

# Bayfield Middle School/High School



## Handbook 2023-2024

300 North Fourth Street  
Bayfield, WI 54814

Shellie Swanson | 6-12 Principal | 715-779-3201 ext. 506  
Linda Weber | 6-12 Secretary | 715-779-3201 ext. 415

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**SCHOOL DISTRICT OF BAYFIELD  
SCHOOL BOARD MEMBERS**

Nicole Boyd - President  
Esme Martinson - Vice President  
Sarah Tourdot - Treasurer  
Kylie Vadnais - Clerk  
Ray DePerry - Member  
James Defoe- Member  
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**You may contact any Board Member at:**

School District of Bayfield  
300 North Fourth Street  
Bayfield, WI 54814  
Phone: (715) 779-3201 ext. 100 - FAX: (715) 779-5268

***WELCOME TO BAYFIELD MIDDLE SCHOOL & HIGH SCHOOL***

**MISSION STATEMENT**

The mission of the School District of Bayfield is to provide a respectful and nurturing environment for each student to grow.

**VISION STATEMENT**

Valuing the individual learner, the focus of the School District of Bayfield is centered on evidence-based student outcomes, cultural engagement and community connection.

**BELIEF STATEMENTS**

**Respect:** Every student deserves to be respected as a unique and complex individual. Every child is entitled to an education which is based upon individual needs and learning styles.

**Cooperation:** The potential of education is more fully realized when a partnership exists between parents, students, teachers, Board of Education, Administrators, as well as the communities of Red Cliff, Madeline Island and Bayfield.

**Responsibility:** Everyone needs to understand and appreciate their rights as a valued citizen. We have a responsibility to make our community, region, country, and our world, a better place.

**Kindness:** Everyone needs to feel safe and supported in their environment. There is an obligation to promote learning, personal growth and development for everyone.

**Honesty:** Students and staff are encouraged and challenged to reach their full potential. Relationships will be based on integrity. Thoughtful reflection of our words and deeds are encouraged.

The staff and administration welcome you to the School District of Bayfield. Whether you are new to the district or are returning, we hope you will find this year to be a memorable and exciting learning experience. This student/parent information is a reference to help you learn and feel comfortable with how the high school and middle school operate. Cooperation and knowledge are vital keys to success. It is important for students and parents to read and understand the contents. This information lets you know what is expected as well as the services and benefits that the school provides. It contains the answers to questions you may have during the school year.

## **EQUAL EDUCATION OPPORTUNITIES**

The School District of Bayfield is committed and dedicated to providing a quality education for each child in the district. Learning styles are accommodated while students are prepared for the future. The right of the students to be admitted to school and to participate in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's gender, race, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, or emotional learning disability.

## **DISTRICT NON-DISCRIMINATION POLICY**

It is the policy of the School District of Bayfield, pursuant to Section 118.13, Wisconsin Statutes and PI 9, that no person, on the basis of gender, race, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, or emotional learning disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination or exclusion from any program or activity and in employment.

Vocational and academic programs follow the district's policies of nondiscrimination on the basis of age, gender, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, or emotional learning disability or handicap and equal access to the Boy Scouts and other designated youth groups as required by s. 118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (gender), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973.

The district shall establish and maintain an atmosphere in which individuals can develop attitudes and skills for effective, cooperative living, including:

- a. Respect for the individual regardless of economic status, intellectual ability, race, creed, color, religion, gender, or age;
- b. Respect for cultural differences;
- c. Respect for economic, political, and social rights of others; and
- d. Respect for the right of others to seek and maintain identities.

The district shall continue to re-examine the curriculum to make sure that it emphasizes positive human relationships. The instructional materials must portray the history, contributions, and culture of ethnic groups of the area, state and nation.

In keeping with the requirements of the federal and state law, the School District of Bayfield strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in educational opportunities and services offered students, in assignment to classes, in discipline, in use of facilities; in educational offerings and materials.

A question or concern concerning Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender, should be directed to: District Administrator Beth Paap, School District of Bayfield, 300 North 4th Street, Bayfield, Wisconsin 54814, phone 715-779-3201.

Inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to: Director of Special Education Stephanie Lewis, School District of Bayfield, 300 North 4th Street, Bayfield, Wisconsin 54814, phone 715-779-3201.



## PBIS at BAYFIELD MIDDLE and HIGH SCHOOL

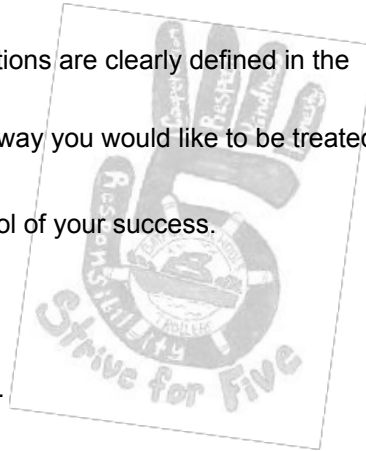
### A General Overview

At Bayfield School, the main focus of Positive Behavioral Interventions and Supports (PBIS) is to provide a clear system for all expected behaviors. Through PBIS we will work to create and maintain a positive, productive, and safe environment in which ALL school community members (administration, faculty/staff, parents and students) have clear expectations and understandings of their role in the educational process.

### Proactive Approach to School-Wide Discipline

This school-wide system of supporting positive behavior focuses on a team-based system approach and teaching appropriate behavior to all students in the school. The goal of PBIS at Bayfield School is to accomplish the following:

- 1. Behavioral Expectations are Defined.** Behavioral expectations are clearly defined in the positive, simple rules, in the Code of Conduct:
  - **Respect**—Treat people, places, and things the way you would like to be treated. “Give it, to get it.”
  - **Responsibility**—Follow through and take control of your success.
  - **Honesty**—Be truthful.
  - **Kindness**—Treat everyone with politeness.
  - **Cooperation**—Work together in a peaceful way.
- 2. Behavior Expectations are Taught.** The behavioral expectations are taught to all students at the beginning of the school year and throughout the year as needed. Teaching staff is provided with behavioral lesson plans designed to help “teach” students the expected behaviors. The general rule is presented, the rationale for the rule is discussed, positive examples (“right way”) are described and rehearsed, and negative examples (“wrong way”) are described and modeled. Students are given the opportunity to practice the “right way” until they demonstrate fluent performance.
- 3. Appropriate Behaviors are Acknowledged.** Once appropriate behaviors have been taught, they need to be acknowledged on a regular basis. Through PBIS we have designed a formal system, called “High Five,” for faculty/staff to consistently recognize and reward students who demonstrate expected behaviors.
- 4. Behavioral Errors are Corrected Proactively and are recorded.** Students, faculty/staff, and administrators will be able to predict what will occur when behavioral errors are identified. PBIS Student **Behavior online forms** are used to document and record incidents managed by staff and office. The **Student Behavior Management Flowchart** is used to help faculty/staff distinguish major from minor behavioral incidents and when to document these behaviors. (classroom or office managed behavior).
- 5. Decisions About Behavior Management is Data Based.** One of the most important features of PBIS is the use of a data management system to track discipline incidents. The data will be used by the PBIS Team to help determine the type of incidents that are occurring, where, when, and who is involved. The data will eliminate the guesswork from the decision making process about what is and what is not working in the school’s behavior management system. Data reports can enable administration to devote resources and time to the precise people, place, and school day period that need them.



## ATTENDANCE

Regular attendance is essential to success in school. Time missed cannot be made up and the interactive learning of that day cannot be recreated. Parents/guardians are responsible for requiring their children to attend school in compliance with the Red Cliff Tribal Law (if applicable) and Wisconsin State Law. Doctor, dental, and other appointments should be scheduled after school or during vacations. Attendance is taken by 8:25 a.m. Dismissal is at 3:35 p.m. Students who arrive at school after 8:25 a.m. will be considered tardy. Students from ages 6 to 18 are required to attend school on a daily basis.

Parents are asked to notify the school by 9:00 a.m. on the morning of a child's absence from or tardiness to school by telephone at 779-3201 ext. 415. If a telephone is not available, a note should be sent with the student on the day the child returns or prior to the absence when the absence is known. **An absence will be considered unexcused should parents/guardians not contact the office within two days of the absence.** It is the student's responsibility to turn in make-up work at the proper time and to know the teacher's guidelines concerning make-up work. (See Assignments Missed section listed under General Topics)

### **Excused absences**

WIS. State Statutes and the Board of Education have determined that the following reasons for an absence from school are considered to be excused.

1. Illness of the student – Personal or injury. (5) days per semester. A doctor's note verifying illness is needed beyond 5 consecutive days. Failure to provide a medical note may result in truancy.
2. Medical appointment
3. Driver's license exam or driving test;
4. Social services appointment or counseling session;
5. Funerals;
6. Religious holidays or other legitimate observances;
7. Court appearances or other legal procedures which require the attendance of the student;
8. Attendance at special events of educational value, physical exams, extended trips as sanctioned by parents/guardians, and certain cultural activities **with advanced approval from principal or designee.**

Students that are absent more than five (5) times in one semester may be asked to get doctor, social service, or court verification.

The board may excuse children who are temporarily not in proper physical or mental condition to attend school but can be expected to return to school upon termination or abatement of the illness or condition, s. 118.15 (3)(a), Wis. Stats. An excuse under this paragraph shall be in writing and shall state the time period for which it is valid not to exceed 30 days.

### **Assignments missed due to excused absences**

Students will be given one day per excused absence for make-up work for full credit and full grade.

### **Pre-Arranged absence**

When an absence from school is planned ahead of time, a Pre-Arranged Absence form should be requested from the office and completed at least two (2) days prior to the scheduled absence. Assignments are due prior to the absence if possible, but no later than the day of return after the absence.

Parents may excuse their child's absence in writing before the absence. A child may not be excused for more than ten (10) days under this provision, s. 118.15 (3)(a), Wis. Stats.

### **Pre-Arranged Absence Procedure**

1. Obtain a Pre-Arranged Absence Form or Parent Field Trip Permission Form from the high/middle school office.
2. Fill out the form completely.
3. Collect the required signatures (student - parent - teachers' - principal).
4. Return the completed form to the high school office.

### **Unexcused absences**

The following reasons for absences will be considered unexcused:

1. Shopping
2. Working (either for parent or employer) unless part of an approved school-to-work program
3. Babysitting
4. Caring for an ill individual
5. Missing the bus
6. Any other circumstance that is not covered under excused

### **Assignments missed due to unexcused absences**

The teacher has two options for students making up work: 1) may be required to make up the work, including tests, for reduced or full grade; and 2) work missed by the student including tests, will be made up at a time and place determined by the teacher. Reduction of grade will be at the teacher's discretion. If credit is denied, denial will be based on multiple considerations. Credit for the course cannot be denied solely because of the student's truancy.

### **Truancy**

Students will be considered truant if they are not in the school building or assigned area without the knowledge of a parent or guardian and/or absent without an acceptable excuse for part or all of a scheduled school day. When a student is truant, procedures will be followed according to s.118.16 Wis. Stats. and the Red Cliff Truancy Code 33.3.3.

Habitually Truant is defined as unexcused absences for **part or all of five (5) or more days on which school is held during a school semester**. Credit for a course cannot be denied solely because of the student's truancy.

## **GENERAL TOPICS**

### **Address Changes**

Please notify the school immediately if there is a change in your address, phone numbers, or person to contact in case of emergency. This information is **very important** in case of illness or injury.

### **After-School Activities PBIS Guidelines**

1. Show **Respect** during after-school activities by using quiet voices and appropriate language. We demonstrate good sportsmanship to both teams.
2. Show **Responsibility** during after-school activities by being in assigned areas. We pay and follow posted procedures for after-school activities. We clean up after ourselves.
3. Show **Honesty** during after-school activities by being truthful with others. We only go where we are allowed.
4. Show **Kindness** during after-school activities by being friendly to visiting teams and their fans. We encourage others to participate.
5. Show **Cooperation** during after-school activities by following directions from the event-workers. We enter school through Commons Area Door #1. Once we enter the school, we stay inside, or we will not be let back in.

### **Athletics / Activities**

Students involved in athletics will receive an athletic code. Students are required to read and adhere to the code. Signatures are required from the student and parent. An athlete is not eligible to participate until a signed policy is returned to the athletic director. A review of the athletic code is an annual event, including continuing athletes.

### **Athletic Event Conduct**

1. Students should not arrive more than 1/2 hour prior to the event. The doors will be unlocked at that time.
2. Students should be in the gym and in their seats while the game is in progress. Spectators should not be in the hallways.
3. Students are not to sit on the stage unless they are in the pep band. Stage curtains will be closed during games.
4. **Do not** cross the floor in front of the stage while the teams are warming up or while the game is being played.
5. Spectators are to stay off the gym floor.
6. Sportsmanship is essential. Students at Bayfield have displayed a quality of fine sportsmanship over the years. Let's continue to be a leader in the Northern Lights Conference.
7. Please refrain from booing the officials.
8. Do not whistle or make other noises while the opposing player or team is handling the ball.
9. Stay in your seat until the game ends at home and at away games.
10. Please do not kick the bleachers.

### **Arriving / Releasing students from school**

Students who walk or provide their own transportation to school are asked not to arrive before 7:45 a.m. If a student must arrive prior to 7:45 a.m., please contact the Principal so that arrangements can be made for a designated waiting room. To avoid possible accidents please do not use the parking area behind the school for dropping off and picking up students. Instead use the lower parking lot near Door #2 and the Main Office.

If early dismissal is necessary for medical appointments, etc., please stop in the office. Your student will be called to the main office to meet you. Students leaving during the school day are required to have a written permission slip from parents/guardians and obtain a permit to leave the building from the main office. Students entering the building during the day must report to the main office. Students in grades 6-12 must obtain a pass to class prior to returning to class.

### **Bullying**

The School District of Bayfield shall maintain and ensure an environment free of bullying. Bullying is not acceptable and will not be tolerated. Bullying is punishable by law under Wisconsin's Statutes.

Bullying is repeated and unwelcome physical, verbal, or psychological behaviors directed toward another. It is the practice of a student or a group of students subjecting other students to abusive (written or verbal) language, tasks, tricks, physical acts such as punching, that take place on school property, school sponsored functions or in school vehicles including buses. These behaviors substantially interfere with student performance and create an intimidating, hostile, and offensive school environment and will not be tolerated. If anyone believes that they are being or has witnessed another person being subjected to bullying, report this behavior to the principal or designee. There will be an immediate investigation and the following measures will be taken:

1. Parents/guardians of students involved will be notified.
2. The student will be warned by the school administrator that their behavior is unacceptable and considered to be bullying. Appropriate discipline will be administered and the parent/guardian will be notified.
3. If the behavior continues, additional consequences will follow, parent/guardian meeting with the principal.

### **Cafeteria PBIS Guidelines**

1. Show **Respect** in the cafeteria by saying "please" and "thank you." We use appropriate language and talk at an appropriate volume. We return trays and other items without damaging them.
2. Show **Responsibility** in the cafeteria by using good table manners. We stay seated while eating and we clean up after ourselves.

3. Show **Honesty** in the cafeteria by eating only our own food. We do not take food or other objects that don't belong to us. We are honest with cafeteria staff.
4. Show **Kindness** in the cafeteria by complimenting the cafeteria staff. We also help others who need assistance.
5. Show **Cooperation** in the cafeteria by following the posted procedures. We wait our turn in line and allow personal space to others. We are attentive and follow directions when they are given.

**Meals - Breakfast & Lunch:** The School District of Bayfield is participating in a new National School Lunch and School Breakfast Program called the Community Eligibility Provision (CEP) for the 2023-2024 School Year. Students enrolled in the district are now eligible to receive one daily breakfast and lunch at no charge.

School Meals and Milk Prices

BREAKFAST

MS and HS Breakfast-	no charge.
Student Guest Breakfast-	\$1.25
Adult Guest-	\$1.75

LUNCH

MS and HS Lunch-	no charge
Student Guest Lunch-	\$2.65
Adult Lunch-	\$4.15
Extra milk/milk break	\$0.25

If you need assistance, please call Randi Johnson at 779-3201 ext. 111. There is a cost associated with students choosing to have an extra milk at \$.25 or an extra lunch at \$2.65. The School District of Bayfield Food Service Collection Policy states that parents/guardians must keep a positive or \$0.00 balance on all accounts.

**Class Changes (High School)**

Students may make changes within the first three days of each semester if there is a legitimate reason.

After the third day, and prior to the end of the fifth week of the semester, a class may be dropped only for unusual circumstances. The student will receive a WP (Withdrawn passing) or WF (Withdrawn failing) depending on the student's grade at the time.

After the fifth week of class, a class may be dropped for unusual circumstances only.

**Arrangements for class changes, adds and/or drops, must follow the add/drop procedure and be approved by a School Counselor, Home School Coordinator and High School Principal.**

Add/Drop Procedure

1. Obtain a Drop/Add Form from a School Counselor or Home School Coordinator.
2. Fill out the form completely.
3. Collect signatures indicated on the form.
4. Return the completed form to a School Counselor or Home School Coordinator.
5. Wait for an official notice that the change requested has been made before attending the newly requested class.

**Class Changes (Middle School)**

Class changes are discouraged and only allowed for elective courses.

Students may make changes within the first week of the first quarter if there is a legitimate reason. For quarter 2, 3, and 4 students must make arrangements to drop/add an elective class during the three (3) days prior to the end of the quarter if there is a legitimate reason.

Arrangements for drops or adds must be made with the School Counselor or Home School Coordinator and follow the procedure outlined below:

1. Obtain a drop/add form from the Counselor/Home School Coordinator;
2. Fill out the form completely;
3. Collect the signatures indicated;
4. Return the form to the Guidance Counselor/Home School Coordinator;
5. Wait for an official notice that the change requested has been made before attending the requested class.

### **Class Meetings (High School)**

Class Presidents are to meet with their respective Class Advisors when there is a need for a class meeting. Meetings will be held on the second Friday of each month. Additional class meetings may be scheduled to accommodate special occasions with the Principal's approval.

### **Class Officers (High School)**

The various classes will elect class officers soon after school resumes in the fall. Students who want to run for an office must file candidate papers. Papers are to be signed by at least 10% of the class members. Class officers include president, vice-president, secretary and treasurer. The Class President will represent their class on the Student Council. Each will also nominate and elect an additional two representatives. Voting will be done by secret ballot.

### **Closed Campus (Middle School)**

Students in grades 6 - 8 have a closed campus and are to remain in the school building unless permission has been granted by the principal and/or supervised by staff. Students leaving during the school day are required to have a **written permission slip** from parents and obtain a permit to leave the building from the main office.

### **Open Campus (High School)**

Students in Grades 9 -12 are allowed to take part in Open Campus during their lunch hour with a signed paper waiver form. (Please see attached form) Students are expected to return for the sixth period on time. Open campus privilege will be revoked if three or more tardies are recorded following lunch. **Only eligible seniors and second-semester juniors may operate a personal vehicle during the off-campus lunch period.** No riders are permitted except seniors and second semester juniors in good standing with written parent permission.

### **Communications**

It is the intent of the district to keep students and parents informed of events and activities at school. Information coming home may be from individual classroom teachers or from the office announcing special events. Events can also be found on the school website and/or the district's Facebook page. Parents are encouraged to schedule an appointment with the MS/HS Secretary to meet with a principal. Parents are welcome to call or visit school with questions or concerns. The middle school and high school secretary phone number 779-3201 ext.415. Student announcements occur first thing in the morning during homeroom. Please read/listen carefully to these announcements.

#### **A. Contacting your student's teacher**

Parents, please keep in touch with your child's teacher . Teachers welcome communication with parents. Each teacher has a telephone in the classroom and welcomes phone calls **before** or **after** school. You can also leave a message on the teacher's voice mail or with the 6 -12 secretary.

#### **B. Parent-teacher conferences**

Formal conference time is scheduled on October 12, 2023 from 4-7:30 p.m. in Bayfield classrooms & November 7, 2023 from 4:30-7:30 p.m. at Legendary Waters Conference Center. Parents will be notified prior to conferences and are encouraged to attend. Report cards are available at the second parent/teacher conference. Parents are also invited to

contact teachers on an individual basis by making an appointment at a mutually convenient time.

### **C. Progress reports**

Weekly progress reports are available to parents/guardians of students to report negative academic progress via Infinite Campus Parent Portal. A report that indicates a failing grade will make the students ineligible for extra- curricular activities (see eligibility section) every Friday.

### **D. Report cards**

Parents and students will receive report cards every nine (9) weeks, once per quarter. The first nine (9) week report of each semester indicates student progress. The second report at the end of each semester indicates a final grade to be placed on the student's permanent record. Please review the report card thoroughly. If you have a question, please contact your child's teacher.

### **Concessions (High School)**

Concessions include beverages, food items, and snacks which must follow the Nutrition Policy set forth by the School Board. It has been a tradition for the classes to sell concession items throughout the school year. Seniors will sell beverages, including the water in the vending machine. Juniors, sophomores and freshmen will sell various items including popcorn, candy, pizza and other snacks at athletic events, supervised by at least one class advisor. The advisors from the junior, sophomore and freshman classes will meet with the athletic director early, (preferably before the first week of school, before any home athletic events have been contested), in the school year to select the events that each class will operate the concession stand at.

Classes will select one or two events at a time until all events have been selected. If a class is unable to sell concessions for an event they are scheduled to sell concessions at, they must advise the athletic director, no later than the day before the event, and concession stand sales for that event will be given to the class who is next in line for an event.

Several boys middle school basketball games and middle school girls volleyball games will be set aside for the middle school classes to sell concessions at –(if no classes in the middle school are interested in selling concessions at the set aside events, high school classes may sign up for the events).

Additional items may be sold at various events throughout the year with the approval of the principal. Fundraising will follow Board policy.

### **Dances (Middle School)**

A class or club may sponsor dances. The sponsoring group, with their advisors, must plan dances. Advisors must have principal approval before discussing the plans with the students. The following guidelines apply:

1. Dances will be scheduled at least two (2) weeks in advance;
2. Four (4) chaperones are required, two (2) must be teachers and at least one (1) of each gender;
3. Students attending the dance must be middle school age;
4. Middle school dances will end by 10:30 p.m. or before;
5. The sponsoring group will be responsible for cleanup;
6. Dances in the gym will be sock hop only;
7. Students leaving the dance prior to the end will not be allowed to return;
8. Police will be notified about the dance. School discipline will apply and problems such as alcohol, drugs, smoking, fighting, loitering, etc. may also become a police matter.

### **Dances(High School)**

A class or club may sponsor dances. The sponsoring group, with their advisors, must plan dances. Advisors must have principal approval before discussing the plans with the students. The following guidelines apply:

1. Dances will be scheduled at least two (2) weeks in advance.
2. Four (4) chaperones are required and there must be one of each gender.
3. Two (2) of the chaperones must be teachers.
4. Non-Bayfield students may attend if they are high school students and receive permission from the high school principal. A *Guest Permission Form* must be turned in at least two days prior to the dance.
5. Bayfield students attending the dance must be high school students.
6. High school dances will end by 11:30 p.m. or before. Situational extensions of the curfew may be arranged between the principal and law enforcement.
7. The sponsoring group will be responsible for cleanup.
8. Students leaving the dance prior to the end will not be allowed to return.
9. Law enforcement will be notified about the dance. School discipline will apply and problems such as alcohol, weapons, drugs, smoking, fighting, loitering, etc. may also become a law enforcement matter.

### **Dress & personal appearance**

It is expected that parents and students use discretion regarding student attire. Clothing and other items of attire must not be disruptive to the educational process.

1. Attire with printing or pictures promoting nudity, sex, profanity, drugs/alcohol, weapons, antisocial organizations and tobacco products are not allowed.
2. Students may not wear clothing that is deemed indecent or offensive by school personnel.
3. Clothes must cover the buttocks and breasts.
4. Caps, hats, visors, and miscellaneous headwear may be worn during school hours. Hats should still be removed for the National Anthem, dedications, honor songs, and other ceremonial practices.
5. Underwear is unacceptable when worn as outer apparel.
6. Footwear, such as shoes, sandals, and boots are required.
7. Sunglasses are not allowed.
8. Heavy winter jackets are not allowed to be worn in the classroom during the school day.
9. Colors and other gang related clothing is not allowed. If the student has no change of clothes, parents will be contacted and the student will be sent home.
10. Middle School students are required to wear appropriate outdoor clothing during the winter and be prepared for outdoor recess and/or outdoor time.
  - Under unusual circumstances, such as a medical need, the Principal may consult with the pupil service team to grant exceptions to these rules.
  - Students may be asked to turn clothing inside out or cover it up.

### **Dual Credit Program (High School)**

The district supports multiple avenues for students to earn college and high school credits simultaneously. The Early College Credit Program (ECCP) allows students to take up to 18 credits in person, online, or in a blended format at public or private Wisconsin colleges and universities. Certain courses taught through the UW System and Private and non-profit institutions of higher education are excluded from eligibility. Please see Wis. Stat. 118.55 for more information. Start College Now (SCN) allows students who have completed 10th grade to have the option to take courses at Wisconsin technical colleges. Students cannot enroll in ECCP and SCN during the same semester. Students must submit ECCP or SCN application forms to their district by March 1 for fall courses, October 1 for spring courses, and February 1 for summer courses. Approval will only be granted if the requested course(s) satisfy a high school graduation requirement and if the district does not offer a comparable course. The district will notify students of approval and/or rejection of desired courses at least 30 days prior to the semester in which the student would be enrolled.

Through a direct partnership with Lac Courte Oreilles Ojibwe University, students can also earn college credit for select courses outside of ECCP and SCN. These courses may be taught in person by district teachers, offered online, or attended in person or via Zoom at the Red Cliff Outreach site or Main Campus of LCO Ojibwe University. Students must be enrolled in courses before the add/drop deadlines indicated on LCO Ojibwe University's academic calendar.



The district (with the help of the state for ECCP courses) will cover the cost of tuition, fees, and books for all approved dual credit courses. Books purchased by the district must be turned in to the principal at the completion of the course. Students/parents are responsible for any transportation costs for attending dual credit courses. Information will be forwarded home each semester. Further information can be obtained from the guidance counselor.

### **Early dismissal**

In the event of a snowstorm or other emergency conditions that result in an early school closing, parents are encouraged to have a plan for children to follow when the school day is altered. Children will be the most comfortable and safe if the family has a plan that includes a familiar destination, whom to contact and a parental telephone number. A question for parents to ask themselves is, "Will the children be able to get into our house if I am not home?" Be sure to include emergency information on the office emergency cards. See school closing for more information.

The District does not initiate an early dismissal unless there is a serious danger or situation at school or it is anticipated that the buses will be unable to get children home safely at the usual dismissal time.

### **Eligibility for extracurricular activities (Middle School)**

Eligibility requirements are meant to encourage students to maintain satisfactory school achievement and to prevent extra-curricular activities from overriding academic success.

Students in extra-curricular school sponsored activities must be eligible in order to be able to participate in or attend activities, including travel with the team or organization. Students will be allowed to practice with the team unless they become habitually ineligible as determined by the principal.

1. A student must have passing grades on the most recent eligibility check.
2. Students may also be declared ineligible to participate in an extracurricular activity if the administration or faculty sponsor considers their general conduct to be unreasonable.
3. The principal and pupil service team will determine activities that are exempt from the above criteria.

### **Eligibility (High School)**

A student's academic and behavioral eligibility determines whether or not they will be allowed to participate in school activities or field trips. Academic eligibility is determined by the student's grades in their classes. Behavioral eligibility is determined by student's attendance and discipline problems.

The high school faculty and principal created the following list of school related activities/field trips and the effect of academic eligibility. Its creation was intended to help everyone avoid confusion. In no way should this list be considered all-inclusive. Any activities or field trips not included on this list will be evaluated as they become known and their placement on the list determined at that time.

Students will not be allowed to participate in the following activities if they are determined to be academically ineligible in one (1) or more classes.

WIAA sports contests  
High Quiz Bowl

Forensics  
Law day

Any National Honor Society activities

Students will not be allowed to participate in the following activities if they are determined to be academically ineligible in two (2) or more classes.

Regional Science Symposium  
Electrathon Race trips  
Toothpick Bridge Contest  
Red Cross Blood Drive

Christmas Caroling  
Luminaries

### **Field Trips (High School)**

A field trip is defined as any school-sponsored and organized trip off campus. Eligibility for field trips may be determined by grades, attendance, and discipline. Field trip information and eligibility/expectations will be shared prior to trip and parent/guardian signatures gathered for any special circumstances. Teachers will verify eligibility prior to the day of the trip. The district's *Universal Permission Slip* will cover day trips. See list above.

### **Fire, Tornado, & Violent Incident drills**

Fire drills will be conducted on a regular basis to prepare occupants for quick evacuation of the building. Instructions are provided in each classroom. Teachers will go over these rules with students. Anyone creating a false alarm will be referred to the civil authorities and prosecuted under Wisconsin law; students may be suspended or expelled from school.

Tornado drills will be conducted according to state and county guidelines.

Violent Incident drills will be reviewed with staff and students with age relevant content shared with staff via A.L.I.C.E. training (Alert, Lockdown, Inform, Counter, Evacuate). Safety plans are developed to meet ACT 143 requirements.

### **Hallway PBIS Guidelines**

1. Show **Respect** in the hallways by honoring others' space. We keep our hands and feet to ourselves. We keep the hallway graffiti-free and leave bulletin boards and posters alone.
2. Show **Responsibility** in the hallways by having a clipboard or pass and permission to go somewhere. We always stay within our assigned areas.
3. Show **Honesty** in the hallways by being truthful. We make sure we are where we say we are going to be.
4. Show **Kindness** in the hallways by keeping our hallways clean. We are helpful to guests, and if someone needs directions we assist them.
5. Show **Cooperation** in the hallways by walking. We are on time for class and allow others to move through the hallway.

### **Harassment / Hazing**

The School District of Bayfield shall maintain and ensure an environment free of harassment and/or intimidation. Harassment and hazing are not acceptable behaviors and will not be tolerated. These behaviors are punishable by law under Wisconsin's Pupil Harassment Statutes. (s.118.13, 118.20, 118.36, Wis. Stats.)

Harassment is repeated and unwelcome physical, verbal, or psychological behaviors directed toward another. Hazing is the practice of a student or a group of students subjecting other students to abusive language, tasks, tricks, punching, etc. These behaviors substantially interfere with student performance and create an intimidating, hostile, or offensive school environment. Anyone who believes that they are being or have witnessed another person being subjected to harassment or hazing should report this behavior to the Principal or designee. There will be an immediate investigation and appropriate measures will be taken:

1. Parent/guardian will be notified;
2. The student will be warned by the principal that their behavior is unacceptable and considered to be harassment or hazing
3. Appropriate discipline will be administered;
4. If the behavior continues, additional consequences will follow.

## **HEALTH AND WELLNESS**

### **A. Medication**

Medication will be given only when the student's health requires this during school hours. Medication will be kept in the nurse's office, and administered by the nurse or designee. The nurse or designee shall keep an accurate record of the prescription, the storage, and

administration instructions and will periodically review the written instruction with the parents and/or physician.

Wisconsin state law and school board policy determines procedures for dispensing medication. These are:

For prescription medication -

1. A Physician & Parent/Guardian Authorization in School Form must be on file in the District.
2. The medication must be in its original container from the pharmacy.

For non-prescription medication:

1. An Over the Counter Medication Administration in School Form must be on file in the District.
2. Medication must be in the original container labeled with the child's name, dosage, time to be given, and the name of the doctor to be consulted if problems arise.

Copies of these forms are in the appendix at the end of this handbook. Please sign and return these documents as soon as possible. If more forms are needed, contact (715) 779-3201 ext. 143. For the safety of children, no medication will be given without these procedures followed.

### **B. Illness / Injuries**

The school nurse or designee assesses students who become ill at school. If a student has a fever, is vomiting, has diarrhea, has an undiagnosed rash, or is too sick to be in school, a parent will be contacted to take their child home. Please provide the school with adequate emergency card information to help in these situations.

When a student is injured while participating in a school activity they should notify the instructor/supervisor immediately. There are first-aid kits in the main offices, the gym, technology building, and science rooms. The principal will be informed to decide if the accident is serious enough to call parents. First aid and emergency care will be given. Should the accident be serious enough, parents will be notified as to the nature of the injury. Parents and principal will determine if an ambulance should be called. If a parent cannot be contacted, attempts will be made to contact the student's emergency contacts. If contact cannot be made with the emergency contacts, the student will be taken for medical treatment or an ambulance will be called, if deemed necessary.

### **C. Automated External Defibrillator (AED)**

An AED has been placed outside the south entrance of the gymnasium in the commons area – it is clearly marked with an AED sign. The AED is an alarmed cabinet. When the cabinet door opens, a loud alarm will sound. This alerts everyone that there is a potential emergency.

A number of staff members, as well as students, have been trained to assist with an emergency during regular school hours. Do not hesitate to use the equipment if you have had proper training. After school hours, call 9-1-1 in case of an emergency. Be sure to first dial 88 if you are using a school telephone.

### **D. Insurance**

The district does not provide district-wide insurance coverage for students. Student accident insurance forms are available at the main offices. If you are interested, please secure an application from the district office.

### **E. Emergency Cards**

It may be necessary for the school to contact you throughout the year. It is important that the office has an **updated** emergency card with a working phone number including an emergency contact person in case you are unavailable. Promptly submit any changes to the school secretary.

### **High School Graduation**

Graduation shall be held in accordance with school board policy. Each student who successfully completes graduation requirements will receive a diploma.

Graduation from the Bayfield High School, one (1) semester early may be permitted with the approval of the District Administrator. Each case will be judged on an individual basis. Requests for early graduation should be submitted in writing to the District Administrator.

Early graduation requests shall only be considered if the following six (6) conditions are met:

1. The early graduation application is submitted one semester in advance of the proposed exit date;
2. The applicant has provided a thorough statement explaining the reason for early graduation;
3. All graduation credit requirements will be successfully completed prior to early graduation;
4. The cumulative Grade Point Average (G.P.A.) of the applicant must be 2.0 or greater at the time of application;
5. The applicant will not have been referred for truancy during their high school career at the time of application.
6. The applicant has successfully participated in two (2) career/college/post-graduation counseling meetings with the school counselor.

### **HIGH SCHOOL GRADUATION REQUIREMENTS**

ENGLISH	4.0 credits
SOCIAL STUDIES	3.0 credits
MATH	3.0 credits
SCIENCE	3.0 credits
PHYSICAL EDUCATION	1.5 credits
HEALTH	.5 credit
EDUCATION FOR EMPLOYMENT	.5 credit
SCHOOL CONNECT	.5 credit
PERSONAL FINANCE	.5 credit
ELECTIVES	8.5 credits

**TOTAL 25.0 credits required for graduation**

**\* Students may be granted .5 credit in Physical Education for participating in a varsity sport.**

**\* A pupil granted .5 credit for participating in a varsity sport will need to complete an additional .5 credit in English, Social Studies, Mathematics, Science, or Health education in lieu of 0.5 credit in physical education. Total credits needed remain at 25**

Each student is required to take a minimum of six classes in each semester and 6.5 credits per school year.

Students who plan on continuing an education at a technical college or university should consult with a K-12 School Counselor about the academic requirements of the institutions being considered.

### **Honor Roll**

The honor roll will be published in area newspapers at the end of each quarter. Students with grade point averages from 3.00 to 3.49 will be awarded recognition with honors. Students with a grade point average of 3.50 to 4.00 will be awarded recognition with high honor.

### **Incompletes**

Students with incompletes at the end of a grading period will receive an Incomplete (I) for a grade. Incompletes are required to be completed in two (2) weeks. At the end of two (2) weeks any work turned in will be graded and a grade will be assigned. Students that are within 10% of passing are able to make up this work. A student has until the end of the very next semester to complete all necessary 10% make

up work. After that time period expires the student will need to retake the entire semester for credit; extensions may be granted at the discretion of the principal and classroom teacher.

### **Internet Access**

Students are granted access to the Internet automatically. If a parent does not want their child to access the Internet they can opt out from Internet access on the form located at the end of this handbook entitled: Student Opt-Out Form for Network Resources. This form is also used for requesting that pictures of your child not be displayed outside the district (ex. website; class projects; social media, etc.) The Acceptable Use Agreement is located at the end of this handbook. Internet access is a privilege and abuse will result in disciplinary action.

### **Lockers**

The district for the convenience of the student provides a student locker. It is 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 School District of Bayfield. At no time does the School District of Bayfield relinquish its exclusive control of such lockers. School authorities for any reason may conduct periodic general inspections of lockers at any time, without notice, without student consent, and without a search warrant. Any unauthorized, illegal, or contraband materials discovered during the search will be removed and turned over to law enforcement.

The district reserves the right to use drug detection canines accompanied by law enforcement officials for purposes of exploratory sniffing of the outside of lockers, vehicles parked on school property, and any other areas of school property deemed appropriate. This activity will be carried out on a random or periodic basis and/or when reasonable suspicion exists.

The following procedures will apply regarding the use of canine units:

1. Canines may be used without prior notification to students and/or school personnel;
2. Canine personnel may be called by the district administrator or designee;
3. Students will be restricted to classrooms and kept out of hallways while canines are in use;
4. In the event of a substantiated suspicion, the locker, vehicle or other area will be searched further;
5. Any unauthorized, illegal, or contraband materials discovered during the search will be removed and turned over to law enforcement.

If a student chooses NOT to lock the assigned locker or shares the combination with classmates, the likelihood that items in the lockers will remain undisturbed is greatly reduced.

### **Locker Area PBIS Guidelines:**

1. Show **Respect** in the locker area by leaving others' property alone. We keep our hands, feet, and objects to ourselves. We allow personal space for others.
2. Show **Responsibility** in the locker area by keeping the lockers graffiti-free. We do not write or draw on any surfaces.
3. Show **Honesty** in the locker area by handling only our own property. We do not take others' property.
4. Show **Kindness** in the locker area by using our lockers carefully. We do not pound on or kick the lockers.
5. Show **Cooperation** in the locker area by keeping the area clean. We throw away our own trash and put trash from the floor into the garbage can.

### **National Honor Society (High School)**

The National Honor Society is a selected group of students from grades 10, 11, or 12. To be selected, a student must have a grade point average of 3.5 on a 4.00 scale, be exemplary in service to the school and community, exercise leadership in the school, and show positive behavior and good character. Being

selected to the National Honor Society is one of the highest awards a student can achieve in their high school career.

### **Obligations (High School)**

Obligations to the district, whether financial, disciplinary, or returning of school property, must be taken care of in a timely manner. Work permits, driver's licenses and participation in graduation may be denied if a student's obligations are not met.

### **Parental Permission**

Students are recognized publicly for the wonderful things they do. In reporting these events, the district needs parent permission to be able to release the following information: student name, parent name, dates of attendance, previous school, activities or organizations and photos. *No other information would be released without written permission.* Release would be to non-commercial organizations and only information pertinent to the recognition. A parent not wanting such information released must make such a request in writing to the principal by the first Friday in September. This permission is valid for the current school year only.

In accordance with s.118.125. (2)(j) 1, Wis. Stats. Directory data may be disclosed to any person if the school has notified the parent/guardian that directory information has been requested. Parents/guardians have 14 days to inform the school that all or any part of the directory data may not be released without prior consent of the parent/guardian. If the school does not receive any comments from parents concerning directory data, the school will assume passive consent has been granted to the district.

### **Passes**

Students must fill out a Smart Pass and have it approved by a staff member before leaving a class. Students must report directly to the location indicated on the Smart Pass.

### **Physicals**

Students participating in athletics must have a physical every other year. Refer to the athletic policy.

### **Problems / Concerns / Questions**

If you have a question, or a problem that concerns you, the best way to start finding out what to do is to talk to the staff person closest to the situation. If the issue deals with grades, transportation, another student, coach, teacher, bus driver, or any other situation, it's best to talk with the person(s) directly involved.

If a problem, concern or question persists, the next step is to talk with an administrator. Principals deal with student attendance, transportation, discipline, and activities. The Director of Special Education administers special education programming. If at any time you are not satisfied with the resolution of a problem, you may contact the principal. If there isn't a resolution after that contact, the District Administrator can be consulted. The School Board is the final authority in dealing with appeals for policy issues. A formal appeal process is available through the district office. It's a good idea to use and keep copies of your concerns to document and clarify issues.

### **Prohibited Items or Articles**

Items brought to school that interfere with the educational environment will be confiscated and kept in the High/Middle School Office until the end of the day with the exception of weapons or harmful devices which will be turned over to law enforcement. If prohibited items or articles are reported to be in use by students, progressive discipline procedures will be followed. Skateboards, roller blades, and other entertainment devices are not allowed. Also matches, lighters, pins, needles, water guns, aerosol cans, fireworks, explosive devices, and other undesirable items are prohibited. Students may not use or possess electronic devices or laser pointers unless authorized by administration for medical reasons.

### **Request for Religious Accommodation**

No student shall be denied admission to any school in the district, be denied participation in, be denied benefits of, or be discriminated against on the basis of sex, race, color, national origin, ancestry, creed,

religion, pregnancy, marital or parental status, sexual orientation or physical, mental, or emotional learning disability or handicap. The district shall provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examination and other academic requirements. Requests for accommodations must be submitted in writing by a student's parent or guardian and approved by the building principal. The School District of Bayfield supports the practice of smudging in the school district. Smudging involving burning materials is not authorized inside school buildings due to health and safety matters. Smudging involving burning is authorized in a designated building adjacent to the Technology Education facility. Once the request is approved, the parent/guardian or their authorized representative will be granted access to the designated building. Religious accommodation forms are available in the office and in the forms section of this handbook.

**Senior Release (High School)**

Seniors in good standing may qualify for Senior Release. Senior Release Forms can be requested in the high school office.

**Schedule – High School**

_____	8:25 a.m. - 9:22 a.m.	1st period
_____	9:25 a.m. - 10:11 a.m.	2nd period
_____	10:14 a.m. - 11:00 a.m.	3rd period
_____	11:03 a.m. - 11:49 a.m.	4th period
_____	11:52 a.m. - 12:38 p.m.	5th period
_____	12:38 p.m. - 1:08 p.m.	Lunch
_____	1:11 p.m. - 1:57 p.m.	6th period
_____	2:00 p.m. - 2:46 p.m.	7th period
_____	2:49 p.m. - 3:35 p.m.	8th period

**Schedule - Middle School**

_____	8:25 a.m. - 9:22 a.m.	1st period
_____	9:25 a.m. - 10:11 a.m.	2nd period
_____	10:14 a.m. - 11:00 a.m.	3rd period
_____	11:03 a.m. - 11:49 a.m.	4th period
_____	11:49 a.m. - 12:19 p.m.	LUNCH
_____	12:22 p.m. - 1:08 p.m.	5th period
_____	1:11 p.m. - 1:57 p.m.	6th period
_____	2:00 p.m. - 2:46 p.m.	7th period
_____	2:49 p.m. - 3:35 p.m.	8th period

**School closing**

Emergency school delays, dismissals, or cancellations are usually the result of inclement weather. The school day could also be altered because of utility failures, mechanical failures or threats. School day alterations, due to weather conditions or emergencies, will be announced on the following radio, television stations, as well as the district's Facebook page and website:

WBSZ	93.3 FM	Ashland
WJJH	96.7 FM	Ashland
WDIO	Ch. 10 TV	Duluth
KBJR	Ch. 6 TV	Duluth
KDLH	Ch. 3 TV	Duluth

If the School District of Bayfield is delayed, has an early dismissal or is canceled, that change pertains to LaPointe Elementary School, Bayfield Head Start and Red Cliff Head Start.

If school closes early due to inclement weather, school-wide extracurricular and other events and practices will be canceled. When school is delayed, school breakfast will be served if the delay is two (2) hours or less. If the delay exceeds two (2) hours, breakfast will not be served.

### **Student Council (High School)**

The purpose of the Student Council is to give experience in leadership, to coordinate student activities, and to act in any capacity where the student body as a whole may be represented. It serves as an intermediary with the school administration, is a means of reflecting student opinion, and gives the student some measure of determination in matters delegated to them by school authorities.

Members of the council are to be elected by their classes. An equal representation of three students per grade will make up the membership. Meetings will be held at the discretion of the council with advisor approval. Two council members may represent the student body at the monthly board meetings.

### **Student Parking (High School)**

Students who drive to school must park in the parking lot at the top of the hill at the end of Sweeney Avenue or in the parking lot across from the school. Under no circumstances are students allowed to park in the Permit Parking areas on the sides of or behind the school. Student vehicles driven to school must not be driven during the day without the written permission of the principal with the exception of seniors and second semester juniors in good standing (**passing grades in all classes and not truant**). No riders are permitted except seniors and second semester juniors in good standing with written parent permission. Students are not permitted to get into an unauthorized vehicle during the school day.

### **Student Records**

Student records are available through the MS/HS office. These records include scholastic achievement, test records, attendance and other information. Students, parents, and school personnel may request to see records for appropriate reasons. In addition, a judge has the power to see records of students who may fall under the court's jurisdiction (i.e. detention). According to the Privacy Act of 1974 no other person may see these records without the **express written permission** of the parent, or the student when they become eighteen years of age. Requests for transfer of records must be in writing using a form obtained from the Principal or a counselor.

### **Telephone**

#### ***POLICY 5136 - PERSONAL COMMUNICATION DEVICES***

*"Personal communication devices" ("PCDs") as used in this policy are defined in Bylaw 0100 - Personal communication devices ("PCDs") include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, and/or other web-enabled devices of any type.*

In order to avoid disruption of the educational environment and protect students' right to privacy, student use of PCDs is prohibited on school grounds during school hours.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

During after-school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

If the violation involves potentially illegal activity, the confiscated PCD may be turned over to law enforcement (Keep and Enter the last sentence into handbooks).

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities,



rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where the use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See *Policy 5517.01 – Bullying*. In particular, students are prohibited from using PCDs to (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents during the school day.

### **Textbooks and Library books**

Library books and textbooks are valuable and expensive. Books are to be checked out of the library and returned each week to allow for circulation. Assessments will be made for damaged or lost library books. Classroom textbooks are issued to students. Students are responsible for the care and return of books and library holdings. Because textbooks are expensive, students should cover textbooks with book

covers. Free book covers are available. Assessments for damaged or lost books and textbooks must be paid before another book is issued.

### **Transportation**

Students participating in school athletics and school activities must use the mode of transportation provided by the district. A student's parent/guardian may transport their child in special circumstances only with the principal's permission.

### **Bus Transportation**

It is important to read and discuss the following Bus Transportation guidelines with your children. Please review the time and place for pick up and drop off. Students should be at the bus stop five minutes before the scheduled pickup times. Until the schedules are finalized there may be slight variations. You are asked to be patient. Students are expected to behave in a reasonable manner while on the bus or at bus stops. Students who choose not to behave stand to lose the privilege of riding the bus. The parent/guardian will then be responsible for transporting the students to/from school. Parents will be notified in advance of such exclusion. Regulations will be enforced.

Students that ride the bus are expected to ride the bus in the morning and afternoon. If other arrangements are to be made, the student's teacher must have a written request signed by the parent. Only regular bus children may ride the bus. Permission to take the bus cannot be granted to other friends who are not regular riders. Changing bus assignments is not encouraged. In case of emergency, requests for changing bus assignments should be in writing a day in advance.

In an ongoing effort to provide safe transportation, the school board has authorized the use of video cameras on school buses. Videotapes are not available to the public. Only school administration, the bus contractor, and the drivers may view the tapes for the purpose of documenting a problem.

Emergency communications with the District's two buses is possible by two-way radio from the main office.

### **Bus PBIS Guidelines**

1. Show **Respect** on the bus by listening to the driver and following directions. We report unsafe activity to the bus driver.
2. Show **Responsibility** on the bus by resolving conflicts in mature and appropriate ways. We clean up after ourselves and leave the bus in good condition. We keep the bus graffiti-free and don't write or draw on any surfaces.
3. Show **Honesty** on the bus by telling the truth. We go directly to our assigned bus and find our seat immediately.
4. Show **Kindness** on the bus by keeping our hands, feet, and objects to ourselves. We allow personal space for others to move through the aisle.
5. Show **Cooperation** on the bus by being on time. We stay in our seats at all times. We follow the bus rules and directions from the bus driver.

### **Guidelines**

Bus drivers are responsible for providing verbal warning to students who are not complying with the guidelines. Students that do not comply with the rules and/or receive repeated warnings will be issued a Bus Conduct Report by the bus driver. Depending on the severity of the incident and/or student behavior, the disciplinary action may be accelerated.

1<sup>st</sup> Bus Conduct Report - Student assigned seat by the bus driver for two weeks. Student meets with the administrator and behavior is discussed. Notice sent home.

2<sup>nd</sup> Bus Conduct Report - Parents contacted and bus privileges suspended for 1-3 days

3<sup>rd</sup> Bus Conduct Report - Parents contacted and bus privileges suspended for 5-10 days. Parent meeting to develop corrective actions.

4<sup>th</sup> Bus Conduct Report - Parents contacted and bus privileges suspended indefinitely. Parent meeting scheduled to determine corrective actions.

• **PUNCHING OR FIGHTING ON THE BUS WILL RESULT IN A 1-5 DAY SUSPENSION.**

**Vending machines**

Students are allowed to use vending machines before and after school provided the machines are treated properly and the building is kept clear of wrappers and containers. Waste containers are available on each floor for refuse.

**Visitors**

Visitors are asked to check in at the main office upon entering and exiting the building. A visitor's pass is required. For security reasons, and in case of an emergency, it is important for the principal to know who is in school and the purpose of the visit. Permission from administration must be acquired one day in advance of a proposed visit. Requests regarding special circumstances must be submitted at least three days in advance and may be granted upon request and approved by the building principal.

**Visitor / Volunteer Parking**

If parking is unavailable in front of school, additional parking is available in the west parking lot at the end of 3<sup>rd</sup> street or in the lot adjacent to the baseball field. Do not park behind the school. Please remember NOT to park in the Bus Zone in front of the school during school hours.

## **STUDENT BEHAVIOR EXPECTATIONS**

Behavioral expectations for students are essential to accomplishing the goal of quality education. Two areas of concern are: 1) behaviors disrupting the learning environment so that others cannot learn and 2) acts that endanger the safety or well-being of other students whether in the classroom or going to/from school. It is the responsibility of school personnel to develop and maintain a learning environment, which reflects good decision-making, respectful attitudes, and high levels of achievement.

If a student or group of students' behavior or misconduct disrupts the teaching process, other students are denied the right to learn. Therefore, no student has the right to interfere with another student's learning, interfere with a teacher's instruction, or interfere with a safe and healthy environment.

The majority of children follow rules and directions from school staff. However, the disruptive conduct of some pupils makes it necessary to establish standards of behavior and disciplinary procedures. School personnel are responsible for using preventive, and when necessary corrective discipline action to increase positive choices from students. Parents are asked to be aware of children's activities, performance, and behavior in school. Parents are asked to cooperate and work with the school to prevent, or correct problems.

"Strive for Five is the guide for good behavior at the Bayfield school:

**Respect** – Treat people, places, and things the way you would like to be treated. "Give it, to get it"

**Responsibility** – Following through and taking control of your success.

**Honesty** – Being truthful.

**Kindness** – Treat everyone with politeness.

**Cooperation** – Working together in a peaceful way.

School rules are based on these principles.

**General Rules of Conduct**

A. Follow directions of staff the first time given;

- B. Keep hands, feet, hurtful words, and hurtful objects to yourself;
- C. Walk;
- D. Be in the assigned area and be prepared with assigned/required materials;
- E. If you are unsure of what to do, ask questions.

**Unacceptable Behaviors**

- A. The violation of any local, state, or federal laws;
- B. Willful conduct that endangers school district employees, students, or property of the school;
- C. Willful conduct which materially and substantially disrupts the right of others to an education;
- D. The possession or use of articles that are a nuisance, illegal, or that cause harm to persons or property in school or at school-sponsored activities;
- E. Willful violation of any rule of conduct specified in this discipline policy.

**PBIS Office Managed Behaviors**

PBIS office managed behaviors are disciplinary matters that cannot and will not be tolerated. These violations may result in the immediate removal of the student.

- Abusive/inappropriate language/profanity
- Physical aggression
- Defiance/Disrespect/Insubordination/Non-compliant
- Lying / Cheating
- Harassment/Bullying
- Property Damage/Vandalism
- Forgery/Theft
- Dress Code Violation
- Technology Violation
- Use/Possession of Drugs/Alcohol/Tobacco/Combustibles/Vaping Devices
- Bomb threat/False Alarm/False Fire Alarm
- Use/Possession of weapon
- Arson
- Inappropriate display of affection
- Repeated minor behaviors
- Inappropriate location / Out of bounds area
- Gang affiliation display

**PBIS Minor/Major Behavior Information:**

**Minor: Teacher Managed**

**Major: Office Managed**

Physical Contact/Physical Aggression:

Minor:

- Student engages in non-serious but inappropriate physical contact

- Poking, horseplay, hands on non-violent, can include use of objects (includes but not limited to)

Major:

- Student engages in serious inappropriate physical contact where injury may occur
- Repeated non-serious hitting, punching, kicking, scratching, pulling (includes but is not limited to)

Disruption:

Minor:

- Student engages in low-intensity inappropriate disruption that interferes with their learning or learning of others

Major:

- Any act that disrupts the right of others to learn and interferes with the learning process.

Defiance/Disrespect/Non-compliance:

Minor:

- Students engage in brief or low-intensity failure to respond to adult requests. Student uses inappropriate language or tone of voice towards staff or peers

Major:

- Willful failure to respond to or carry out a reasonable directive by school personnel

Property Misuse:

Minor:

- Using property without permission or inappropriately

Major:

- Student participates in an activity that results in the destruction or disfigurement of property
- Damage is determined to have value and needs replacing
- Repeated minors

Dress code violation:

Minor:

- Student wears clothing that is near, but not within, the dress code guidelines defined by the school district

Major:

- Repeated minors
- Students wear clothing that is unacceptable as outlined in the student handbook

Technology Violation:

*See policy language on pages 24-25*

Minor:

- Use of electronic device during school hours
- Improper use of school technology

Major:

- Repeated use of electronic device
- Failure to follow staff directive after second offense

Tardy:

Minor:

- Not in the classroom when the bell rings (document in Infinite Campus and address student)

Major:

- Student is over 5 minutes late
- More than three tardies in one week in the same class

Inappropriate/Abusive Language:

Minor:

- Unintentional misuse of inappropriate language

Major:

- Deliberate swearing
- Deliberate spoken threat, person feels threatened
- Directed profanity (student to student vs. student to teacher)

Use/Possession of Tobacco:

Minor: Refer to Major

Major:

- Student is in possession of or is using tobacco

Use/Possession of Vape, Drugs and Alcohol:

Minor: Refer to Major

Major:

- Students exhibit unusual suspicious behavior (Report suspicious behavior to an administrator immediately. This is determined and handled by the school principal)

Bomb Threat/False Alarm / False Fire Alarm:

Minor: Refer to Major

Major:

- Students deliver a message of possible explosive materials being on-campus, near campus, and/or pending explosion.
- Student deliberately pulls the fire alarm.

Forgery/Theft:

Minor: Refer to Major

Major:

- Student is in possession of, having passed on, or is responsible for removing someone else's property or has signed a person's name without that person's permission

Use/Possession of Weapons:

Minor: Refer to Major

Major:

- (A weapon is anything that can be used to threaten or inflict injury on another person) Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm

Inappropriate Display of Affection:

Minor:

- Display of intimate affection (embrace, hug, kiss)

Major:

- Repeated display of intimate affection (embrace, hug, kiss)

Inappropriate Location/Out of Bounds:

Minor: Refer to Major

Major:

- Constitutes an area of the school building that is not connected with that particular student schedule.
- Student leaves or misses class without permission.

Harassment/Bullying (Board Policy): Please refer to page 11

Truancy:

Minor: Refer to Major

Major:

- An unexcused absence for part or all of the school day

Gang Affiliation:

Minor: Refer to Major

Major:

- Student uses gesture, dress, accessories such as chains or bandanas, and/or speech to display affiliation with a gang

Fighting:

Minor: Refer to Major

Major:

- Student is involved with initiating and/or participating in an act of physical violence with intent to harm

Lying/Cheating/Plagiarism:

Minor: Refer to Major

Major:

- Student delivers a message that is untrue and/or deliberately violates rules.
- Students take credit for work that has been done by someone else where the student does not have prior authorization to use the work.

## **FORMAT FOR BEHAVIOR INTERVENTION**

The Bayfield School District has the responsibility to educate every student and to provide a safe and orderly learning environment for all students and staff. The Bayfield School District has high standards for all students and staff, and recognizes that a diverse district needs to use differentiated strategies. Effective school discipline maximizes the amount of time students spend learning and minimizes the amount of time students cause disruption or are removed from their classrooms due to misbehavior. This policy and the accompanying procedures are intended to improve behavior, school climate and academic achievement for all students. Effective discipline can only occur in the context of a learning community that values caring relationships. Relationships of care and mutual respect are necessary for students to accept instruction, modeling and feedback from their teachers. These relationships provide the motivation for students to care about the impact of their behavior on others.

The goal of school discipline is to teach students to behave in ways that contribute to academic achievement and school success and supports a school environment that builds positive relationships where students and staff are responsible and respectful. The Bayfield School District expects all students to be active learners and responsible members of their learning community. A restorative approach shall be followed to promote positive relationships, responsibility and respect:

1. Recognition that misbehavior damages relationships between the person or persons who misbehaved, the person harmed by the behavior, and the community as a whole;
2. Having an opportunity to repair harm done and restore relationships;
3. Building personal responsibility by helping individuals develop internal control and motivation;
4. Maintaining boundaries/limits that preserve mutual respect and the safety and integrity of individuals and the community.

The following is a list of offenses, consequences and the procedures by which discipline will be enforced by the principal. Appropriate preliminary disciplinary procedures such as warnings to students and calls to parents/guardians will be used by staff members for minor infractions prior to notification to the principal. Minor infractions include but are not limited to such things as tardiness, minor disruptive behaviors, or being out of assigned area. Staff members will notify the individual students of the infraction and if necessary, will notify the parent/guardian. If an individual student is not progressing in a positive manner, notification will be given to the principal and disciplinary procedures will be initiated.

### **Definitions of disciplinary interventions:**

#### **Detentions-**

A detention is to be served in the designated room/office during the lunch period or after school as assigned by the principal. Students are to report to the assigned room/office at the designated time. If the student wishes to eat lunch, they will eat in the detention area. If detention is after school, the student is responsible for arranging transportation home.

#### **Team Time (Middle School)-**

Team Time may be assigned in lieu of detention for minor offenses. The first Team Time is a meeting with the student and middle school teachers. During this meeting the student and team of middle school teachers develop strategies to prevent further infractions. The second Team Time is a meeting with the student, the student's parents and team of middle school teachers. Again strategies for further infractions are developed. Should a third Team Time be necessary the student, the student's parents, the middle



school teachers, and **the principal** will develop strategies for improvement. After the third Team Time the regular step discipline plan will apply for the remainder of the school year.

### **OUT OF SCHOOL SUSPENSIONS – (OSS) –**

Out of school suspensions (OSS) in lengths of one (1) to five (5) days depending on the severity of the infraction. During the time of OSS the student is not to be on school grounds and is expected to be off the streets during school hours. **Parent supervision is expected.** During the time that a student is serving an OSS, the student is not to participate in school activities. An OSS lasts until the beginning of school on the day after the assigned time period. (Example #1: An OSS is assigned for Tuesday and is in effect until the beginning of school on Wednesday. The student is not allowed to participate in school-sponsored activities on Tuesday evening. Example #2: An OSS is assigned for Friday and is in effect until the beginning of school on Monday. The student is not allowed to participate in school activities on Friday evening and through the weekend.)

### **EXPULSIONS -**

An expulsion is the complete removal of a student from school for a length of time determined by the school board. (Example: several months, a semester, a year, etc.) The school board has the authority to expel students. For an expulsion to take place the following must occur:

- a) The student will be given an OSS pending the expulsion hearing. (up to 15 days, 10 days for special education students)
- b) Written notice will be forwarded to the student's parents/guardians not less than five (5) days prior to the expulsion hearing date.
  1. the notice will include the reasons and facts for the considered expulsion
  2. the notice will include the time and place of the hearing
  3. the notice will inform the parents/guardians that the hearing may result in their student's expulsion.
- c) The student and parents/guardians and counsel may attend the hearing.
- d) A decision by the Board of Education shall be made within five days of the hearing and copies of the order shall be sent to the student and parents/guardians within 10 days.
- e) An appeal of this decision can be made to the State Superintendent of Schools.

## **OFFENSES AND CONSEQUENCES**

**\*The administrator has the discretion to alter handbook guidelines based on the findings of the investigation.**

### **Abusive Language/Inappropriate language/Profanity**

Deliberate spoken threat, person feels threatened. This offense will be referred to administration and may result in a referral to law enforcement.

- |                   |   |
|-------------------|---|
| a) First offense  | One (1) day suspension, parent/guardian notified.   |
| b) Second offense | One (1) to Three (3) day OSS, Guidance Counselor and parent/guardian notified, meeting with the Principal.  |
| c) Third offense  | One (1) to Five (5) day OSS, Guidance Counselor and parent/guardian notified, meeting with parents to determine the next disciplinary step.<br>Discipline plan for the student established. |

### **Bomb threat/False Alarm /False Fire Alarm**

Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion. Student deliberately pulls the fire alarm. Based on the investigation, the student may be given up to five (5) days OSS, reported to law enforcement, and referred to the school board for expulsion.

### **Defiance/Disrespect/Insubordination/Non-compliant**

Willful failure to respond to or carry out a reasonable directive by school personnel. An investigation by the school administrator will be made and disciplinary consequences will be determined based on the severity and repetition of the insubordination.

(Severe cases of insubordination may receive an out of school suspension).

### **Disruption**

Any action that disrupts the right of others to learn and interferes with the learning process is cause for disciplinary action. The level of consequence will vary with the severity of the disruption. More serious disruptions may require removal from the class.

- a) First offense Removal from class and sent to the office for the remainder of the period.
- b) Second offense Removal from class, time in office for that period, plan of action developed with principal, parent/guardian notified.
- c) Third offense Removal from class. School Counselor and parent/guardian notified, may request parent/guardian to come in for a meeting.
- d) Fourth offense School Counselor and parent/guardian notified, one (1) day OSS. Parent meeting.
- e) Fifth offense One (1) to Three (3) day OSS, School Counselor and parent/guardian notified, meeting with parent/guardian required to determine next disciplinary step and discipline plan established for the student.

### **Fighting**

Student is involved with initiating and/or participating in an act of physical violence with the intent to harm.

- a) First offense – up to a five (5) day OSS, counselor and parents/guardians notified, meeting with school administrator required. Investigation results may result in a referral to law enforcement.
- b) Second and continuing offenses – up to a five (5) day OSS, law enforcement will be notified, counselors and parents/guardians notified and a meeting required determining the next disciplinary steps. A disciplinary plan for the student will be established. May result in an expulsion hearing.

### **Forgery/Theft**

Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission. Theft must be reported to the office immediately. A report may be made to the law enforcement. Disciplinary consequences will be assigned. Restitution is required.

- a) First offense – Removal from class, time in office for that period, parent/guardian notified.
- b) Second offense – Up to a half day OSS, parent/guardian notified, referral to counselor.
- c) Third offense – one (1) day OSS, parent/guardian notified, referral to counselor, parental meeting with principal required.
- d) Fourth offense – one (1) to three (3) days OSS, parent/guardian notified and a meeting with the discipline committee and parent/guardian is required to determine the next disciplinary steps.

### **Inappropriate Display of Affection**

Repeated display of intimate affection (embrace, hug, kiss)

- a) First offense – Office referral, conference/re-teach expectations, parent/guardian notified.
- b) Second offense – remove from class, detention, parent/guardian notified
- c) Third offense – Up to a full day OSS, parent/guardian notified, referral to counselor, parental meeting with school administrator,

### **Lying/Cheating/Plagiarism:**

Student delivers a message that is untrue and/or deliberately violates rules. Students willfully deceive staff regarding their academic achievement (cheating/plagiarism). Students take credit for work that has been done by someone else where the student does not have express written permission to use the work.

- a) First offense – Office referral, conference/re-teach expectations, parent/guardian notified.
- b) Second offense – remove from class, time in office during class period, parent/guardian notified
- c) Third offense – Up to a full day OSS, parent/guardian notified, referral to counselor, parental meeting with principal required.
- d) In cases of plagiarism that has been substantiated, the parent/guardian will be notified. The teacher may or may not accept the work and/or may issue a reduced or failing grade.

### **Physical Aggression Staff/Student**

Student engages in serious inappropriate physical contact where injury may occur includes but not limited to hitting, punching, kicking, scratching, pulling. Repeated, non-serious, immediate OSS up to five days and may result in an expulsion hearing. There will be an investigation by the administrator. Law enforcement may be contacted.

- a) First offense – up to a five (5) day OSS, counselor and parents/guardians notified, meeting with school administrator required. Investigation results may result in a referral to law enforcement.
- b) Second and continuing offenses – up to a five (5) day OSS, law enforcement will be notified, counselors and parents/guardians notified and a meeting required determining the next disciplinary steps. A disciplinary plan for the student will be established.
- c) Physical attacks and intimidation directed toward staff members will not be tolerated. Physical attacks will result in an immediate five (5) day OSS, a complaint filed with the law enforcement and may result in an expulsion hearing.
- d) Acts of intimidation may result in a (1) one to three (3) day OSS and a parent meeting to determine next disciplinary steps. A discipline plan for the student will be established.
- e) Inadvertent physical contact with any staff by a student **during** a disciplinary action by staff will result in a three (3) day out of school suspension.

### **Property Damage/Vandalism**

Students participate in an activity that results in the destruction or disfigurement of property. This will include computer software. An assessment of any damages will be made and the student will be responsible for restitution. A report may be made to law enforcement. Disciplinary consequences will be assigned and may include the loss of computer and Internet privileges.

### **Out of Bounds**

Out of Bounds constitutes an area of the school building that is not connected with the particular student schedule. Students leave or miss class without permission.

- a) First and continuing offenses - Conference with principal, up to a half day OSS, parent/guardian notified.

### **Leaving school without permission**

Leaving school or any school sponsored activity without prior authorization from an administrator is prohibited.

- a) First offense – Conference, truancy documentation processed, law enforcement notified
- b) Second offense – Conference, detention, truancy document processed, parent/guardian notified, law enforcement notified
- c) Third offense – Up to a half day OSS, parent/guardian notified, referral to counselor, truancy document processed law enforcement notified
- b) Fourth offense – One full day OSS, parent/guardian notified, parent meeting with administrator, truancy document processed, law enforcement notified

### **Tardiness**

We believe it is important to be prompt and on time for class. We are “striving” to reduce tardiness and have put into practice daily rewards and incentives that promote promptness. Teachers will be providing positive interventions to address tardiness. Any students arriving late to class without a pass will be considered tardy. Situations where a student has more than three tardies in one week in the same class or arrives to class more than 10 minutes late without a pass will become office managed behavior.

### **Technology Violation (MIDDLE & HIGH SCHOOL)**

*See policy language on pages 24-25*

#### **Consequences:**

- |                   |   |
|-------------------|---|
| a) First offense  | The student receives a warning and is instructed to put the electronic device away.   |
| b) Second offense | The staff member will confiscate the electronic device and the student will pick up the device at the end of the day in the middle/high school office.                              |
| c) Third offense  | The staff member will confiscate the electronic device. The parent or guardian will be required to pick up the electronic device in the office and briefly meet with the principal. |
| d) Fourth offense | The electronic device will be confiscated at which time the principal will decide when the electronic device will be returned.  |

### **Use/Possession of Combustibles**

Students are in possession of substances/objects readily capable of causing bodily harm and/or property damage such as matches, lighters, firecrackers, gasoline, lighter fluid etc...

Any offense – Interventions include up to five day (5) OSS, law enforcement may be notified, counselors and parents/guardians notified and there may be a required meeting with the school administrator. May result in an expulsion hearing.

### **Use/Possession of Tobacco, alcohol, vaping devices, drugs, and controlled substance**

The use, possession, distribution of alcohol, vaping devices, drugs or any controlled substance OR being under the influence of drugs or alcohol will result in the following.

Any offense – Interventions may include up to five day (5) OSS, law enforcement may be notified, counselors and parents/guardians will be notified and there may be a required meeting with the school administrator. May result in an expulsion hearing.

The following language suggestions have been taken from the American Heart Association's Tobacco-Free School District Policy which is a part of their Tobacco-Free School District Toolkit.

23-24 Pilot Year Amendments for Commercial Tobacco and/or Electronic Smoking Device Violations:

- Any violation involving possession or usage of tobacco products shall result in:
  - confiscation of tobacco products;
  - notification of guardian(s);
  - the offer of information to the student about available tobacco education and/or cessation programs that are free or low-cost (e.g., through Medicaid or community partners), including nationally recognized tobacco cessation programs;
- Facilitation of the enrollment of the student in an evidence-based tobacco cessation program if the student expresses an interest in quitting; and additional intervention as follows:
  - at the first (1) violation the following will occur:

- a collaborative conversation shall take place between the student and a designated staff member to discuss:
      - what factors led to the violation, including information on student's tobacco product usage, possible triggers for use and;
      - knowledge of physical, social and emotional harm caused by tobacco.
      - the policy's purpose, which is to protect students from the impacts of long-term commercial tobacco product use.
      - a verbal agreement on next steps between student and designated staff member.
  - at the second (2) violation the following will occur:
    - a collaborative conversation shall take place between the student and a designated staff member as outlined above.
    - the student will be enrolled in an evidence-based tobacco education program as an alternative to suspension.
    - the district shall designate a staff member to monitor the progress of the student found in violation of the policy. Rather than punitive discipline, appropriately structured "alternative-to-suspension" programs that incorporate cessation strategies can guide students toward quitting tobacco use while remaining fully engaged in their education. The focus of these programs is on recovery from, and reduction of, nicotine addiction.
  - at the third (3) and subsequent violation(s) of the policy the following shall occur:
    - a supportive discipline meeting shall take place between the student, their caregiver(s) and at least three staff members in the following roles: administrator or member of student discipline staff; chemical dependency professional or designated staff member (ideally a school nurse, school counselor or school based health center staff member); other student support staff member (as identified by student) to include:
      - a discussion of the following topics:
        - past violations of policy.
        - progress of student in treatment or other interventions.
        - specific challenges and barriers to impeding policy adherence.
        - commitment by student to avoid infractions and address tobacco usage through on- and off-campus resources.
        - support from staff members and caregiver to ensure success.
      - the development of a 60-day plan monitored by a designated staff member to include collective agreement of consequences that will follow if this plan is not completed.
    - the student will be enrolled in an evidence-based tobacco education program as an alternative to suspension.

Language from the [AHA Tobacco Free Schools Toolkit Policy](#)

### **Use/Possession of Weapons**

A weapon is any object which, in the way in which it is used, as intended to be used, is capable of inflicting serious bodily harm or property damage as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (defined in 18 U.S.C. 921 a 3 ), guns of any type, including air and gas-powered guns (whether loaded or unloaded) or any facsimile of a gun, knives, razors, metallic knuckles, martial arts weapons, and ammunition.

The school administrator will refer a student who violates this policy to the parents or guardians and to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion.

**Earn back clause**

With the exception of (1) alcohol, vaping devices, drugs and any controlled substance, (2) fighting and battery, (3) firearms, (4) physical attacks on staff, in the categories that list a progression of consequences, a student that demonstrates good behavior for one calendar month from the date of the last infraction is able to go back one step in the list of consequences.

**Appeal Policy**

Only students facing an out-of-school suspension (OSS) may request an appeal hearing before the district administrator with the parents attending if they desire.

1. The student must present a written request of appeal to the principal within one (1) school day of the assignment of the suspension;
2. Only appeals that legitimately challenge the facts of the situation will be considered. Frivolous appeals will be denied;
3. The exclusion from school and activities will continue unless the principal waives this requirement. The principal has the discretion to continue or not continue the suspension pending any appeal;
4. If the person appealing is dissatisfied with the decision of the district administrator, he/she may present a written request for an appeal hearing to the school board. This written request for an appeal hearing to the school board must be received within two (2) school business days after receiving the decision from the district administrator. The request must state the reason(s) for the appeal. Only appeals that legitimately challenge the facts of the situation will be considered. Frivolous appeals will be denied.

## SCHOOL DISTRICT OF BAYFIELD

### Student Acceptable Use Agreement For Network Resources

The use of the School District of Bayfield network resources is a privilege; users are responsible for their behavior while online. It is expected that the School District of Bayfield students will conduct their Network activities under the following guidelines:

1. All use of District resources to access the Internet must be in support of and consistent with the educational objectives of the School District of Bayfield.
2. Transmitting any material in violation of any U.S., state regulation or school board policy is prohibited. This includes, but is not limited to, copyrighted material and threatening or obscene material.
3. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are unacceptable in Internet communication.
4. Students have a responsibility to respect the privacy and property of other users. Staff will not intentionally seek information about, obtain copies of, or modify, files, data, or passwords of other users.
5. Students should not reveal any personal information, such as addresses, phone numbers, or photographs.
6. Using District network resources for commercial purposes is prohibited.
7. Students should not expect that files stored on District resources would be private. District and network administrators may review files and communications to maintain system integrity and to ensure that the network is being used responsibly.
8. Intentionally accessing obscene materials unrelated to the charge of pursuing the educational objectives of the District is prohibited.
9. Non-District owned hardware or software might not be introduced into the system without approval from the District Technology Coordinator or building administrators. A written request must be submitted to state the purpose for use of the hardware or software and the duration.
10. Students will not share their passwords with other students or allow their account to be used by another person.

#### **Penalty for Violation of Acceptable Use Responsibilities**

Failure to follow appropriate practices may result in disciplinary actions including loss of the individual's access to the Internet or their personal account being locked. Serious abuses may result in suspension or expulsion. When applicable, law enforcement agencies may be involved.

All students will be granted access to the District Network and the Internet. If a parent does not want their child to use the Internet or District network resources they shall notify the District in writing of their desire.

**SCHOOL DISTRICT OF BAYFIELD**

**Student Opt-Out Form For Network Resources**

If you do not want your child to access the Internet or have their picture displayed on the School District of Bayfield Website please fill out the form and return it to the School District of Bayfield District Office, 300 North Fourth Street, Bayfield, Wisconsin 54814.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone number: \_\_\_\_\_ email: \_\_\_\_\_

Please check the statement that applies:

\_\_\_ As the parent or legal guardian of the student named above, I **do not grant permission** for my child to access the Internet from the School District of Bayfield network resources.

\_\_\_ As the parent or legal guardian of the student named above, I **do not grant permission** for my child's photo without identifying name or caption to appear on the School District website.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printer Name: \_\_\_\_\_

CROSS REFERENCE: 385 Internet Safety and Acceptable Use  
385 Exhibit 2 Student Acceptable Use for Network Resources  
385 Exhibit 4 Requests to Use Personal Electronic Devices  
390 Web Page Publishing

APPROVED: June 9, 2008



School District of Bayfield  
**Annual Health and Emergency Information**

Please verify health and emergency information.

<b>STUDENT</b>				
<b>STUDENT'S Legal Name</b>				
<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>	<i>Suffix</i>	<i>Nickname</i>
		<i>(Jr., II, III)</i>		
<i>Gender</i>	<i>Birth Date</i>	<i>Age</i>	<i>Grade</i>	
<b>MEDICAL PROVIDERS</b>				
<b>Practitioner and Clinic</b>			<b>Physician Phone Number</b>	
<b>HEALTH CONCERNS</b>				
<ul style="list-style-type: none"> <li>• <b>NO KNOWN HEALTH CONCERNS</b></li> </ul>		<ul style="list-style-type: none"> <li>• <b>ALLERGIES</b> that may impact school performance or attendance.</li> </ul>		
<ul style="list-style-type: none"> <li>• <b>DIABETES</b> <ul style="list-style-type: none"> <li>• Insulin dependent</li> <li>• Non-insulin dependent</li> </ul> </li> </ul>		<b>Food</b> _____ <b>Insect bite/sting</b> _____ <b>Latex</b> _____ <b>Other</b> _____		
<ul style="list-style-type: none"> <li>• <b>SEIZURE DISORDER</b></li> </ul> Most recent seizure _____ Medication at home _____ Med needed at school _____		<ul style="list-style-type: none"> <li>• <b>ASTHMA</b></li> </ul> ___ <b>Mild</b> ___ <b>Moderate</b> ___ <b>Severe</b> Medication at home _____ Medication needed at school _____		
<ul style="list-style-type: none"> <li>• <b>SEVERE ALLERGIC REACTION</b></li> </ul> Allergic to _____ Describe reaction _____ Emergency medication needed at school _____		<ul style="list-style-type: none"> <li>• <b>OTHER HEALTH CONDITION</b></li> </ul> (or medical history staff should be aware of in the event of an emergency) _____		

**If this student will require medication at school, the Medication Authorization Form must be completed by parent/guardian AND medical practitioner before medication is given at school. If you want your student to be able to receive Over the Counter medications, given by the nurse, complete the OTC Consent Form. (Available in the Student Handbook and Parent Mailing or from the School Nurse.) Please make sure to keep contact information up to date in case of emergency.**

*DISCLOSURE: I understand the information contained on this form will be kept confidential, but may be made available by the school nurse to school staff to ensure the health and safety of this student. This information will also be shared with emergency medical staff in the event of a health or safety emergency necessitating transport to a medical facility.*

_____ <b>PARENT/GUARDIAN SIGNATURE</b>	_____ <b>DATE</b>
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Adopted: 07-10-2017

**School District of Bayfield  
Over the Counter Medication Administration at School**

The School District of Bayfield has a policy which affects how non-prescription (over-the-counter)(OTC) medications are dispensed.

The school nurse or designated staff may give non-prescription medications with parental permission. The following guideline will be followed:

1. The nurse or designee will determine if other measures can be used before medication is given.
2. The school nurse must be notified of any allergies, especially to medications, the child has.
3. A record of the medication given will be kept in the student's health visit record.
4. Bottle instructions for dosages will be used unless otherwise specified by an authorized prescriber.

The following OTC medications are available in the school health office:

<b>Acetaminophen</b>	<b>Benadryl(allergic reactions)</b>	<b>Bee sting wipes</b>
<b>Antacid</b>	<b>Loratadine(seasonal allergies)</b>	<b>Antibiotic ointment</b>
<b>Anbesol</b>	<b>Cetirizine(seasonal allergies)</b>	<b>Hydrocortisone</b>
<b>Ibuprofen</b>		<b>Saline eye wash</b>
<b>Sore throat lozenge</b>		<b>Muscle rub</b>
<b>Cough drops</b>		

These medications will only be used with written consent (or telephone consent in an acute case) for students under the age of 18. Students 18 years old may give their own consent.

- YES**, I have read the above and I do consent to my student receiving OTC medication at school following the above guidelines.
- NO**, I DO NOT want my student to receive OTC medication at school.

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

LIST KNOWN MEDICATION ALLERGIES: \_\_\_\_\_

Revised: June 2, 2022



## BAYFIELD MIDDLE & HIGH SCHOOL CALENDAR 2023-2024

Aug. 28, 29, 30-31	Staff In-service Days
Sept. 1	First day for grade 6, grade 9, and new/transfer students
Sept. 4	No School – Labor Day
Sept. 5	First full day for all 6-12 students
Oct. 6	Early Release @ 12:45 pm - Inservice
Oct. 9	No School/Staff Inservice
Oct. 12	Parent/Teacher/Student Conference at Bayfield 4:00 PM – 7:30 PM
Oct. 20	Early Release @ 12:45 pm - Inservice
Nov. 3	Early Release @ 12:45 PM – Staff Professional Prep/End of 1 <sup>st</sup> Quarter
Nov. 7	Parent/Teacher/Student Conferences at Legendary Waters Resort 4:30 PM - 7:30 PM
Nov. 20–Nov. 24	No School for Students – Fall Break
Dec. 22	Early Release @ 12:45 PM
Dec. 25–Jan.1	No School – Winter Break
Jan 15	No School for Students - Inservice
Jan. 19	Early Release @ 12:45 PM – Staff Professional Prep/ End of 2 <sup>nd</sup> Quarter/ Sem I
Feb. 16	Early Release @ 12:45 pm - Inservice
Feb. 19	No School/Optional Snow Makeup Day
March 8	Early Release @ 12:45 PM - Inservice
March 25-29	No School - Spring Break
April 1	No School
April 5	Early Release @ 12:45 PM – Staff Professional Prep/ End of 3 <sup>rd</sup> Quarter
April 19	Early Release @ 12:45 PM - Inservice
May 10	Early Release @ 12:45 PM – Staff In-service
May 27	No School – Memorial Day
June 1	Graduation – Class of 2024
June 7	Early Release @ 12:45 PM – Staff Professional Prep/End of 4 <sup>th</sup> Qtr. and Sem II

## OFF-CAMPUS LUNCH PRIVILEGE FORM

“Off-campus lunch privilege” is a privilege available for high-school students to leave the School District of Bayfield campus during the student’s scheduled lunch period. During an off-campus lunch period, the District **will not know** the whereabouts, transportation arrangements, and/or activity of the student; however, the student remains bound by the rules and regulations pertaining to personal conduct outlined in the student handbook and will be subject to disciplinary action for any violations thereof. Students will **not** have off-campus lunch privileges unless this Permission and Waiver of Liability form is completed and on file with the District. These forms must be submitted to the building principal by the first day of the applicable semester.

**Only eligible seniors and second-semester juniors may operate a personal vehicle during the off-campus lunch period.** Any violation of this rule or the transportation of any student off campus who does not have off-campus lunch privileges will be considered a serious offense that may result in discipline of both students, including but not limited to suspension, loss of off-campus lunch privileges, and/or forfeiture of off-campus lunch for the entire student body.

### PERMISSION AND WAIVER OF LIABILITY

By signing below, the Student and Parent(s)/Guardian(s) assert that they have read, understand, and agree to comply with the terms and conditions applicable to the off-campus lunch privilege. **The Student and Parent(s)/Guardian(s) agree to release the School District of Bayfield from any and all liability for the Student’s actions during their exercise of the off-campus lunch privilege, including any and all liability for personal injury or loss of life.**

The Student and Parent(s)/Guardian(s) agree that the Student (if a senior or second-semester junior) may transport themselves and other students during the off-campus lunch privilege to and from campus using the student’s personal vehicle as part of the off-campus lunch period, and acknowledge and agree that the District is unable and under no obligation to control such arrangements. Furthermore, the Student and Parent(s)/Guardian(s) acknowledge and agree that the Student may be a passenger in a vehicle privately operated by another student or other third-party to and from campus as part of the off-campus lunch privilege. **The Student and Parent(s)/Guardian(s) therefore agree to release, hold harmless, defend and indemnify the School District of Bayfield, its agents, employees, and board members, from liability arising out of personal injuries and/or property damage resulting from or in any way connected to any transportation to or from campus during the off-campus lunch period, and the Student and Parent(s)/Guardian(s) additionally acknowledge and agree that the Student’s automobile insurance coverage shall be primary for the Student and all passengers transported by Student to and from campus in connection with the off-campus lunch privilege.**

*I have read, understand and agree to the conditions of the off-campus lunch privilege:*

\_\_\_\_\_ (Student)    \_\_\_\_\_ (Print)    \_\_\_\_\_ (Date)

*I/We have read, understand and agree to the terms and conditions of the off-campus lunch privilege and grant our permission and waiver of liability for Student’s participation therein:*

\_\_\_\_\_ (Parent/Guardian)    \_\_\_\_\_ (Parent/Guardian)    \_\_\_\_\_ (Date)

*I/We **DO NOT** grant permission for Student’s participation in the off-campus lunch privilege:*

\_\_\_\_\_ (Parent/Guardian)    \_\_\_\_\_ (Parent/Guardian)    \_\_\_\_\_ (Date)

**The School District of Bayfield's Family-School Compact for the  
2023-2024 School Year: Middle School**

A Family-School Compact is an agreement that parents/guardians, teachers, and students develop collectively. It explains how we will work together to ensure all students get the individual support they need to reach and exceed grade level standards.

**The School District/Teacher Responsibilities:**

- Provide instruction by highly qualified teachers.
- Provide instruction that meets the needs of all learners.
- Regularly send information and reports home via email or U.S. mail.
- Hold parent-teacher conferences; Compacts will be discussed as they relate to the individual child's achievement at that time.
- Provide parent(s)/guardian(s) opportunities to contact staff via phone, email, and/or meetings.
- Provide parent(s)/guardian(s) many opportunities throughout the year to volunteer within their child's class and to observe classroom activities.
- As needed, provide support from our Title I Department, Response to Intervention (RtI) Supports, or tutoring to offer students small groups and/or one on one instruction.
- Notify parent(s)/guardian(s) if it is determined that their child should receive additional Title I services that would occur outside of the classroom.
- Hold an annual meeting to inform parent(s)/guardian(s) of our school's participation in the Title I, Part A program, and to explain these programs, as well as the rights of the parents/guardians to be involved in The School District of Bayfield's School Wide Title I Program.

**Parent/Guardian Responsibilities:**

- Promote regular attendance.
- Make sure that your child completes their homework each night.
- Encourage your child to read every night.
- Participate in regular school functions such as Family Nights.
- Keep the lines of communication open between yourself, the school, and the classroom teacher.

**Student Responsibilities:**

- Do homework every day and ask for help when it is needed.
- Read every day outside of school time.
- Give parent(s)/guardian(s) all information received from school every day.

**Signature of School Representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Parent/Guardian:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Student:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Grade Level:** \_\_\_\_\_

**The School District of Bayfield's Family-School Compact for the  
2023-2024 School Year: High School**

A Family-School Compact is an agreement that parents/guardians, teachers, and students develop collectively. It explains how we will work together to ensure all students get the individual support they need to reach and exceed grade level standards.

**The School District/Teacher Responsibilities:**

- Provide instruction by highly qualified teachers.
- Provide instruction that meets the needs of all learners.
- Regularly send information and reports home via email or U.S. mail.
- Hold parent-teacher conferences; Compacts will be discussed as they relate to the individual child's achievement at that time.
- Provide parent(s)/guardian(s) opportunities to contact staff via phone, email, and/or meetings.
- Provide parent(s)/guardian(s) many opportunities throughout the year to volunteer within their child's class and to observe classroom activities.
- As needed, provide RtI (Response to Intervention) support or tutoring to offer students small groups and/or one on one instruction.
- Hold an annual meeting to inform parent(s)/guardian(s) of our school's participation in the Title I, Part A program, and to explain these programs, as well as the rights of the parents/guardians to be involved in The School District of Bayfield's School Wide Title I Program.

**Parent/Guardian Responsibilities:**

- Promote regular attendance.
- Make sure that your child completes their homework each night.
- Encourage your child to read every night.
- Participate in regular school functions.
- Keep the lines of communication open between yourself, the school, and the classroom teacher.

**Student Responsibilities:**

- Do homework every day and ask for help when it is needed.
- Read every day outside of school time.
- Give parent(s)/guardian(s) all information received from school every day.

**Signature of School Representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of**

**Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of**

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Grade Level:** \_\_\_\_\_

**Student Handbook  
Recognition and Pledge Sheet**

We (student and parent/guardian) have read and understand the policies, rules and regulations in this handbook. We also understand that the policies, rules and regulations are not all inclusive. We agree to adhere to these policies, rules and regulations as set forth by the School District of Bayfield Board of Education.

Parent/Guardian Signature

Date

Student Signature

Date

Please sign and date this form and return this page to one of your child's teachers by the end of the first week of school.



# BAYFIELD MIDDLE/HIGH SCHOOL

## PARENT/GUARDIAN PERMISSION FOR SCHOOL SPONSORED FIELD TRIPS CONSENT TO MEDICAL TREATMENT & RELEASE OF INFORMATION 2023-2024 SCHOOL YEAR

Please complete and return this form.

**STUDENT NAME:** \_\_\_\_\_ has the opportunity to travel to and from school-sponsored activities and field trips for the 2023-2024 school year understanding that the school district is providing transportation. If you approve your child's participation, please sign and return this form to the school.

### PARENT/GUARDIAN(S):

I understand the nature of the school activity in which my child will be participating and that they are expected to abide by all school regulations during the course of the activity.

I hereby give permission for them to participate in the field trips.

In the event of an accident, illness or any other circumstance requiring medical treatment, such treatment may be procured for my child without financial obligation to the district. I do further authorize emergency treatment to be initiated at any medical facility to which my child has been transported.

I further agree that if my child received medical treatment and/or is hospitalized, their name shall be released to school district officials upon request.

### IMPORTANT MEDICAL INFORMATION THE TEACHER/ADVISOR SHOULD KNOW:

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PARENT/GUARDIAN NAME: \_\_\_\_\_ HOME PHONE # \_\_\_\_\_

WORK PHONE # \_\_\_\_\_ CELL PHONE # \_\_\_\_\_

EMERGENCY CONTACT NAME: \_\_\_\_\_ PHONE # \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

On the opposite side of this paper is a Universal Permission Slip. You are being sent this because throughout the school year students will be going on various field trips, some within walking distance and some with school provided transportation. You still may be informed of each field trip and always have the ability to opt your child out of any trip. The purpose of this universal form is so you do not have to sign a new slip for each trip. A copy of this slip will go in your student's file. Please sign and return the 2023-2024 Field Trip Permission Slip to the main office by September 15, 2023 if you are willing to allow your child to take field trips with the school during the 2023-2024 school year. This slip will be valid for the 23-24 school year, and the first two weeks of school for the 24-25 school year.

Again, you will always have the option to opt your child out of any trip. If you have any questions please contact Principal Shellie Swanson at [sswanson@bayfield.k12.wi.us](mailto:sswanson@bayfield.k12.wi.us) or (715) 779-3201, ext. 506.

Examples of "Day Trips" are ski days, school forest, movie days, local orchards, etc.