

WELCOME TO BALDWIN-WOODVILLE HIGH SCHOOL

The mission of Baldwin-Woodville High School is to provide a safe, stimulating, and challenging environment that provides the opportunity for all students to develop their intellectual, social and personal skills so they become lifelong learners and positive, productive members of society.

Our goal is to provide each of you with the opportunities for the best education possible. However, it is up to you, our students, to take advantage of these opportunities and make the most of them. The benefits that you receive from this high school will be directly related to the amount of effort and hard work that you are willing to put into achieving your goals.

Take great pride in our high school and in yourself. By each of us STRIVING TO DO OUR BEST, we will make BWHS a great place for all of us to be. You can accomplish this in the classroom academically and also in the many co-curricular activities available to you as well. Take PRIDE in your school; take PRIDE in your education!

We want our high school to run smoothly for all concerned: students, staff and parents. Rules and procedures are necessary to maximize educational opportunities and to minimize problems. The information in this handbook has been developed to help you to know more about BWHS and how this school and the many programs operate. Please carefully read the following pages and become familiar with them so we can accomplish our goals.

Through the school year it is our desire to help each of you in any way possible. Our goal for each of you is to have a very successful and enjoyable school year. If we all follow the guidelines of this handbook, we will have an outstanding year here at Baldwin-Woodville High School.

Sincerely,

Eric Russell
High School Principal

PARENTAL CONCERNS ABOUT STAFF

“What are parents to do?” The first step the parent should take is to contact the person closest to the problem. For instance, if the “problem” is with a teacher, the parent should contact that teacher. If the problem is with a bus driver, the parent can usually resolve the issue with a phone call to the driver.

If the parent is not satisfied with step one, the parent should contact the supervisor of the staff member about whom the parent is concerned. That is step two. The supervisor will try to resolve the problem, but if the parent is still not satisfied, he/she should move to step three and contact the Superintendent.

The Superintendent will work with the parent, supervisor, and staff member and try to resolve the problem. If the parent is still not satisfied the issue has been resolved, they have three choices of action to approach the Board:

1. Any member of the public may address the whole Board at an Open Forum, which is the first 15 minutes of each regular monthly meeting of the Board. You should be aware this is an open meeting, and it may not be appropriate to discuss some topics in public due to confidentiality.
2. You may ask the Superintendent to place your issue on the Board agenda for discussion, but it must be approved by the Board President or requested to be placed on the agenda by another Board member.
3. You may ask the Superintendent to place your issue on the Board agenda, but under “closed session.” That means the Board and their invited guests will hear the discussion, but the issue will most likely not be revealed to the general public. This is the preferred method for discussing personnel, personal, or individual student matters. This also requires permission of the Board President or a request by another Board member before it may be included on the Board meeting agenda.

PARENTAL CONCERNS ABOUT STAFF CONTINUED

If the parent feels that their concern is a more serious nature, such as concerns about alcohol or other drug abuse or concerns about the safety and well being of students, they should immediately contact the employee's supervisor. The following list of telephone numbers should help you:

***Mr. Gary Hoffman, Elementary Principal, can be reached at 684.3321 x102.

***Mr Jon Hinzman, VMS Principal, can be reached at 698.2456 x102

***Mr. Eric Russell, BWHS Principal, can be reached at 715.684.3321 x102

***Ms. Patti Phillipps, Director of Pupil Services, supervises all special education teachers in the district. Contact her at 684.3344 x147.

***J.R. Dachel, Transportation and Athletics Supervisor can be reached at 684-3251, or 684.3321x117.

***Mr. Rusty Helland, Superintendent, is the supervisor for those listed above, and should be contacted at step three in the process. If the concern is of a more serious nature, Mr. Helland should be contacted immediately at 684.3411.

The Baldwin-Woodville Board of Education has two policies regarding this matter:

- COMPLAINTS REGARDING STAFF MEMBER (#1312.00)
"Board members shall refer persons making complaints about the schools to the appropriate administrative officer and shall ask that complaints be handled according to established procedures."
- COMPLAINTS REGARDING STAFF MEMBERS TO ADMINISTRATION (#1312.10) - "Any time a written complaint, properly signed by the person registering the complaint, is received by the Superintendent, regarding any employee, the Board will be notified in writing of the receipt and the general nature of such complaint.

ATHLETICS

The following athletics are offered during the school year.
The participation for each activity is \$20.00:

GIRLS SPORTS

Cross Country
Cheerleading
Volleyball
Golf
Tennis
Basketball
Hockey
Softball
Track
Girls Soccer

BOYS SPORTS

Football
Cross Country
Soccer
Basketball
Hockey
Wrestling
Golf
Track
Tennis
Baseball

Athletes at all levels of competition are required by the WIAA to have on file (in high school office) the following:

- Physical (every other year) Card OR Alternate Year Card
- Baldwin-Woodville Athletic Code Card (Athletes and parent(s) need to attend an athletic code meeting each year.)

Athletic fees must be paid, physical/alternate year card and BW Athletic Code card turned in to the office BEFORE an athlete may begin practice.

ATTENDANCE POLICY

1. Our high school attendance policy is established by the school board and therefore it has the force of law. A copy of this policy is given to each incoming student to take home for the student and parents to read. The following parts of the policy are important to note.
2. When in attendance a student must attend **all** classes and study halls in which he/she is enrolled unless excused by the high school principal. A student may not leave school property during the school day unless he/she has been officially excused through the high school office.
3. Absences will be considered and treated as excused, unexcused, or truant. To be excused an absence must fall into one of the following categories. All other absences will be unexcused.
 - A. Personal illness of the student.
 - B. Family emergency.
 - C. ****An Advanced Absence**** form needs to be completed a minimum of 3 days in advanced of absence.
 - D. Medical or dental appointments if it cannot be arranged during non-school hours.
 - E. Recognized religious services.
 - F. Driver's tests.
 - G. Necessary work-at-home, which could not be accomplished without the help of the student.

For an absence to be excused, it is necessary for a parent or guardian to call the high school office by 10:00 A.M. on the day of absence and send a note with the student when the student returns to school. Failure to fulfill either requirement may cause the absence to be unexcused. Notification of an unexcused absence will be made by letter to the student's parent. The procedure toward Legal Referral will be initiated when a student becomes a habitual **truant** (unexcused absence part or all of five days during a semester).

CLASS ATTENDANCE is very crucial for a student to earn a passing grade. Students are required to attend class on a regular basis. The general make-up for an absence is **ONE DAY OF MAKE-UP for ONE DAY OF ABSENCE.**

ATTENDANCE POLICY CONTINUED:

Depending on circumstances related to the student's absence, more time may be allowed after a conference with the respective teacher(s).

INCOMPLETES received at the end of a grading period must be made up within two weeks or the student will receive the grade that he/she has already earned. Students may receive an extension of time if they have a medical emergency. The extension should be arranged with the teacher and approved by the principal.

ADVANCED PLANNED ABSENCES

- Bring to the office a signed note from your parent/guardian explaining the planned absence.
- Pick up and fill out the Advanced Absence form - a **minimum of three (3) school days prior to the absence.**
- Have the form signed by the principal.
- Have your teachers fill in their portion of the form.
- Have the form signed by a parent or guardian.
- Return this form to the high school office prior to your absence.

SKIP DAY

DEFINITION: Senior skip day or any other organized group that may skip or be truant from school on any regularly scheduled day of school during the school year. Any student (grades 9-12) who takes part in or is gone from school for part or all of the school day because of "Senior Skip Day" or any other organized group skip day, will serve three hours detention; two - 1 ½ hours each from 6:35 a.m. until 8:05 a.m. on two dates to be determined by the High School Principal or 3 hours school service may be assigned. If a student does not complete these hours of detention appropriately he/she will be suspended out of school for one day.

BACKPACKS and BOOK BAGS

Backpacks, book bags, duffel bags, purses (that are large enough to carry books), brief cases, and any other type of bag or luggage will not be allowed in any classroom, study area, or hallway during school hours (8:15 a.m.-3:20 p.m.) These items may be stored in a student's book locker during the day. If students do not follow these guidelines, normal consequences will occur such as detention, school service, and/or suspension.

BEHAVIOR (STUDENT)

Students in the Baldwin-Woodville High School are expected to accept their responsibility in the educational enterprise by demonstrating behavior consistent with the standards of good citizenship in a democratic society. Student behavior shall be subject to the following general regulations:

1. Students are to abstain from gambling, immorality, inappropriate language, cheating, using false statements, or engaging in any activity that disrupts the normal operation of the school or provokes disorder.
2. Students shall not engage in fighting of any kind. **Any student involved in a fight shall be suspended out of school for three days.**
3. Students are not to disobey any staff member or disturb a class and thus cause an interruption to the educational process.
4. Students are not allowed to sleep or put their heads down on tables or desks.
5. Students are to refrain from any form of threat or assault, implied or real, against the person or family of any staff member.
6. Students are not to use, sell, or have in their possession tobacco, alcohol, or illegal drugs on campus or at any school sponsored activity, or be under the influence of the same.
7. Students may not bring explosives, incendiaries (matches/lighters), firearms, knives, ammunition, weapons of any type, or any illegal materials to school at any time.

BEHAVIOR (STUDENT) CONTINUED:

8. Students are not to bring or use **lasers or laser pointers** at Baldwin-Woodville High School or at any events that are sponsored by the Baldwin-Woodville School District.
9. Students are not to wear **chains, ropes, cords, cables and etc.** at Baldwin-Woodville High School or at any school-related activity.
10. Students are not to engage in any activity that invades the lawful rights of other persons.
11. Students are not to cause a false fire alarm or tamper with any fire extinguishers. Doing so will subject the violator to the enforcement of state and federal laws.
12. Students are not to engage in any activity that shall involve the violation or interruption of existing statutes or ordinances.
13. Students are not to engage in any activity that actively or passively advocates the overthrow of our system of government by means of force or violence.
14. Students are not to engage in any activity that results in the defacement or destruction of school property.

The above apply to students when on school property during school hours, before school, during the noon periods, after school, and at all school functions or preparations for them, wherever or whenever they are held.

The seriousness of a violation will be evaluated by the administration. Any serious violation will result in immediate suspension from school (1 to 10 days) with reinstatement pending a satisfactory parental conference.

Further action may take the form of probation or recommendation for expulsion from school through action of the superintendent and board of education.

BELL SCHEDULE

Warning Bell	8:10am
1 st Hour	8:15-9:00
2 nd Hour	9:05-9:50
3 rd Hour	9:55-10:40
4 th Hour	10:45-11:30
5 th Hour	1 st Mod 11:30-12:00
	2 nd Mod 11:55-12:20
	3 rd Mod 12:20-12:50
6 th Hour	12:55-1:40
7 th Hour	1:45-2:30
8 th Hour	2:35-3:20

CAFETERIA

Students are asked to cooperate in maintaining an efficient, clean, and enjoyable cafeteria. Running, fighting, pushing/shoving, loud talking, shouting, or throwing food is out of order and will not be tolerated. Tables and the area surrounding the tables should be left in a neat and orderly manner. Individuals are responsible for depositing their litter in the wastebaskets provided for this purpose and return trays and utensils to the dishwashing area.

CARE OF SCHOOL PROPERTY

It is expected that Baldwin-Woodville students will take pride in their school and that means students must be willing to go out of their way to help maintain a clean and orderly school. Damage to, or destruction of, school property will not be tolerated.

Everything you use in school, aside from your personal items, belongs to all taxpayers. Therefore, you are financially liable for any undue wear, damage or loss of all items you use or check out. This also applies to lockers and combination locks. Students are financially responsible for any damage to school property caused by carelessness.

CARE OF SCHOOL PROPERTY CONTINUED:

Students guilty of willful, deliberate or thoughtless damage or defacement of school property will assume the cost of damages and be subject to suspension or expulsion from school. When applicable, legal authorities will be notified and charges filed.

CELL PHONE POLICY

Cell phones are to be kept in a student's assigned locker and are not to be used during instructional hours of the school day (8:15-3:20). If the student is using a phone during the school day following steps may be implemented:

Step 1	Warning
Step 2	Confiscate and Return to Student
Step 3	Confiscate and Return to Parent

If necessary, normal discipline procedures for inappropriate behavior will be followed and the cell phone may be forfeited to the district per school board policy 443.5.

CLASSROOMS

The rules of order should be observed at all times in the classroom. This means that students are to:

1. Be in the classroom and ready for class work when the bell rings.
2. Follow the directions of the teacher.
3. Take an active and productive part in class discussion.
4. Keep themselves from engaging in distracting activities throughout the class period.
5. Follow classrooms rules and guidelines.

The school encourages self-discipline on the part of each student. If this is accomplished, every classroom will provide an atmosphere for teaching and learning.

CLUBS AND ORGANIZATIONS

The following clubs and organizations are sponsored by Baldwin-Woodville High School and aid in developing qualities of leadership, citizenship, upright character, and service.

A.O.D.A. - Student Assistance Program Groups

All-School Play Student Council Forensics

Art Club Yearbook Letter Club

Chess Club National Honor Society V.I.C.A.

Class Officers Spanish Club SADD

Band FBLA-Future Business Leaders of America

FFA-Future Farmers of America

FCCLA-Future Career and Community Leaders of America

BOARD POLICY 5171.00

CODE OF CLASSROOM CONDUCT (Student Removal From Class)

Student behavior that is dangerous or disruptive and that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and replacement in an alternative setting as outlined in this code. In addition, the student may be subject to disciplinary action in accordance with established Board policies and school rules.

PLACEMENT PROCEDURES

1. The building principal or designee shall place a student who has been removed from a class by a teacher in one of the following alternative educational settings:
 - An alternative education program approved by the Board. State law defines this as an instructional program approved by the school board that utilizes successful alternative or adaptive school students and teaching techniques and that is incorporated into existing, traditional classrooms or regularly scheduled curricular programs or that is offered in place of regularly scheduled curricular programs.

PLACEMENT PROCEDURES - CONTINUED

- Another class in the school or another appropriate place in the school.
- Another instructional setting.
- The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class and the teacher, the principal or designee determines that re-admission to the class is the best or only alternative.

2. When making placement decisions, the building principal or designee shall consider the following factors:

- The reason the student was removed from class.
- The severity of the offense.
- The type of placement options available for students in that particular school and any limitations such as costs, space availability and location, on such placements.
- The estimated length of time of placement.
- The student's individual needs and interests.
- Whether the student has been removed from a teacher's class before.
- The relationship of the placement to any disciplinary action.

The principal or designee may consult with other appropriate school personnel as the principal or designee deems necessary when making or evaluating placement decisions. A student's parent/guardian may also be consulted regarding student placement decisions when determined by the principal or designee to be in the best interests of the persons involved or required by law.

3. All placement decisions shall be made consistent with established Board policies and in accordance with state and federal laws and regulations.
4. The parent/guardian of a student shall be notified of a student's placement in an alternative educational setting as outlined below.

PARENT/GUARDIAN NOTIFICATION OF STUDENT'S REMOVAL FROM CLASS AND ALTERNATIVE PLACEMENT

1. When a student has been removed from class, the building principal or designee shall notify the parent/guardian of a student in writing. This notification shall include the reasons for the student's removal from class and the placement determination.
2. If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with state and federal laws and regulations.
3. If the student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e., suspension or expulsion), the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

When not working under the direction of a teacher, an aide shall recommend to that teacher that the student be removed. The teacher shall determine whether removal is appropriate.

When not working under the direction of a teacher (supervising playgrounds, study halls, lunchrooms, etc.), the aide shall make the recommendation for removal to the building administrator or designee. The building administrator or designee shall determine whether removal is appropriate.

CORRIDORS AND CAMPUS

Students must show respect and concern for others and for all educational activities in progress. Students are expected to:

1. Respect the authority of teachers and non-certified personnel in maintaining order.
2. Walk in the corridors. Do not push or shove, and do not prevent the smooth flow of traffic in the halls by standing in large groups. Do not block the movement of others. Be aware that some classroom doors swing into the corridors. Anticipate this as you approach a door.

CORRIDORS AND CAMPUS - CONTINUED

3. Refrain from shouting, whistling, loud talking or boisterous conduct inside the school building.
4. Heed instructions pertaining to the correct use of the equipment, shops, laboratories, and physical education areas.
5. Refrain from throwing objects (pens, pencils, books, snowballs and etc.). Such action is prohibited on school grounds and bus stops.
6. Be under the direct supervision of an instructor when using indoor facilities.
7. Demonstrate good taste and respect in relationships with the opposite sex.

Students who do not show respect and concerns for others are subject to disciplinary action, such as detentions, suspension, and/or expulsion.

COUNSELING OFFICE

BWHS School Counselors provide a comprehensive program which supports all students' academic, career, and personal-social development in preparation for the challenges of the 21st Century. This program centered approach encourages life-long learning and a commitment to ensuring a quality education for ALL students. In effort to support this goal, the BWHS School Counselors can assist students with personal and social issues, academics, and the development of future plans.

Students are encouraged to set up appointment times with the BWHS School Counselors during their lunch or study hall to address personal, social issues, and/or academics.

In addition, Individual Learning Conferences will be held for all 10th (in the Fall) and 11th graders (in the Spring). This meeting will be held during the school day with one of the School Counselors, the student's parent(s), as well as the student. The purpose of this meeting is to assist the student in obtaining pertinent information for the future and to develop an appropriate individualized education plan.

TESTING:

PSAT: The PSAT test will be given during October to all interested college bound juniors. By taking the PSAT the student can:

1. Practice for college admission test (either ACT/SAT)
2. Enter scholarship competitions
3. Receive critical feedback about your skills and college readiness

ASVAB (Armed Service Vocational Aptitude. This battery consists of 10 short tests and also includes accessing interests and behaviors related to job satisfaction. The ASVAB will be given in September to all interested juniors. All students are encourage to take this test, as it is helpful in career planning. There is no cost, as this is a test provided by the military.

If you are interested in either of the above tests, please contact the BWHS Counseling Office.

ACT: All college bound juniors can register for the ACT at www.actstudent.org. The test dates are: October, December, February, April, and June. Juniors are encouraged to take this test in April or June. BWHS SCHOOL CODE IS 500-125!

SAT: The SAT test dates are October, November, December, January, March, May, and June. Students can register for the SAT at www.collegeboard.com. BWHS SCHOOL CODE IS 500-125!

Students do not need to take both the ACT and SAT. Students can take either test for college admission. However, students are encouraged to talk with potential colleges about the preferred college admission test.

CUSTODIANS

Custodians are the caretakers of school property. They keep our school clean and maintained. Please help them by cooperating in creating a clean, orderly, and safe school environment. In matters concerning conduct and school property, the custodians have the authority to enforce the rules of the school.

Baldwin-Woodville High School Discipline Procedure

Baldwin-Woodville will utilize the following step plan to determine the consequences for inappropriate behaviors.

Step 1: Warning and interactions conducted by any staff member. Any act or conversation conducted by a staff person to improve or change inappropriate student behavior.

Step 2: Student-Staff Conference - A conversation with student which results in a formal or informal behavior agreement is a student-staff conference.

Step 3: Teacher-Parent Contact by note with parent signature, phone call or conference which explains the type of behavior that is causing the problem, discusses possible interventions and the seriousness of the next steps in the behavior plan.

Step 4: Detention and parent contact.

Step 5: Detention will result in an in-school suspension or out of school suspension of 1 to 3 days and a parent contact.

Step 6: This office referral will result in an in-school suspension or out of school suspension of 2 to 5 days.

Step 7: This office referral will result in an out of school suspension of 2 to 5 days and a parent meeting.

Step 8: This office referral will result in an out of school suspension of 3 to 5 days and a parent contact.

** Student earn back clause for steps 4 - 8: If a student demonstrates good behavior at school, on the bus and during extra-curricular events for one calendar month from the date of last infraction he/she will go back one step on the behavior plan.

**Steps 1-4 may all occur on the same day or for the same incident.

** For severe infractions the principal or designee may skip one or several steps of the behavior plan. Fighting and possession or use of tobacco, alcohol, or drugs will result in an automatic suspension and possible expulsion.

** **Any student on steps 6-8 cannot attend after school extra-curricular events unless accompanied by a parent.**

DISCIPLINE - DETENTION AND SUSPENSION

Detention is used to modify inappropriate behavior and to penalize violations of school rules. Any staff member may assign a student detention when necessary, but all cases are subject to guidelines set by the principal. Students are to serve detention when assigned. Detentions will be served in an area designated by the principal. Other guidelines regarding detention are as follows:

1. Teachers may assign students to detention for the following reasons:
 - a. Unexcused tardiness to class
 - b. Behavioral problems for which other approaches would be inadequate.
2. The principal may assign students to detention as seems advisable for the following reasons:
 - a. Tardiness to school; if unexcused - three tardies for any one period equals one detention minimum
 - b. Skipping school - this includes leaving school property anytime between 8:15 and 3:20 without official permission one detention minimum
 - c. Other - detention will be assigned by the principal as it deems necessary for corrective action
 - d. Failure to report for detention when assigned may result in school service, in school, or out of school suspension.
3. Detention will be served from 7:30 a.m - 8:10 a.m. in a room designated by the office, on Tuesday, Wednesday, and Thursday of each week.
4. If a student is assigned detention, his/her name, the reason, and date to serve, must be returned to the office on a form provided by the office.
5. All students must be given one day of warning before their detention is scheduled. Students may not receive credit for a detention if they misuse the detention time.

DISCIPLINE - DETENTION AND SUSPENSION - CONTINUED

6. In all cases the principal wishes to work with parents for the benefit of the student and therefore, if a parent requests an alternative punishment for their child in lieu of detention, a reasonable substitute may be worked out with the high school principal. However, if an agreed upon alternative is not adhered to, or seems to have an adverse effect on the student's attitude, the principal may insist on the detention. It is up to the parents in each case to contact the high school office if they wish to discuss an alternative to the regular detention.
7. If the student is absent on the day assigned, it is the student's responsibility to remember the detention on his/her first day back to school. Also, jobs and other obligations will not be accepted as reasons to postpone detention, except a written request or telephone call to the principal's office from a parent will be considered, and the principal may agree to a temporary postponement depending on the merits of the case.
8. Under no circumstances will "forgetting" be accepted as an excuse for missing detention unless there are extenuating circumstances such as an accident, a snow storm, etc.

Discipline measures that may be used other than detention includes:

- (A) School Service (one, two, three, or more hours)
- (B) In-School Suspension
- (C) Out of School Suspension (one to ten days)
- (D) Expulsion

DISCRIMINATION

The Baldwin-Woodville School District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education program or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap.

DRESS AND GROOMING

Students are expected to dress in a manner that will not disrupt the educational process, constitute a health or safety hazard, or violate civil law. In addition, the following guidelines for student dress and appearance will be in effect:

1. Reasonable dress and grooming standards will be required for certain classes and school-sponsored activities. Certain courses require particular dress.
2. All students shall be clean in personal grooming and attire, wear shoes, and wear clothing in a manner and for the purpose for which it was designed. Undergarments should not be displayed.
3. No student shall be permitted to wear any clothing, jewelry or other item that is normally identified with an anti-social organization (e.g., gangs). Clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references or innuendo, obscenities and/or illegal drugs are not to be worn during the regular school day or at any school-sponsored activity. Baggy and/or sagging pants, oversized shirts, or shirts which show the bare midriff will not be allowed. Tank tops (one or two straps), tube tops, and halter-tops will not be allowed.
4. Students will not be allowed to wear hats, caps, or any other type of head wear or covering in the high school building during school hours (8:15 a.m. to 3:20 p.m.) on school days, unless approved by the high school principal.

DRESS AND GROOMING (cont.)

5. NO JACKETS OR COATS (OUTSIDE WEAR) SHALL BE WORN DURING THE SCHOOL HOURS (8:15 A.M. - 3:20 P.M.) UNLESS CONDITIONS WARRANT.

Students will be suspended from class attendance if inappropriately dressed.

First occurrence the student will be requested to remove or change the inappropriate clothing or accessories and a written report will be made, a copy will be sent home. If the student refuses to remove or change they will be sent home.

Second occurrence the student will be sent home to remove and/or change the inappropriate clothing or accessories. The student will have a maximum of one hour to return to school. If he/she does not return within the hour he/she will be considered truant. Accessories will be confiscated and returned only to a parent/guardian.

Third occurrence the student will be suspended out of school for the remainder of that day and an additional school day.

DRUGS, ALCOHOL OR OTHER SUBSTANCES

The use, possession, or sale of any drug (prescribed or unprescribed), alcohol or any other illegal substance, will cause the student to be suspended out of school for a minimum of five days. Expulsion will be considered by the school administration.

DRIVING

School board policy explicitly states that students who drive vehicles to school must park in an area designated by the administration. In addition, students may not drive a car anytime during the school day except as approved by the school administration, and parents, for special programs or upon approval given by the principal acting on a specific parental request for a one-time emergency need. All students who drive motor vehicles to school must have a registration form on file in the office.

Students may not park in designated areas or in staff or visitor parking areas. In the case the student does park in the designated areas, the following steps may be implemented:

- Warning
- Ticket will be issued by Baldwin Police
- Vehicle will be towed at owner's expense

EXTRACURRICULAR ACTIVITIES

- All extracurricular activities must be scheduled through the high school office via ATHLETIC DIRECTOR or COMMUNITY ED. Each participant should check with the advisor of their activity for regulations and organizational guidelines. Athletes must obtain a copy of the Athletic Code and parental permission slips.
- For extra-curricular events, the students are expected to ride the bus to the event and follow board procedures if interested in returning from the event with a parent/guardian, including obtaining proper approval from the principal.
- School dances will always be chaperoned by staff and/or parents. Dance participants may not re-enter a dance once they have left the building.

FEES

Art Fee (Semester)	\$5.00	Band Fee	\$5.00
First Day Fee	\$10.00		
Driver's Education Fee	\$200.00		

Class Dues - Each class determines the amount of dues per year depending upon the year's activities:

Example:	Freshman (little activity)	\$25.00
	Sophomore (little activity)	\$25.00
	Junior (Prom)	\$25.00
	Senior (Class Party)	\$25.00.

FIELD TRIPS

Students who are failing a class may not be permitted to attend field trips. Students who have developed behavioral problems may not be permitted to attend a field trip. Any teacher who feels a student should not be permitted to attend a field trip has the right to prevent a student from attending.

FIRE ALARMS AND STORM SAFETY PROCEDURES

Students should listen carefully to teacher instructions in case of FIRE ALARMS and STORM SAFETY DRILLS. Remember not to run, but move quickly to the area designated by your teacher. In the case of a fire alarm, be sure to move well away from the building and do not return unless instructed to do so by a school official.

FOOD AND LIQUIDS

Students are asked not to bring food of any sort into the school building, the only exception is a sack or bag lunch brought for lunchtime. Students are also asked not to bring cartons, bottles, or cans of pop, juice, or any other flavored liquids into the school building. These items may be purchased and consumed in the lunchroom during the student's lunchtime. The only liquid that a student may possess and consume during the school day (8:15 a.m.-3:20 p.m.) is WATER. This water must be contained in a clear (visible to see the water in the container) and plastic bottle.

GRADUATION EXERCISES

Graduation exercises shall be held each spring for the graduating class of Baldwin-Woodville (Senior) High School. Only students who have completed all requirements for graduation, have attended at least 85% of their scheduled courses during their senior year, have not been a discipline problem and are current year recipient of a BW Diploma may participate in graduation exercise. The principal may waive the attendance requirement for a good and sufficient reason (extended illness, family emergency, etc.). Students identified as having special education needs who have met their requirements shall participate in all graduation exercises and receive regular or IEP diplomas as provided in Policy #5127.00.

HARASSMENT

All students of the Baldwin-Woodville Area School District are protected from harassment of any type. If you feel you are a victim of sexual, physical, verbal or psychological harassment, contact your principal/guidance counselors.

ILLNESS AT SCHOOL

If you become ill during the school day, you should report to the office or send someone to notify the office so that proper attention may be received. Under no circumstances should an ill student stay in a restroom without notifying the office. Remember, if you are not in class, the office must know your whereabouts or you will be considered truant.

LIBRARY MEDIA CENTER GUIDELINES FOR STUDENT SUCCESS

Materials and Equipment

Media staff must be notified when materials or equipment are borrowed from the LMC.

Students must treat materials and equipment responsibly. Borrowed items should be returned or renewed before the due date.

Passes

Students must have a pass and sign-in to visit the LMC during school hours unless they are accompanied by an adult.

Conduct

Behavior that is disruptive or non-productive will not be tolerated.

No food or drink (except water) is allowed in the LMC.

Cell phones are not permitted in the LMC.

Computers

Unauthorized games are not permitted.

Students are expected to strictly adhere to The Student Internet Use Policy.

LOCKERS

Ownership of lockers is maintained by the school district, and students are granted a limited use solely in accordance with proper use and care of the locker. Any defect or trouble with a locker should be reported to the office.

The only items that may be placed in the locker are articles of clothing, school books or supplies relating to school use, and bag or sack lunches and personal items that students are legally entitled to have in their possession. It is recommended that students refrain from storing valuable items and/or large sums of money in their lockers, as the school is not responsible for lost or stolen property.

Lockers should be kept clean and orderly, no adhesive type stickers or permanent writing will be allowed. Locker inspections will be held periodically.

The assignment of a locker is made to a given student. No switching of lockers or combinations is allowed. **STUDENTS ARE NOT TO SHARE LOCKERS.**

THE SCHOOL RETAINS THE RIGHT TO CONDUCT BOTH ANNOUNCED AND UNANNOUNCED LOCKER INSPECTIONS/SEARCHES.

LOCKER SEARCHES (Board Policy #5141.25)

The Baldwin-Woodville Area School District provides a locker for convenience of the student to be used solely and exclusively for the storage of outer garments, footwear, and school-related materials. No student shall use the locker for any other purpose.

The locker assigned to a student is the property of the Baldwin-Woodville Area School District. At no time does the District relinquish its exclusive control of such lockers. A locker may be searched as determined necessary or appropriate without notice, without student consent, and without a search warrant. The search may be conducted by the district administrator, a building principal, an assistant principal, a police-school liaison officer, an agent designated by the District, or a school employee designated by the district administrator or building principal.

Any unauthorized item found in the locker may be removed. Items removed from the locker may be held by the school for return to the parent(s)/guardian of the student or retained for disciplinary proceedings, or turned over to law enforcement officials. The adult student or parent/guardian of a minor student shall be notified of items removed from the locker and turned over to law enforcement officials.

The District shall include a copy of this policy in the student handbook that is distributed annually to each student enrolled in the District.

LOST AND FOUND

The high school office provides for lost and found articles. Always turn in items that are found and check in the office when you have lost something.

LUNCH MOD REGULATIONS AND GUIDELINES

1. All students will have either a class or study hall along with one-half hour for lunch during 5th hour. **NO STUDENT MAY LEAVE THE BUILDING WITHOUT BEING CLEARED THROUGH THE OFFICE.**
2. All students **MUST** go to the **COMMONS** at the time they are assigned to lunch. Loitering in other parts of the building is not allowed.
3. Students must have specific permission from the lunchroom supervisor to leave the lunchroom at anytime during the lunch period.

LUNCH PASSES

Because we are a "closed campus" students will not be allowed to leave at lunch time. The only exception to this policy is if a parent or guardian wants to take their son or daughter out for lunch on a special occasion (during their lunch time only). The parent/guardian must come to the high school office and actually physically meet their son or daughter at the high school office and the student will be given a pass to leave.

MEDICATION

All medication must be brought to the nurse's office and distributed by the nurse or office staff. If a student has medication in their possession or in their locker, it may be grounds for suspension or expulsion.

PARKING (STUDENT)

Citizens living near a school building should not be inconvenienced during school hours. Therefore, all students who drive a vehicle to school, on any school day, or fractional part thereof, must park said vehicle in a school parking lot; as designated by the school administration.

PASSES

Permission is always required to leave an assigned area and passes will be required as needed. A written request from the host teacher is required for all shop and lab areas aside from regular classes.

PERMISSION TO LEAVE SCHOOL

When students come to school in the morning, the school must account for each student; therefore, a student may not leave school without clearing through the office. This can be done when a telephone call is received from home requesting a pass for the student, or presentation of a dentist or doctor appointment card. Students should check in with the office **AS SOON AS THEY RETURN.**

Also see **ATTENDANCE POLICY.**

PERMISSION TO BE VIDEO TAPED

BWHS has active media and television classes located in the school and you hereby allow the video taping of your student for use by the media classes. A parent may opt out of this by contacting the high school office in writing and requesting that their students image and/likeness not be used.

PROCEDURES USED FOR INAPPROPRIATE STUDENT BEHAVIOR AND/OR ATTENDANCE PROBLEMS

1. Student Conference - Warning
2. A.M. Detention (7:30 a.m.-8:10 a.m.)
3. School Service (1, 2 or 3 hours after school)
4. In-School Suspension
5. Out-of-School Suspension (1 to 10 days per infraction) for infractions that violate state and/or city ordinances/statutes, or for offenses of school rules and regulations.
6. Expulsion from school is an extreme action that will be taken when all avenues of approach and all efforts to counsel with the student and parents have failed to bring about acceptable behavior.

REPORTING INJURIES

All injuries, no matter how minor, must be reported to the teacher/coach in charge. Insurance may not apply if this is not done.

SCHEDULE CHANGES

1. Students should have their first semester schedule changes completed by the end of the school day on Friday (9/5/08). Please see Mrs. Smestad for changes.
2. Students will need written approval by parents, teachers and administration to make schedule changes.
3. Students who withdraw from a class after the first week of the semester will be subject to a withdrawal failing grade.

STUDY HALL REGULATIONS

1. All students will be expected to be in their seat when the bell rings.
2. An atmosphere conducive to studying will be maintained after the bell has sounded.
3. Each student is required to bring study materials, books, or other school assignment materials with them each day to study hall. Students are expected to keep busy the entire study hall time.
4. Any student leaving the study hall must have a written request either as a request by another teacher or be granted permission by the study hall supervisor and sign out on the sign out list.
5. One student of each sex may be excused to go to the restroom. Restrooms to be used by study hall students will be the restrooms designated by the study hall supervisor. Students will go directly to the restroom and return directly to the study hall area.
6. A sign-out sheet will be maintained so that each student receiving permission to leave will sign his/her name and destination, and time left.
7. Each study hall supervisor must maintain an up-to-date seating chart including all students assigned to study hall for that period.
8. Students may not use the telephone during study hall.

STUDY HALL REGULATIONS - CONTINUED

9. Card playing, board games, video games, and other types of games are not allowed.
10. Sleeping or putting your head down on the table or desk will not be allowed.
11. Students may not bring food or beverages (exception is water) to their study hall.

SUSPENSION

Students who constitute hazards to other students, or are repeat offenders, may be suspended from school. In-school suspension - a student may be assigned in-school suspension whereby they are removed from a particular classroom or from the general classroom environment for one or more class periods or day. Student on in-school suspension will remain at school in a room assigned by the principal.

Students will be assigned out-of-school suspension for repeated infractions of school rules and/or behavior that constitutes a hazard to themselves or others, or behavior that infringes upon the rights of others to receive an education.

TARDINESS

If a student is tardy to school, a note from home the same morning or a call from a parent may serve to excuse the tardy student. Late buses or other extenuating circumstances will be considered.

If a student is tardy during the first period by less than 5 minutes, he/she should go directly to class. If a student is 5 minutes or more tardy, he/she should check into the high school office. For each three (3) tardies that a student accumulates they will have one detention assigned.

TELEPHONE CALLS

A telephone, located in the west entryway by the office, is available for student use after school hours. It has the availability of local calls, 1-800 numbers and credit card calls only. The office phones are needed for business. Students should not expect to make calls from the office except for emergencies, and then only with special permission. Students may not use the telephone during class time or during study hall time unless it is an emergency.

STAFF TELEPHONE EXTENSION NUMBERS

Bassak, Adam	120	Jourdeans, Duane	135
Beierman, Patrick	138	Larson, Lyla	108
Benoy, Kari	145	Magnuson, Lisa	163
Boetcher, Daniel	141	Miller, Kyle	136
Bowman, Jean	112	Nurse	252
Challe, Deb	130	Pagel, Robin	125
Community Ed	151	Patzke, Beth	118
Curtis, Jon	121	Perkins, James	115
Custodians	110	Peterson, Darren	142
Dachel, J.R.	117	Picotte, Kathy	103
DeMotts, Tammie	127	Rachow, Darcy	144
Ducklow, Rachel	131	Rumpel, Jim	140
Fletcher, Diane	116	Russell, Eric	102
Gerrits, Jeremy	132	Schmoker, Angela	114
Hanson, Jan	128	Schommer, Jennifer	131
Harmon, Eric	129	Sell, Jason	139
Hush, Grey	123	Smestad, Kit	113
Jones, Bryan	124	Stitt, Anthony	143
Kamm, Michelle	119	Students at Risk	162
Kamm, Shannon	122	Sutherland, Angela	126
Keefer, Dan	133	Technical Education	137
Kitchen Staff	116	Wadzinski, Angela	147
Klatt, Tim	149	Weiske, Sarah	101
Koller, Marti	134		

TEXTBOOKS

Students are expected to exercise care in using books issued them in order that they may not become soiled or damaged. Students will pay the cost to replace lost, soiled or damaged books.

TOBACCO USAGE

Students may not smoke or chew tobacco on school premises. Students found in the following situations will receive one day of suspension. A second offense will result in a three-day out-of-school suspension. A third offense will result in a five-day suspension out of school and may lead to expulsion.

1. Anyone seen holding a cigarette or chewing tobacco.
2. Anyone known to have been using tobacco on school premises.
3. Anyone using tobacco in a street area in the vicinity of the high during school hours.
4. Anyone in a restroom booth where smoke is rising there from.
5. Anyone found in an area not intended for student use.
6. Anyone found to be in a restroom booth occupied by another person or persons.
7. STATE LAW PROHIBITS SMOKING ON SCHOOL PREMISES and students violating the non-smoking statute may be subject to legal penalties.

USE OF AUDIO AND VIDEO DEVICES IN SCHOOL

Audio devices, such as i-pods and headphones, are to be used only during study halls and lunch mods with teacher approval. **These items may be confiscated by a school staff member for inappropriate use or behavior.**

Students shall not possess a paging device, video games, or T.V.'s while on school property or while attending a school-sponsored activity on or off school property, unless the student is in attendance in the capacity of an active member of a volunteer firefighting organization or a volunteer emergency medical service organization.

These items may be confiscated by a school staff member. Normal discipline procedures for inappropriate behavior will be followed.

VEHICLES -STUDENT CARS, MOTOR CYCLES, & MOTOR BIKES

The following regulations must be followed if a student wishes to bring a motor vehicle to school:

1. All motor vehicles must be registered with the principal's office.
2. No student is to go to a vehicle during school hours or at lunch unless he/she has a pass from the principal. (Students may not go to or use vehicles during lunch).
3. Parental permission must be granted.
4. Students must park only in specified parking areas as assigned by the principal's office. No vehicle will be parked against the school building or in the driveways.
5. All state and local motor vehicle laws must be followed.
6. Private vehicles must yield to all school buses whether parking, unloading, or loading.
7. No snowmobiles are to be driven to school or on school property.

Any wild driving either before or after school, or failure to abide by the conditions stated above, will lead to the loss of driving privileges and will be reported to the legal authorities.

Any deviation from the above policy will result in the loss of driving privileges for students. Parents will be informed of this loss of privilege by mail. If you desire to give your consent in this matter, please fill out the request card available in the high school office. Students may not bring a motor vehicle to school unless this form is on file in the high school office.

Students may not park in designated areas or in staff or visitor parking areas. In the case the student does park in the designated areas, the following steps may be implemented:

- Warning
- Ticket will be issued by Baldwin Police
- Vehicle will be towed at owner's expense

Strict enforcement of the above policy is for the safety necessary in our environment at school.

VISITORS

All visitors must report to the high school office and state their business. Students may not be contacted while in school unless the visitor has permission from the office. A student wanting to bring a visitor to school should bring a written note explaining who the visitor is, why they will be visiting, where they are from and what day they will be visiting. This note should be signed by the BWHS student's parent or guardian. This note should be brought to the principal a minimum of **24 hrs before the visit is to occur**. All visitors must report to the office and receive a pass from the principal. Generally, visitors should have a specific purpose and limit their stay to one school day. Visitors who do not observe school rules will be asked to leave our school. Students will not be allowed to have a visitor the last ten days of both the first and second semester. Teachers are **not** required to allow visitors in their classes. Students from area schools whose schools are in session will not be allowed to attend as a visitor. Students who have already graduated or dropped out of school will not be permitted to visit B-W High School. The principal will make decisions on other cases based upon the situation.

2 HOUR LATE START

School begins at 10:15 a.m. with 1st hour. Schedule will be adjusted during the day to include all eight hours.

1 st hour	10:15 - 10:40 am	
2 nd hour	10:45 - 11:10 am	
3 rd hour	11:15 - 11:40 am	
5 th hour	11:40 - 12:10 pm	1 st mod
	12:05 - 12:30	2 nd mod
	12:30 - 1:00 pm	3 rd mod
4 th hour	1:05 - 1:35 pm	
6 th hour	1:40 - 2:10 pm	
7 th hour	2:15 - 2:45 pm	
8 th hour	2:50 - 3:20 pm	

25 minute classes for 1st thru 3rd, lunch is 10 minutes later, 4th hour is after lunch, and the afternoon classes are 30 minutes.

STUDENT SEXUAL HARASSMENT

5147.00

The Baldwin-Woodville Area School District does not tolerate sexual harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders. It is the policy of the School District to maintain and insure a learning environment free of any form of sexual harassment or intimidation toward and between students.

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

Sexual harassment is defined as any deliberate, repeated or unwanted verbal or physical sexual contact, sexually explicit derogatory statement, or sexually discriminating remark which is offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation or which interferes with the recipient's academic performance. Sexual harassment can take the form of any unwanted sexual attention, ranging from leering, pinching, patting, verbal comments, display of graphic or written sexual material and subtle or express pressure for sexual activity. In addition to the anxiety caused by sexual demands on the recipient, sexual harassment may include the implicit message from the alleged offender that noncompliance will lead to reprisals. Reprisals may include, but are not limited to, the possibilities of harassment escalation, unsatisfactory academic evaluations, difference in academic treatment, sarcasm, or unwarranted comments to or by peers.

Any student who believes he/she has been subjected to sexual harassment by another student or employee must report the incident to the building principal or a guidance counselor. It is the intent of the District to create an atmosphere where complaints and alleged complaints will be treated fairly and quickly. If a student is not comfortable with making a complaint to the principal or counselor, the complaint may be made to any other adult employee. The employee will report the complaint to the appropriate principal or counselor.

The Superintendent shall establish a written procedure for responding in writing to the complaint. The procedure shall include a means for the student to appeal decisions to the Superintendent and to the School Board. The Superintendent will cause to be developed appropriate alternative procedures for special needs and younger students.

A program of education and intervention shall exist for students who are sexually harassed or students who have engaged in harassment.

This policy and complaint procedure will be made available to all students on an annual basis. Employees will be informed of the policy on an annual basis.

Policy Adopted 11/18/93

STUDENT SEXUAL HARASSMENT

5147.00R

Administrative Rules

Complaint Procedure

The Baldwin-Woodville Area School District does not tolerate sexual harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders. It is the policy of the School District to maintain and insure a learning environment free of any form of sexual harassment or intimidation toward and between students.

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

Policy Dissemination

1. Every student or student's guardian will receive a copy of the policy and administrative rules each year.
2. Discussion of sexual harassment will be included at an age appropriate level and in the proper context as part of the curriculum.
3. Once each year every employee and regular volunteer will be reminded, in writing, of the policy and procedures.

4. As in-service for supervisors will be presented annually in which an understanding of sexual harassment, the Board Policy and complaint procedures and importance of vigilance will be emphasized.

COMPLAINT PROCEDURE

Students who believe they are the victims of sexual harassment must report their concerns to the principal or a guidance counselor. Students may report the concern to any teacher. To assure consistency in handling complaints, the teacher will report the complaint to the principal or a guidance counselor.

The following procedure will be used:

1. Any complaint may be presented verbally or in writing to the principal or guidance counselor. The complaint should include the specific nature of the harassment and corresponding dates. The person making the complaint will need to provide his/her name, address and phone number. If the complaint is verbal, the principal or guidance counselor may make a written record and request the complainant to sign such written account.
2. The principal or guidance counselor shall thoroughly investigate the complaint, notify the person who has been accused of harassment, permit a response to the allegation and arrange a meeting to discuss the complaint with all concerned parties within 10 working days after receipt of the complaint, if deemed necessary. The principal or guidance counselor shall give a written response to the complaint within 15 working days after receipt of the complaint.
3. If the complaint is not satisfied with the response of the principal or guidance counselor, he/she may submit a written appeal to the Superintendent indicating the nature of the disagreement. The appeal must be filed within 20 working days after receipt of the principal or guidance counselor's answer. The Superintendent shall schedule a meeting if requested by the complainant. The Superintendent shall give a written response to the complainant's appeal within 10 working days of the date of the appeal is filed or 10 working days after the meeting, whichever is later.

4. If the complainant is not satisfied with the Response of the Superintendent, an appeal to the school Board may be filed. The appeal must be filed within 10 working days of receipt of the Superintendent's response. The School Board shall conduct a hearing within 20 working days of receipt of the appeal. The School Board shall give a written response within 10 working days of the completion of the hearing.
5. If the complainant is not satisfied with the response of the board, he/she may, as at any point in the process, file a complaint with the proper legal authorities including the State Superintendent of Public Instruction.

Alternate Procedures

The following alternate procedures will be used for younger students or students with special education needs.

Due to the potential difficulties with establishing dates, times and behavior, persons who have, or may have been harassed will be provided with counseling services as deemed appropriate to their age and handicapping condition.

A person's handicapping condition will be given consideration in any disciplinary action that may occur as a result of sexual harassment.

BALDWIN-WOODVILLE AREA SCHOOL DISTRICT
SEXUAL HARASSMENT AND SEXUAL VIOLENCE REPORT
5147.00E-Students & 4139.00E-Personnel
General Statement of Policy Prohibiting Sexual Harassment

Complainant _____

Home Address _____

Work Address _____

Home Phone _____

Work Phone _____

Date of Alleged Incident(s) _____

Name of person you believe sexually harassed or was sexually violent toward you _____

List any witnesses that were present _____

Where did the incident(s) occur? _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; what did you do to avoid the situation, etc. (Attach additional pages if necessary.)

This complaint is filed based on my honest belief that _____ has sexually harassed or was sexually violent to me. I hereby certify that the information I have provided in this complain is true, correct, and complete to the best of my knowledge and belief.

Complainant Signature

Date

Received by _____

Date

**EQUAL EDUCATIONAL OPPORTUNITIES/
NONDISCRIMINATION POLICY**

5148.00

The Baldwin-Woodville Area School District is committed and dedicated to the task of providing the best education possible for every child in the district for as long as the student can benefit from attendance (as specified by State Statutes) and the student's conduct is compatible with the welfare of the entire student body.

The right of the student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall be abridged or impaired because of the student's sex, race, color, national origin, ancestry, creed, pregnancy, religion, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Facilities modifications necessary to provide a student with equal opportunities shall be made as required by law and permitted by budgetary limitations.

Students who have been identified as having a handicap or disability, under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, shall be provided with reasonable accommodations in educational services or programs. Students may be considered handicapped or disabled under this policy even if they are not covered under the district's special education policies and procedures.

The district shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, released time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

**EQUAL EDUCATIONAL OPPORTUNITIES/
NONDISCRIMINATION POLICY
CONTINUED**

Complaints regarding the interpretation or application of this policy shall be referred to the district administrator and processed in accordance with established procedures.

Notice of this policy and its accompanying complaint procedures shall be published at the beginning of each school year and posted in each school building in the district. In addition, a student nondiscrimination statement shall be included on student and staff handbooks, course selection handbooks and other published materials distributed to the public describing school activities and opportunities.

LEGAL REFERENCE: Section 118.13 Wisconsin Statutes
 PI9 and PI41 of the Wisconsin
 Administrative Code
 Title IX, Education Amendments of
 1972
 Title VI, Civil Rights Act of 1964
 Section 504 of the Rehabilitation Act
 Of 1973
 Americans with Disabilities Act of
 1990
 Individuals with Disabilities
 Education act
 Civil Rights Act of 1991

CROSS REFERENCE: 4111.10/5146.00-SEX DISCRIMINATION
 4112.00-EMPLOYEE
NONDISCRIMINATION POLICY

Policy Adopted 4/6/95

PROCEDURES

5148.00R

If any person believes that Baldwin-Woodville Area School District 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: 550 Highway 12, Baldwin, WI 54002.

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. 1514 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 and exceptional educational need shall be resolved through the procedures authorized by ch. 115, subc. V, Wis. Stats. Complaints under 20 USC a. 1231e-3 and 34 CFR ss. 76.780-76.782, commonly referred to as EDGAR complaints, that the state or a sub grantee is violating a federal statute or regulation that applies to a program shall be referred directly to the state superintendent.

Step 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 acknowledgment within 45 days of receipt of the complaint or made a determination with 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.

PROCEDURES

5148.00R

Step 4 - Discrimination complaints on some of the above bases may also be filed with the federal government at the office for Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, Illinois 60606.

Note: The 118.13 complaint procedure does not apply to district employees or job applicants. Also, it does not replace the federal regulations that require a school district to have Title IX and Section 504 complaint procedures.

The maintenance of complaint records is recommended for the purpose of documenting compliance. Records should be kept for each complaint filed and, at a minimum, should include:

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

Cross Reference: 4112.00R - PROCEDURES

2/18/99

BALDWIN-WOODVILLE
HIGH SCHOOL

STUDENT HANDBOOK 2009-2010

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

ADVISOR _____