to warrant suspension or expulsion, can be nearly as destructive to the educational environment. Such behavior warrants, at a minimum, that the student be removed temporarily from the class or activity ("short term removal" or "temporary removal"). Such removal serves the multiple purposes of eliminating (or minimizing) the disruption, of reinforcing the District's strong commitment to an appropriate educational environment, and of allowing a "cooling off" period, for disciplinary or other reasons, short of suspension or expulsion.

In other circumstances, the student's conduct, or the best interests of the student and the other members of the class, may warrant longer term removal from the class ("long term removal"). Long term removal may, but need not always, be for disciplinary purposes.

Beginning August 1, 1999, a teacher employed by the District may temporarily remove a pupil from the teacher's class if the pupil violates the terms of this Code of Student Conduct (the "Code"). In addition, long term removal of a student will be possible if the building administrator upholds a teacher's recommendation that a student be removed from the class for a longer period of time. Removal from class under this Code does not prohibit the District from pursuing or implementing other disciplinary measures, including but not limited to makeup time, suspension or expulsion, for the conduct for which the student was removed.

1. WHAT ARE THE GROUNDS FOR DISCIPLINARY REMOVAL FROM CLASS?

A student may be removed from class for conduct or behavior which (a) violates the District's policies regarding suspension or expulsion; (b) violates the behavioral rules and expectations set forth in the Student Handbook; (c) is disruptive, dangerous or unruly; (d) which otherwise interferes with the ability of the teacher to teach effectively; or (e) which is incompatible with effective teaching and learning in the class.

Removal is a serious measure, and should not be imposed in an arbitrary, casual or inconsistent manner. Behavioral expectations are always more constructive, and more likely to be followed, where their terms are communicated as clearly as possible to students and staff. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every inappropriate circumstance, that would justify removal under this Code. A teacher's primary responsibility is to maintain an appropriate educational environment for the class as a whole. Therefore, notwithstanding the provisions of this Code, in every circumstance the teacher should exercise his or her best judgment in deciding whether it is appropriate to remove a student temporarily from class.

In ordinary circumstances and in practical terms, a teacher's decision to remove a student temporarily from class will stand. However, there may be circumstances when the building administrator may, exercising his or her discretion, overrule the teacher's decision to remove the student, and return the student to class.

(a) Behavior that violates the District's policies on suspension and expulsion

The District Policies regarding suspension and expulsion are set forth in School Board policy number 445.3. It should be noted that decisions regarding suspension are made by building administrators, and recommendations for expulsion are made by the District's central administration. Thus, a teacher's decision to remove a student from class for behavior that violates the District's policies regarding suspension and expulsion may, but does not necessarily, mean that the student will also be suspended or expelled.

(b) Behavior that violates the behavioral rules and expectations in the Student Handbook

The Student Handbook contains behavioral expectations for the individual schools in the District. These rules and expectations are generally explained and discussed with the students near the beginning of each school year. Such discussions should include an explanation of this Code, and the District's policy regarding removal.

(c) Behavior which is disruptive, dangerous or unruly

Notwithstanding any inconsistent or contrary provisions in the District's policies regarding suspension and expulsion, or in the Student Handbook, for the purposes of this Code the following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous or unruly so as to warrant removal from class:

Inappropriate physical contact intended or likely to hurt, distract or annoy others, such as hitting, biting, pushing, shoving, poking, pinching or grabbing.

Inappropriate verbal conduct intended or likely to upset, distract or annoy others, such as name calling, teasing or baiting.

Behavior that may constitute sexual or other harassment.

Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g. lecture by teacher, response by other student, presentation by visitor) or during quiet (study) time.

Throwing any object, particularly one likely to cause harm or damage, such as books, pencils, scissors, etc.

Inciting other students to act inappropriately or to disobey the teacher or school or class rules, including without limitation inciting others to walk out.

Destroying the property of the school or another student.

Loud, obnoxious or outrageous behavior.

(d) Behavior which interferes with the ability of the teacher to teach effectively

Students are required to cooperate with the teacher by listening attentively, obeying all instructions promptly and responding appropriately when called upon. A student's non-compliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. By way of example and without limitation, a student may be removed for behavior which constitutes:

Open defiance of the teacher, manifest in words, gestures or other overt behavior;
Open disrespect of the teacher, manifest in words, gestures, or other overt behavior;
Other behavior likely or intended to sabotage or undermine the instruction.

(e) Behavior which is inconsistent with class decorum and the ability of other to learn

In addition, there may be grounds for removal for behavior which, though not necessarily violative of the provisions of (a) through (d) [above], is inconsistent with basic classroom decorum. Such behavior may, in the determination of the teacher, warrant removal because of its interference with the ability of others to learn effectively. Such behavior may include, without limitation, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

2. WHAT ARE OTHER, NON-DISCIPLINARY REASONS FOR REMOVAL OF A STUDENT FROM CLASS?

In some cases, a teacher may believe that a student should be removed from the class for the good of the student and in the best interests of the class as a whole. Such reasons may, but need not, be disciplinary in nature, and include, for purposes of illustration and without limitation, irreconcilable personality differences or issues between the student and other students, or in rare circumstances, between the student and the teacher.

3. WHO MAY REMOVE A STUDENT FROM CLASS?

Any student may be temporarily removed from class under this Code by a teacher of that class. For the purpose of this Code, "student" means any student enrolled in the District, exchange student, or student visitor to the District's schools.

Any student may be removed on a long-term basis from a class based upon the request of a teacher as upheld and implemented in the discretion of the building administrator.

For the purposes of this code, a "class" is any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the District. This definition of "class" includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch, or recess. "Class" also includes regularly scheduled District-sponsored extracurricular activities, either during or outside of school hours. Such activities include, by example and without limitation, District sponsored field trips, after-school clubs, and sporting activities.

A "teacher" is any certified instructor, counselor, nurse or administrator in the employ of the District.

A "teacher of that class" means the regularly assigned teacher of the class, or any teacher assigned to teach, monitor, assist in or oversee the class. This definition includes, without limitation, any assigned substitute teacher, proctor, monitor, or group leader. Where there is more than one teacher in a class, any teacher may remove a student from that class, upon informing the other teacher(s) of his/her intent to do so. It is advisable, though not absolutely required, that all teachers of a class assent to the removal of the student.

A "building administrator" means a principal of a school, or other individual duly designated by the building administrator of District Administrator.

4. WHAT PROCEDURES MUST BE FOLLOWED IN TEMPORARILY REMOVING A STUDENT FROM CLASS?

Except where the behavior is extreme, a teacher should generally warn a student that continued misbehavior may lead to temporary removal from class. When the teacher determines that removal is appropriate, the teacher should take one of the following courses of action.

- (a) Instruct the student to go to the main office for the period of removal. In such case, the teacher should send a note with the student or use the intercom to notify the office.
- (b) Obtain coverage for the class and escort the student to the main office.
- (c) Seek assistance from the main office or other available staff. When assistance arrives, the teacher or the other adult should accompany the student to the main office.

When the student arrives at the main office, the building administrator or designee should give the student an opportunity to briefly explain the situation. If the building administrator or designee is not available immediately upon the student's arrival, the student should be taken to the removal area, and the administrator or designee should speak to the student as soon as practical thereafter. For the purposes of short term removal, it is not necessary to obtain witnesses or to otherwise verify the student's or teacher's accounts of the situation.

Within twenty-four (24) hours or one business day of the removal, whichever is longer, the teacher shall submit to the building principal or designee a short and concise written explanation of the basis for the removal. Such information may be submitted on a form provided by the building administrator or designee.

As soon as practical, the building administrator shall inform the student's parents that the student was removed from class. Such notice may be by telephone. The parents of the student shall be sent written notice of the removal postmarked within two business days of the removal. Such written notice shall specify the class from which the student was removed, the duration of the removal, and the basis for the removal as stated by the teacher. The building administrator or designee shall keep written logs or records regarding unsuccessful attempts to contact the parents in accordance with this provision.

5. WHERE SHALL STUDENTS BE SENT PENDING, AND DURING SHORT TERM REMOVAL FROM CLASS?

Prior to the initiation of the 1999-2000 school year, each building administrator shall designate a room or other suitable place where students shall remain during any period of removal from the classroom (the "short-term removal area").

Students who are removed by their teachers must immediately and directly go or be taken, to the main office. For the duration of the removal, the student shall stay in the short term removal area. In the discretion of the building administrator or designee, the student may instead be sent to another appropriate class, program or educational setting, provided the student is supervised in such alternative setting. The building administrator should also take steps to ensure that the students are supervised while in the short term removal area. In general, students should be required to do work of an academic nature while in the short term removal area. Such work should ordinarily be related to the work in the class from which the student was removed, or may be related to the student's misconduct (e.g. writing an apology or account of the situation). In no event should students' time in the removal area be recreation or other free time.

6. HOW LONG SHALL A SHORT TERM REMOVAL LAST?

Removal is a serious matter, and should not be taken lightly either by the teacher or the student. In most cases, a student shall remain in the short term removal area for at least the duration of the class or activity from which she or he was removed. Prior to allowing the student to resume his/her normal schedule, the building principal or designee shall speak to the student to determine whether the student is, or appears to be, ready and able to return to class without a recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to regular classes, the building administrator or designee shall either retain the student in short term removal, or, where necessary, appropriate and practicable, shall take steps to have the student sent home.

7. WHAT ARE THE PROCEDURES FOR LONG-TERM REMOVAL?

Long-term removal is an extremely serious step, which should not be undertaken hastily or for less than compelling reasons. Such a step could have profound consequences for the affected student and his or her class, as well as any new class or teacher to which the student may then be assigned. For these reasons, long-term removal should not ordinarily be considered or implemented except after a thorough consultation, including a thorough consideration of alternatives between the teacher(s) and the building principal or designee. For the same reasons, long term removal should not ordinarily be considered on the basis of a single incident. Unlike short term removal, the ultimate decision regarding long-term removal rests with the building administrator.

Where a teacher believes that the best interests of the student and/or the class require long term removal, the teacher should so notify the building administrator in writing. Such statement should set forth as clearly and completely as possible (a) the basis for the removal request; (b) the alternatives, approaches and other steps considered or taken to avoid the need for the removal; (c) the impact, positive and negative, on the removed student; and (d) the impact, positive and negative, on the rest of the class.

Upon receipt of such statement, the building administrator may, in his/her discretion, consult with the teacher and/or other District staff. In most cases, it is appropriate to inform and consult with the parents of the student, and the student, involved in the request for long-term removal.

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

- (a) Place the student in an alternative education program as defined by law.
- (b) Place the student in another class in the school, or in another appropriate place in the school.
- (c) Place the student in another instructional setting; or
- (d) Return the student to, or retain the student in, the class from which he or she was removed or proposed to be removed.

In any event, a student in long-term removal must continue to receive an educational program and services comparable to, though not necessarily identical with, those of the class from which he/she was removed. Such program need not be in the precise academic subject of the student's former class.

Long-term removal is an administrative decision not subject to a formal right of appeal. However, the parents of the student, and/or the student, shall have the right to meet with the building administrator and/or the teacher(s) who made the request for removal. Where possible, such meeting shall take place within three (3) business days of the request for a meeting. At the meeting, the building administrator shall inform the parents and/or student as fully as possible regarding the basis for the removal, the alternatives considered, and the basis for any decision. However, nothing in this Code shall prevent the building administrator from implementing a removal to another class, placement or setting prior to any meeting, and notwithstanding the objection of the parent(s) or student.

8. WHAT DISCRETION OR FLEXIBILITY IS APPROPRIATE FOR INDIVIDUAL TEACHERS, ADMINISTRATORS, AND SCHOOLS?

It is expected that administrators and teachers will meet prior to the implementation of this Code to arrive at a consensus regarding how its provisions should be interpreted and applied. However, this Code, and the procedures regarding removal, is intended primarily as tools to assist teachers to maintain an appropriate educational environment in their classes.

Similarly, there are many, clear differences between the needs and practices of schools serving different grade levels. Just as there are different behavioral expectations for elementary and high school students, the standards for removal may well differ from one school, grade or class to the next.

Teacher and administrators of each school are encouraged to discuss their individual views, philosophies and practices regarding removal of students.

9. TO WHAT EXTENT IS REMOVAL APPLICABLE TO STUDENTS IDENTIFIED AS DISABLED UNDER THE IDEA?

Some different rules and considerations apply for students identified as requiring special education services under the IDEA or Section 504. In particular, placement for such students is a decision of the student's IEP team, subject to stringent procedural safeguards, and cannot be made unilaterally by teachers or the administration. In addition, most students covered by the IDEA should have a behavior plan, which will address, (a) whether and to what extent the student should be expected to conform to the behavioral requirements applicable to non-disabled students; and (b) alternative consequences or procedures for addressing behavioral issues. It is highly advisable that all IEP teams address these issues, and this Code, at least annually, setting forth the consensus of the IEP team regarding behavioral expectations and consequences.

Notwithstanding these issues, students identified as requiring special education services under the IDEA or Section 504 may, in general, be temporarily removed from class under the same terms and conditions as non-disabled students.

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

10. HOW WILL THIS CODE BE COMMUNICATED TO PARENTS AND STUDENTS?

The code will be posted on-line for parents and families to review. A printed copy will be available upon request. The building principal will review the code of conduct the grade levels.

Student Suspension/Expulsion

SUSPENSION

A student may be suspended from school for a violation of school rules, or for knowingly conveying any threat or false information concerning an attempt being made or to be made to destroy any school property by means of explosives, or for conduct while at school or under the supervision of a school authority which endangers the health, safety or property of others, or while not at school or under supervision of a school authority. The Superintendent of Schools or any principal or teacher designated by him/her shall have the power to suspend a student for not more than 5 school days, unless a notice of expulsion hearing has been sent, and then for not more than 15 consecutive days. Prior to any suspension, the student shall be advised of the reason for the proposed suspension. The student will be suspended if it is determined that the student is guilty of noncompliance with the school rule or of the conduct charge, and that his/her suspension is reasonable justified.

The parent or guardian of a suspended minor student shall be given prompt notice of the suspension and the reason therefore. The suspended student or his/her parent or guardian may, within five school days following the commencement of the suspension, have a conference with the Superintendent of Schools or his/her designee who shall be someone other than a principal, administrator or teacher in the suspended student's school. If the Superintendent of Schools, or his/her designee, finds that the student was suspended unfairly or unjustly or that the suspension was inappropriate, given the nature of the alleged offense, or that the student suffered undue consequences or penalties as a result of the suspension, reference to the suspension on the student's school record shall be expunged. Such finding shall be made within 15 days of said conference.

A suspended student shall not be denied the opportunity to take any finals, tests, or end of trimester exams grading period examinations missed during the suspension period.

EXPULSION

The Board may expel a student from school when it finds the student guilty of repeated refusal or neglect to obey school rules or regulations, or finds that a pupil knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives, or finds that the student engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety of others, or finds that a student, while not at school or under the supervision of a school authority, engaged in conduct which endanger the property, health or safety of others at school or under the supervision of a school authority, and is satisfied that the interest of the school demands the student's expulsion.

In addition to the grounds for expulsion listed above, the school board may expel from school a pupil who is at least 16 years old if the school board finds that the pupil repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct does not constitute grounds for expulsion, listed previously, and is satisfied that the interest of the school demands the pupil's expulsion.

Prior to a student's expulsion, the Board shall hold a hearing in closed session therein. Not less than five days written notice of the hearing shall be sent to the student and, if the student is a minor, to his/her parent or guardian, specifying the particulars of the alleged refusal, neglect or conduct, stating the time and place of the hearing and stating that the hearing may result in the student's expulsion.

The student, and if the student is a minor, his/her parent or guardian, may be represented at the hearing by counsel. The Board shall keep written minutes of the hearing. Upon ordering by the Board of the expulsion of a student, the Board Clerk shall mail a copy of the order to the student, and if the student is a minor, to his/her parent or guardian. The expelled student, or if the student is a minor, his/her guardian, may appeal the expulsion to the State Superintendent. An appeal from the decision of the State Superintendent may be taken within 30 days to the circuit court of the county in which the school is located.

POSSESSION OR USE OF WEAPONS

No one shall possess, use or store a weapon or look-alike weapon in or on school property, on school vehicles, or a school-related activity. A dangerous weapon or look-alike weapon is defined in state statutes and may include any object which, by the manner in which it is used or intended to be used, is capable of inflicting harm or could pretend to be capable of inflicting bodily harm or endangering the health and safety of students of staff. Ammunition and explosives are included within the weapons category.

Policy exceptions include:

1. Weapons under the control of law enforcement personnel.
2. Weapons properly registered and handled during the community use of school facilities.
3. Theatrical props used in appropriate settings.
4. Starter pistols used in appropriate sporting events.
5. Items pre-approved by the building principal as part of a class or individual presentation under adult supervision.

Weapons or look-alike weapons confiscated from a student shall be reported to parents/guardians and to law enforcement authorities and disciplinary measures may include immediate suspension and referral to the Board of Education for expulsion from school.

The school board shall commence proceeding and expel a pupil from school for not less than one year whenever it finds that the pupil, while at school or while under the supervision of a school authority, possessed a firearm, unless one of the exceptions above applies. The Board of Education may modify expulsion requirements on a case-by-case basis.

Employees violating this policy shall be disciplined in accordance with employee policies and bargaining agreements and shall be referred to law enforcement officials for prosecution.

Any other person violating this policy shall be referred to law enforcement officials for prosecution. This policy shall be published annually in all district and staff handbooks.

SEARCH AND SEIZURE

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

SCHOOL PROPERTY

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation by a school official. The Board directs the school principals to provide students with written notice of this policy at least annually and that routine inspections be done at least annually of all such storage places.

The Board directs that the searches may be conducted by the District Administrator, building principals, or Director of Instructions.

Student Person and Possessions

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

In a situation in which a search of a student's person or possessions is appropriate, school administrators should first attempt to contact the school liaison officer to conduct the search under the administrator's direction. If the officer is not available, the administrator may proceed with the search, unless the information justifying the search suggests that the student is in possession of dangerous materials whereby the expertise of law enforcement is necessary. In such a case, the school official shall contact law enforcement and request their assistance.

Under no circumstances shall a school official ever conduct a strip search of a student.

Parking Permit Not Required

Where a student may bring a vehicle on school property without a permit, a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of a particular law, a school rule, or a condition that endangers the safety or health of the student driver or others, should request written consent to search the vehicle and all containers inside the vehicle. If consent is not given, the administrator should contact law enforcement.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. S/He shall attempt to obtain the freely-offered, written consent of the student to the inspection; however, provided there is reasonable suspicion pursuant to the above paragraphs, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student a staff member other than the principal. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and in a manner that is minimally intrusive to the student based on the reasonable suspicion justifying the search.

Use of Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

- A. The presence of the dogs on school property is authorized in advance by the District Administrator, except in emergency situations, or is pursuant to a court order or warrant.
- B. The dog must be handled by a law enforcement officer or certified organization specially trained to safely and competently work with the dog.
- C. The dog is represented by the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control and disposition of any illegal or dangerous substance or object taken from a student.

The District Administrator may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or a school activity pursuant to a request from the District Administrator, the search shall be conducted by the law enforcement officers at the direction of a District official. Law enforcement searches conducted independent of any District official request or direction shall be conducted based on standard applicable to law enforcement.

Anything found in the course of a search pursuant to this policy which constitutes evidence of the violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and properly cataloged for use as evidence if appropriate. Seized items shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not be lawfully be possessed by the owner shall be turned over to law enforcement.

118.32, 118.325 Wis. Stats.

948.50, Wis. Stats.

Wisconsin Const. Art 1 Section 11

U.S. Constitution, 4th Amendment

USE OF SURVEILLANCE AND VIDEO MONITORING

As part of our safe school initiative, we have a number of video cameras that operate 24 hours per day throughout our school, parking lot and school buses. These cameras monitor halls, parking and playground areas, as well as school buses, and are used exclusively to help ensure the safety and monitor the behavior of our students.

USDA Nondiscrimination Statement Update

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

SCHOOL DISTRICT OF BRUCE

PUPIL NONDISCRIMINATION POLICY

The School District of Bruce is committed to equal educational opportunity for all students in the district.

It is the policy of the School District of Bruce, pursuant to s.118.13, Wis. Stats., and PI9, that no person, on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, may be denied admission to any school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program.

This policy also prohibits discrimination under related federal statutes including Title VI of the Civil Rights Act of 1964 (race and national origin), Title IX of the Education Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (handicap).

It is the intent of the School District of Bruce to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Complaint procedures for Title IX and Section 504 have been established for students, their parents and employees who feel discrimination has been shown by the School/District/Agency.

It shall be the responsibility of the District Administrator to examine existing policies and develop new policies where needed to ensure that the School District of Bruce does not discriminate pursuant to federal and state law. The District Administrator shall ensure that an employee is designated annually to receive complaints filed under s.118.13, Wis. Stats., PI9, Wis. Admin. Code, Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act of 1973. That employee shall assure adoption of a complaint procedure to resolve complaints alleging violation of these laws, assure that an evaluation of the district's compliance with s.118.13, Wis. Stats., is completed every five years under PI9, Wis. Admin. Code and submit Form PI-1197 to the Department of Public Instruction annually.

Any questions concerning s.118.13, Wis. Stats., or Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability should be directed to:

District Administrator
School District of Bruce School
Bruce, WI 54819
715-868-2585

Inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to:

OPEN Special Ed Director
CESA #10
Chippewa Falls, WI 54729
715-723-0341

If any person believes that the School District of Bruce, or any part of the school organization, has failed to follow the law and rules of s.118.13, Wis. Stats., or in some way discriminates against pupils on the basis of sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability, he/she may bring or send a complaint to the Administration Office at the following address:

School District of Bruce, Bruce, WI 54819

School District of Bruce
s.118.13, Wis. Stats.,
Pupil Discrimination Complaint Procedure

- STEP 1: A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the district employee designated to receive complaints. That employee shall send written acknowledgement of receipt of the complaint within 45 days.
- STEP 2: A written determination of the complaint shall be made by the board within 90 days of receipt of the complaint unless the parties agree to an extension of time; appeals under 20 USC s.1415 and ch. 115, Wis. Stats., relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with an exceptional educational need shall be resolved through the procedures authorized by ch. 115, subch. V, Wis. Stats. Complaints under 20 USC s.1231e-3 and 34 CFR ss.76.780-76.782, commonly referred to as EDGAR complaints, that the state or a subgrantee is violating a federal statute or regulation that applies to a program shall be referred directly to the state superintendent.
- 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 within 30 days of the board's decision. In addition, the complainant may appeal directly to the state superintendent if the board has not provided written acknowledgement within 45 days of receipt of the complaint or made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to:

State Superintendent
Wisconsin Department of Public Instruction
125 South Webster Street
P.O. Box 7841
Madison, Wisconsin 53707

STEP 3: Discrimination complaints on some of the above bases may also be filed within the federal government at:

The Office for Civil Rights
U.S. Department of Education
300 South Wacker Drive, 8th Floor
Chicago, Illinois 60606

Tornado Safety Tips

When a tornado threatens, your immediate action can save your life!

Seek inside shelter, preferably in a basement, underground excavation, or steel-framed or reinforced concrete building of substantial construction. *Stay away from windows!!*

TORNADO WATCH: issued to alert you to the possibility of tornado development in a specific area for a specific period of time. Keep tuned to a radio or television station for further developments.

TORNADO WARNING: issued when a tornado has actually been sighted or indicated by radar. The warning will indicate the location of the tornado, direction of travel and period of time for movement through a specific area. ***Take immediate cover!!***

- **In Schools** - whenever possible, go to an interior hallway on the lowest floor. Avoid auditoriums and gymnasiums or other structures with wide, free-span roofs. If a building is not of reinforced construction, go quickly to a nearby reinforced building or to a ravine or open ditch, and lie flat.
- **In Factories** - when a tornado warning is received, post a lookout. Workers should move quickly to a section of the plant offering the greatest protection, in accordance with advance plans.
- **In Nursing Homes, Hospitals, Small Buildings, and Shopping Centers** - go to the pre-designated shelter areas. Interior hallways on the lowest floor are usually best.
- **In Homes** - go to the basement or to an interior part of the lowest level (a closet, bathroom, or interior hall). Get under something sturdy.
- **In Mobile Homes or Vehicles** - leave them and go to a substantial structure. If there is no shelter nearby, lie flat in the nearest ditch, ravine, or culvert and shield your head with your hands.
- Mobile homes are particularly vulnerable to overturning during strong winds. Trailer parks should have a community shelter. Appoint a community leader to be responsible for constant radio monitoring during threatening weather or during watch periods.
- **In Office Buildings** - stand in an interior hallway on a lower floor, preferably in the basement.

Do not try to outrun a tornado with your vehicle--leave your vehicle immediately!

Listen to your local radio, television, or NOAA Weather Radio station for further information

BRUCE SCHOOL DISTRICT - ELECTRONIC DEVICE USE STUDENT CONTRACT FOR 2023-2024

RULES

The smooth operation of the school network and devices relies upon the proper conduct of the students. Inappropriate device use will result in the suspension of the student's account and possible further disciplinary action as determined by school officials. Read carefully:

1. I agree to use school devices and network connection for educational purposes, which match the policies and objectives of the Bruce School District.
2. I agree to be polite, use appropriate language, and respect privacy. General school rules for communications apply.
3. I agree not to tamper with hardware or software, vandalize data, or use another person's account.
4. I agree not to transmit obscene, racist, offensive, bullying, or threatening material; any illegal activities or messages related to illegal activities will be reported.
5. I agree not to transmit copyrighted material without permission of the author. All sources must be credited appropriately.
6. I agree to keep private my password and the home address, phone number, and credit card information of myself and others; and I agree to be responsible for all uses of my account and license.
7. I agree to report inappropriate sites to my teachers or IT Department, as well as any problems or violations of these guidelines.
8. I agree to refrain from commercial activity except school-sponsored activities.
9. I agree that my teachers or IT Department will determine what constitutes inappropriate use of the network. They may access email accounts and logs at any time. The Bruce School District administration, faculty, and staff may request that the IT Department deny, revoke, or suspend specific student accounts and/or website access due to inappropriate use.
10. I agree not to connect any personal devices including phones, laptops, and tablets to the school's secured wired or secured wireless networks. I understand that my personal devices could harm the school network which could result in disciplinary action. Instead, I agree to connect personal devices only to the school's public/guest wireless networks.
11. If the school district provides devices (i.e. Chromebooks) to families for take-home use, the undersigned student and families agree to take care of the device, prevent all damage, and turn in the undamaged device and any accessories (i.e. power cord) when no longer needed.

DAMAGE/LIABILITY

Families will be responsible for compensating the school district for any losses, costs, or device damages incurred for violations of Board policies/procedures and school rules, including the cost of investigating such violations. The Bruce School District makes no warranties of any kind for the service it is providing and will not be responsible for loss of data resulting from delays or service interruptions caused by its own negligence or student errors. Use of any information obtained via the Internet is at the student's own risk. The Bruce School District denies any responsibility for the accuracy or quality of information obtained through its network services and assumes no responsibility for any unauthorized charges or costs or loss of student data incurred by students.

DEVICE VIOLATIONS

All devices will be monitored by the school staff and all student actions and internet usage will be logged. Any violations and/or inappropriate use will result in device being taken away and/or student’s account suspended until further notice with principals, teachers, and district administrator being notified. Please be aware that, depending on the severity of the violation, your child could be subject to further disciplinary action and even potential legal action if deemed necessary. Each violation will be reviewed by the administration to determine consistent and necessary consequences. Some disciplinary actions include, but not limited to: make-up time, supervised classroom device use, and/or suspension.

SIGNATURES

Signatures of each student and their parent(s)/guardian must be on file for students to use a school device. The signatures indicate that the parties who signed have read the above terms and conditions carefully, and agree to them as a condition for using the Bruce School District’s Internet access, technology, and devices.

Parent/Guardian Name (Print) _____

Parent/Guardian Signature _____

Parent/Guardian Email Address(es) _____

Parent/Guardian Phone Number(s) _____

Student Name (Print) _____

Student Signature _____

Student Grade _____

Date Signed _____

-----SCHOOL USE ONLY BELOW-----

Date Received Signed Document _____

Assigned Device ID _____

2023 - H.S. CLASS SUPERVISOR ASSIGNMENTS - 2024

Class supervisors will be assigned on the basis of three per class on a rotating basis. A group of supervisors will thus move with the class for the first three years. Each class supervisor is **equally** responsible for the class and the work load is to be **distributed equally**, with no one supervisor carrying the major part of the load.

*****A new directive from the Board requires all advisors of classes and clubs, as well as all coaches, to use Remind 101 to send messages to your students!**

CLASSES	SUPERVISORS
Seniors (2024)	Mrs. Fabbri & Mrs. Kelsey Anderson
Juniors (2025)	Mrs. Suttin & Mr. Keeble
Sophomores (2026)	Mr. Vollendorf & Mrs. West
Freshman (2027)	Mr. Malinowski & Mr. Manosky

2023- SCHOOL ACTIVITY – 2024

Cheerleaders	
Yearbook	Mrs. Suttin
Forensics	Mr. Kalmon
High School Play	Mr. Snider
Homecoming	Student Council (Mr. Cody & Mr. Strek)
Junior Prom	Junior Class & Advisors
Red Raider Week	Student Council
Student Council	Mr. Cody & Mr. Strek
LHS	Mrs. West
FFA	??

MEETINGS – CLUBS AND ORGANIZATIONS

All meetings will be done by request through the office and announced in the bulletin and via email.

2023 NOON SUPERVISION 2024

High School Staff Lunch Supervision Schedule

Aug 30-Sept 2	Anderson & Hansen		Jan 22-26	Strek & Suttan
Sept 4-8	Hecimovich & Janota		Jan 29-Feb 2	Vollendorf & Hansen
Sept 11-15	Kalmon & Keeble		Feb 5-9	Anderson & Hansen
Sept 18-22	Lauber & Lehman		Feb 12-16	Hecimovich & Janota
Sept 25-29	Malinowski & Manosky		Feb 19-23	Kalmon& Keeble
Oct 2-6	Strek & Suttan		Feb 26-Mar 1	Lauber & Lehman
Oct 9-13	Vollendorf & West		Mar 4-8	Malinowski & Manosky
Oct 16-20	Anderson & Hansen		Mar 11-15	Strek & Suttan
Oct 23-27	Hecimovich & Janota		Mar 25-28	Vollendorf & West
Oct 30-Nov 3	Kalmon & Keeble		Apr 1-5	Anderson & Hansen
Nov 6-10	Lauber & Lehman		Apr 8-12	Hecimovich & Janota
Nov 13-17	Malinowksi & Manosky		Apr 15-19	Kalmon & Keeble
Nov 27-Dec 1	Strek & Suttan		Apr 22-26	Lauber & Lehman
Dec 4-8	Vollendorf & West		Apr 29-May 3	Malinowski & Manosky
Dec 11-15	Anderson & Hansen		May 6-10	Strek & Suttan
Dec 18-21	Hecimovich & Janota		May 13-17	Vollendorf & West
Jan 3-5	Kalmon & Keeble		May 20-24	Anderson & Hansen
Jan 8-12	Lauber & Lehman		May 28-31	Hecimovich & Janota
Jan 15-19	Malinowski & Manosky		June 3-5	Kalmon & Keeble

Middle School Staff Lunch Supervision Schedule – IMC

Middle School Staff will have a supervision schedule made to help at Lunch Time!

2023- ELEMENTARY STAFF MEETING SCHEDULE - 2024

****ALL MEETINGS will begin at 7:30 a.m. and end no later than 7:55 a.m.** Staff will be allowed to leave school after the last bell on these days.

Elementary Staff will meet every other Tuesday morning!!

2023- HIGH SCHOOL STAFF MEETING SCHEDULE - 2024

High School Staff will meet **every Thursday morning** throughout the school year at **7:30 a.m. and will end promptly at 8:00 a.m.** Staff will be allowed to leave school after the last bell on these days.

2023- MIDDLE SCHOOL STAFF MEETING SCHEDULE - 2024

Middle School Staff will meet with Mr. Cody **every other Tuesday** throughout the school year at the beginning of **6th period** or as requested.

BREAKFAST, LUNCH AND SUPERVISION SCHEDULE

1. Each teacher will bring the class down to lunch at the time indicated.
2. **One teacher at each elementary grade level** will have supervision responsibilities of all groups at that grade level in the lunch room, halls, and classroom during breakfast period. Close supervision of student behavior eating habits, and orderliness is essential.
3. Students will be expected to go outside during the noon break, unless illness or inclement weather prohibits this activity. Rain or -25 degree wind chill factor will be used for this decision. You should always plan on going outside unless notified otherwise.

Pre-K to Grade 2 teachers should get together and work out an acceptable recess schedule, taking into consideration the need for prep time in each grade level's schedule.

BUS LOADING SUPERVISION

Each teacher who has elementary students at the end of the day will be responsible for the supervision of that class as they load on the buses at 3:25. Students will be expected to load directly on the bus at that time. **DO NOT PERMIT THE STUDENTS UNDER YOUR SUPERVISION TO LOITER IN THE BUS LOADING AREA.**

2023-2024

BREAKFAST, LUNCH, SUPERVISION AND RECESS SCHEDULE

GRADE	BREAKFAST	LUNCH	RECESS
4K	8:30-8:50	11:30-11:45	1:10-1:40
K	8:20-8:40	11:35-11:50	11:45-12:15
1	Grab & Go—8:14	11:25-11:40	11:45-12:13
2	Grab & Go—8:12	11:20-11:35	11:40-12:10
3	Grab & Go—8:10	11:10-11:25	11:25-12:04
4	Grab & Go—8:07	11:05-11:20	11:20-12:02
5	Grab & Go—8:05	11:00-11:15	11:15-12:00
HIGH SCHOOL	Grab & Go—9:10	12:10-12:40	
MIDDLE SCHOOL	Grab & Go—9:25	12:40-1:10	

RECESS SUPERVISION SCHEDULE

East Playground

C. Gudis 11:45 – 12:15

North Playground

Angie Nagel 11:15 – 12:13

PLAYGROUND RULES AND REGULATIONS

Primary Playground - East of Elementary Building - Grades 4K, 5K

Intermediate Playground - North Playground - Grades 1-5

The playgrounds are set up for the purpose of good, wholesome physical activity. Students should use good judgment in the choice of activities in which they get involved, with personal safety and the safety of others being the most important factor.

As a result, the following rules have been established:

1. No tackle football or other tackle type games.
2. Swinging on the swings in the correct direction, in a sitting position only, one person to a swing.
3. All ball games should be played clear of the building area. NO hard baseballs or softballs.
4. NO students are allowed to leave the playground without the supervisor's permission.
5. The tree areas North and West of the intermediate playground are off limits.
6. NO throwing snowballs, rocks or other foreign objects.
7. NO teasing, fighting or use of abusive language at any time.
8. Keep hands, feet and objects to one's self.
9. NO roller blades, roller skates or skateboards.
10. NO instruments on the playground.

The playground is a place to play and enjoy the noon free time, but safety must be the first consideration. Any student who does not abide by these basic rules, or refuses to obey the command of the playground supervisor, will be required to sit out for the remainder of recess and may potentially be sent to the office for disciplinary action.

EXTRA CURRICULAR ASSIGNMENTS

Annual/Yearbook	Ms. Sutzen
High School Play	Mr. Snider
Forensics	Mr. Kalmon
Cheerleader	
Cross Country	Mrs. Osuldsen
Football	Mr. Keeble, Mr. Lauber, Mr. Malinowski
Volleyball	Mr. Hecimovich, & Ms. Frisch
Basketball (boys)	Mr. Lanzer
Basketball (girls)	Ms. Frisch
Boys and Girls Track	Mrs. Osuldsen and ?
Baseball	Mr. Johnson and Mr. Lauber
Softball	Ms. Johnson & Ms. Frisch
Wrestling	Kordel Ralston & Spencer Keeble
M.S. Wrestling	Donny & Kordel Ralston
M.S. Girls BB	
M.S. Boys BB	Mrs. Fabbri & Scott Webster
M.S. Football	Donny & Kordel Ralston
M.S. Volleyball	Ms. Krezinski & Ms. Kopras
M.S. Cross Country	Mrs. Meinke

SUBS Options Are: Janel West, Chassity Johnson, Rachel Smith, Anna Bischel

2023 JV FOOTBALL—Games at 5:00 **Athletic Director will update with Lori Villiard**

DATE	OPPONENT	TIMER	CHAINS (3)
09-05-23	Gilman	Nagel	Newman, Villiard, Weisser
09-18-23	McDonnell	Nagel	Newman, Villiard, Weisser
09-25-23	Holcombe	Nagel	Schmitz, Villiard, Weisser

Chains Workers, please arrive 30 minutes before the game.

2023 VARSITY FOOTBALL—Games at 7:00
Homecoming—September 22 vs Lake Holcombe Chieftains

DATE	OPPONENT	TIMER	ANN.	CHAINS (3)
08-18-23	Holcombe, Owen, Suring	Nagel		Ralston, Wester, Olson, West, Johnson, LaRock
09-01-23	Gilman	Nagel	Strek	Fabbri, S. Webster, B. Webster
09-14-23	McDonnell (Thursday Game)	Nagel	Strek	D. Ralston, K. Ralston, P. Wester
09-22-23	Holcombe	Nagel	Strek	D. Ralston, K. Ralston, P. Wester

HOMECOMING

10-13-23	New Auburn	Nagel	Strek	D. Ralston, K. Ralston, P. Wester
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SENIOR & PARENTS NIGHT

HS Varsity Games start at 7:00 p.m. Sean and Curt, please arrive one hour before the game.

Chain Workers, please arrive 30 minutes before the game.

2023 MS FOOTBALL--Games at 5:00

DATE	OPPONENT	TIMER	CHAINS (3)
09-12-23	Birchwood/Winter	Nagel	Newman, Villiard, Weisser
09-19-23	Northwood	Nagel	Newman, Villiard, Weisser

Chains Workers, please arrive 30 minutes before the game.

2023 MIDDLE SCHOOL VOLLEYBALL—Games at 5:00

DATE	OPPONENT	SCORER	TIMER	LINE JUDGE(2)
08-31-23	Birchwood	Fabbri	Bischel	J. Antczak, Villiard
09-05-23	Holcombe	Fabbri	Booth	J. Antczak, L. Smalley
09-12-23	Flambeau	Johnson/Bischel	Booth	J. Antczak, L. Smalley
09-21-23	Lake Holcombe	Fabbri	Booth	J. Antczak, L. Smalley
09-19-23	OLS	Kalmon	Thome	J. Antczak, L. Smalley
09-28-23	Holcombe	Fabbri	Thome	J. Antczak, Villiard
10-02-23	Cornell	Johnson/Bischel	Thome	J. Antczak, Villiard
10-05-23	New Auburn	Fabbri	Johnson	J. Antczak, Villiard
10-09-23	Winter	Fabbri	West	J. Antczak, Villiard

Workers, please arrive 30 minutes before the game.

2023 VOLLEYBALL—Junior Varsity Games at 5:45/Varsity Games at 7:15

DATE	OPPONENT	SCORER	TIMER	LINE JUDGES(2)
09-14-23	Holcombe (JV 4:30/Var 6:30)	Kalmon	Booth	J. Antczak, L. Smalley
09-21-23	Winter	Kalmon	Booth	J. Antczak, L. Smalley
09-26-23	Birchwood	Kalmon	Booth	J. Antczak, L. Smalley
10-03-23	Cornell	Kalmon	Booth	J. Antczak, L. Smalley
10-12-23	New Auburn	Kalmon	Booth	J. Antczak, C. Johnson
10-28-23	Sectional Final	Kalmon	Booth	J. Antczak, OPEN

Workers, please arrive 30 minutes before the game.

2023-2024 PROGRESS AND REPORT CARD
“DATE DUE” SCHEDULE (Grades K-12)

***Grades for trimester and progress are DUE at 3:30 p.m. on the day listed.

First Trimester – Ends on December 1, 2023

Progress Reports---due Thursday, October 19

Trimester Grades---due Wednesday, December 6

Second Trimester ends – March 6, 2024

Progress Report---due Thursday, January 25

Trimester Grades---due Friday, March 8

Third Trimester ends June 5, 2024

Progress Report—due Friday, April 26

Trimester Grades---due Tuesday, June 4 at 8:00 a.m.

**2023-2024 Middle School EXPLORATORY
Progress Grades/Report Card Grades GUIDELINE**

*****If there is a YES in the box below, this means you must have grades completed for your MS Exploratory students. If the box is blank, no action is required.**

	<i>1stTri Progress</i>	<i>1st Tri Report Card</i>	<i>2nd Tri Progress</i>	<i>2nd Tri Report Card</i>	
1 st 6-Week EXP		YES		Yes	
2 nd 6-Week EXP				YES	
3 rd 6-Week EXP				YES	
	<i>3rdTri Progress</i>	<i>3rd Tri Report Card</i>			
4 th 6-Week		YES			
5 th 6-Week		YES			
6 th 6-Week		YES			

If you have a concern with any of your Middle School students throughout the school year, please feel free to print off a progress report to mail home. Due to the way that 6-week courses are cut off and lining up with progress and report card dates, it was decided that it is not required to have a progress grade for the 2nd, 3rd, 5th or 6th week exploratory classes. All 6-week classes are required to have a mid-trimester at some time in the year, as well as a trimester grade.

2023-2024

MIDDLE SCHOOL

6-Week Exploratory Cut-Off Dates

- 1st August 30th - October 6th (27 days)
- 2nd October 9th – November 17th (29 days)
- 3rd November 27th – January 12th (27days)
- 4th January 15th – February 23th (28 days)
- 5th February 26th – April 12th (29 days)
- 6th April 15th – June 5th (36 days)

2023-2024 Trimester Bell Schedule

Monday-Friday

<u>High School</u>		<u>Middle School</u>	
Warning	8:02	Warning	8:02
1st Hour	8:05-9:10	1st Hour	8:05-9:25
Breakfast	9:10-9:21	Advisor	9:25-9:43
I/Time	9:21-9:51	2nd Hour	9:48-11:04
2nd Hour	9:54-10:59	Break	11:07-11:17
3rd Hour	11:02-12:07	3rd Hour	11:20-12:40
Lunch	12:10-12:40	Lunch	12:40-1:10
4th Hour	12:43-1:54	PE/Music	1:14-1:54
5th Hour	1:57-3:02	Exploratory	1:57-2:37
Enrichment	3:05-3:25	GO-Time	2:40-3:25

2023-24 Bruce School Important Dates

Aug. 30- School begins
Sept. 29- Early Release- PM In-service
Sept. 29- Staff PPG Due
Oct. 4- Picture Day ☺
Oct. 6- MS Exploratory ends
Oct. 13- Staff SLO Due
Oct. 26- Early Release- PT Conferences
Nov. 17- MS Exploratory ends
Nov 20-24 Thanksgiving Break
Dec. 1- **End of Trimester 1**
Dec. 1- MS Exploratory ends
Dec. 22-Jan. 2 Christmas Break
Jan. 12 -MS Exploratory ends
Jan. 15- Full-Day In-service
Feb. 15- Early Release- PM In-service
Feb. 16-19- Mid-Winter Break
Feb. 23- MS Exploratory ends
March 6- **End of Trimester 2**
March 12- ACT
March 18-22 Spring Break
March 29- Easter Break
April 12- MS Exploratory ends
April ?- Prom
April 29- Full-Day In-service
May ? -Elementary Field Day
May ?- Earth Day and Color Run
May 24- Early Release- PM In-service
May 22- Seniors last day
May 24- Senior Graduation
May 27- Memorial Day
June 5- Last day of school, students ½ day