



BUTTE DES MORTS

Elementary School

Parent Handbook

2025-2026

Main Office:	920-967-1900
Attendance:	920-967-1902
Fax:	920-751-4645
School Colors:	Blue & White
District Mascot:	BlueJay

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INTRODUCTION

This handbook has been prepared to be a source of information for students and parents. This book reflects the policies of the Board of Education as well as regulations set by the State of Wisconsin and will be in effect during the 2025-2026 school year unless preempted by law.

The Family Handbook can be amended at any time at the discretion of the school district. If the district makes changes to the handbook during a school year, the principal will communicate those changes to parents and students.

Please understand that this Handbook is intended to serve as a reference and guide for your use. A copy of the district's board policies is available online at www.mjsd.k12.wi.us

PRINCIPAL'S WELCOME

Welcome to the Butte des Morts family. It is my pleasure to serve as the principal at Butte des Morts Elementary School. At Butte des Morts, we believe in providing high-quality instruction in a safe and supportive environment that fosters growth and community pride. Our staff is committed to making the 2025-2026 school year an exciting year of growth for all of our students and families. We look forward to working with each of you.

Educationally yours,

Kristi Gonzalez

MISSION STATEMENT

The Menasha Joint School District provides high-quality instruction in a safe and supportive environment that fosters growth and community pride.



The Bluejay Way

**I am a Butte des Morts Bluejay.
I believe in myself and my abilities.
I will work hard each day to live the Bluejay Way.
Together we will do great things.**

**I will.
You will.
We will live the Bluejay Way.**

**Be respectful and responsible.
Demonstrate Caring.
Make it safe.**

BDM Assembly Cheer

**We are the Bluejays,
The mighty mighty Bluejays.
Everywhere we go people want to know
Who we are, so we tell them.**

**We are the Bluejays,
The mighty mighty Bluejays.
Everywhere we go people want to know
Who we are, so we tell them.**

**We are 4th grade!
We are 3rd grade!
We are 2nd grade!
We are 1st grade!
We are Kindergarten!
We are 4K!**



OFFICE HOURS

The Butte des Morts Elementary Office hours are 7:30 AM - 4:00 PM Monday - Friday.
Voice mail is available anytime outside these hours at 967-1900

ABSENCES

Absence: Daily

We request that parents/guardians call the attendance line at 967-1901 each day your child is unable to attend school. There is voicemail service available for your use before and after school hours. Please indicate the reason your child will not be at school. **If a reason is not given, we will not be able to excuse the absence.**

If a call or previous notification of an absence has not been received by 9:00 AM, you will be called to determine why your child is not in attendance. This will assure both you and the school that your child is safe.

Attendance Concern Letter (3 unexcused absences)-This letter will inform parents that their child has had 3 days of unexcused absences. Should they reach 5 days of unexcused absences they will be considered habitually truant, which could result in a summons by the SRO, or county referral.

Medical Excuse Required Letter-This letter will inform parents that their child has reached 10 days of excused absences and will be required to have a medical excuse for any future absences. Future absences without a medical excuse will be seen as unexcused.

Habitual Truant Appointment Letter-This letter will be sent to parents when their child has reached 5 days of unexcused absences. Parents will be provided with a date/time of meeting to discuss their child's attendance and develop a plan to correct their attendance.

Absence: Planned/Extended

Please pre-arrange all planned, extended absences for students (such as for a family vacation) with the teacher by filling out the pre-arranged absence form. This will ensure an accurate attendance record for your child. This form is available in the office.

Vacation Guidelines

We understand that time spent together as a family on vacations can be an important part of family life. However, the instructional process does not stop when students are not at school, and lost instructional time cannot be recovered or recreated. **Therefore, we strongly encourage families to**

schedule vacation around the existing school vacation days. If you must schedule a trip or other extended absence that will occur during scheduled school days, please follow these guidelines:

- **Pre-arrange the absence with the school via the pre-arranged absence form.** This will allow us to excuse your child from school and keep accurate attendance records.
- **Homework** often cannot be prepared in advance, because the purpose of homework is to provide practice and review of skills taught in the classroom. Your child's teacher may be able to prepare some work in advance with ample notice of the absence, but it is not required of the teacher. However, additional work may be assigned when your child returns.
- Any work assigned prior to the absence should be completed and returned when your child returns to school.

ADDRESS AND/OR PHONE NUMBER CHANGE

If you move or change your phone number, please notify the school office immediately at 967-1900 so that we have your correct address and phone number. This is extremely helpful to keep our records up to date.

CONTACTS

Personal contacts/phone calls and emails are encouraged to keep the communication open between home and school. All school personnel may be accessed via email by: last name first initial @mjsd.k12.wi.us (ex: gonzalezk@mjsd.k12.wi.us). School staff

REGISTRATION FEES

School fees are set by the Board of Education during the August meeting. Parents are informed by letter in August. **ALL** school fees are to be paid the first week of school.

EARLY ARRIVALS

Students should report to school at the following times:

Monday - Friday, 8:20-8:30 a.m

***Supervision is not provided before the times above and the school district is not responsible for students before the assigned supervised times. Thank you for your cooperation.**

DISMISSAL – 3:30 P.M.

For safety reasons, children are expected to go directly home after the 3:30 p.m. dismissal. The exception to this will be when children have been directed by parents to go to relatives or neighbors. On days when students attend school in the a.m. only, dismissal is at 12:00 p.m. (Noon). Bussed students must ride their assigned buses to and from school. Parents or other adults picking students up at the end of the day are asked to wait outside the door closest to where their child exits. Please do not enter the school building until after the bell rings.

AFTER SCHOOL MATTERS

The After School Matters program consists of academic support offerings, enrichment programs (linked to core subject areas of science, math, social studies and language arts), recreation, and youth development. The program operates on school days from right after school until 5:30 p.m. Child pick up is only between 4:30-5:30 p.m. Monday through Friday. The program begins the first day of school and operates on full days of school. Fees must be paid prior to student participation. There is a two day processing time required, so if you register your student on Monday, he/she will not be able to attend until Wednesday. Fees cover the nine week quarter and invoices are distributed for the other quarters. Registration forms can be obtained from the school office.

BEFORE SCHOOL MATTERS

Hours are Monday – Friday from 6:30AM to 8:00 AM. Parents must wait for their child to enter the building at the check in person before leaving the grounds.

For more information about Before or After School Matters please contact Coordinator Kathy Ziminski at (920) 967-1668. Cell (920) 209-9687.

NATIONAL SCHOOL LUNCH PROGRAM

Breakfast Program: Chartwells/Menasha Joint School district offers *Universal Free* breakfast-in-the-classroom at all elementary schools. Breakfast is offered at no charge to all students. Students must choose 3 of the 4 components offered to qualify as a reimbursable meal. Please encourage your child to start the day with a healthy breakfast!

Meal Pricing

Your district has chosen to offer **free meals** for breakfast and lunch to all children that attend Banta Bilingual School, Butte Des Morts, Clovis Grove, Gegan and Jefferson Elementary, Maplewood Middle School and Menasha High School. This is possible through the district's election to participate in the Community Eligibility Provision this school year. Milk may be purchased at the elementary level. **Negative food service account balances from last year must be paid and sufficient funds must be available to make charges on an account.**

Hot Lunch: will be served beginning the first day of school on September 2nd.

Milk for cold lunch	\$.45
Adult hot lunch	\$4.75

Lunch Account Procedures: Deposit slips and envelopes are available outside the office. Please be sure to keep an adequate balance in your child's lunch account. If funds are not available, the student will be given a courtesy meal consisting only of fruits, vegetables, and milk until adequate funds are available. You can also check your child's lunch account activity at www.mealpayplus.com. If you need a registration number for a Mealpay account, please contact the

Dining Services office at 967-1965.

Purchasing Milk: Chocolate and white milk will be sold during the noon hour for those desiring it. One carton of milk is included as part of the hot lunch meal.

Lunch Times

Grade	Start Lunch	End Lunch
K	11:00	11:30
1	12:15	12:45
2	11:50	12:20
3	11:25	11:55
4	12:40	1:10

HEALTH INFORMATION

School Health Services

The school nurse visits the schools a few hours a week. If you wish to directly contact the nurse, call the school to determine those times or call the Menasha Health Department at 967-3520.

Acute Illness and Injury during School Hours

Parents are immediately notified when a child is significantly injured or appears acutely ill. A parent or designated adult will need to pick up the child from school. The school nurse is available for consultation should an emergency arise.

Communicable Disease

To meet state health codes, all communicable diseases must be reported to the Menasha Health Department. A child suspected of having a communicable disease shall be excluded from class by the school. A complete list of communicable disease exclusions guidelines is on the school website.

Head Lice

If a child in the District is found to have active lice, the child's parent will be called to pick him/her up immediately. After treatment and upon returning to school the child will be examined by the school Health Aide. The District practices a policy of no live lice as criteria to return to school (School Board Policy 8451).

Medications

Administration of medication by school personnel during school hours requires both the signature of a parent and the physician on the Menasha Joint School District Administration of Medication Consent form. A new copy of the consent form is required each year and any time the medication or

dosage is changed. The medication must be in the original container and properly identified with current information stating the name, dosage, frequency, route, physician, and date of prescription. **Schools will not be able to administer medication unless these guidelines are met.** Parents are expected to schedule antibiotics and over-the-counter medication outside of school hours.

Health Records

Health information is requested for all kindergarten and new students. Permanent health records are kept on every student. The nurse shares pertinent health information with school staff as needed.

Health Teaching

The Menasha Health Department staff provides health education on topics including Hand Washing, Growth and Development, Dental and others as they arise. Teachers utilize Menasha Health Department staff as a resource person on health topics being covered in class.

Immunization

To meet state immunization laws, the school requires a complete immunization record from all incoming kindergarten and new students prior to the start of school. The Menasha Health Department staff is available year round to clarify immunization requirements and other health concerns. If you are unsure about new immunization requirements contact the Menasha Health Department at 967-3520.

Dental Health

The Menasha Health Department dental hygienist provides dental screenings, dental referrals to providers, and coordinates the Menasha United Way Dental Clinic for students qualifying for these services. A dental fluoride varnish and dental sealant program are offered for selected grades based on available funding.

Screening Programs

Listed below are the health screenings done at school.

Vision – K-4

Hearing – K-3

Dental – K-4

Any result indicating further specialist examination is followed up by the Menasha Health Department staff.

In summary, if your child exhibits symptoms of illness, which include fever (100° or higher), nausea, vomiting, diarrhea, sore throat, or undiagnosed skin rash, please keep him/her at home until well.

This is for the welfare of your child, as well as the other children at school. Please call his/her school before 9:00 a.m., if possible, to inform the office of your child's absence.

PARENT-TEACHER CONFERENCES

Butte des Morts will follow an individual conference format this year. The goal of the Parent-Teacher Conference is to promote family teacher collaboration to drive student achievement. These individual meetings will be held during parent-teacher conference dates set by the district. The meetings will cover the

following topics using some of the elements from our former APTT format:

1. A review of student progress data.
2. The establishment of academic goals.
3. Suggestions for things to do at home.

Parent-Teacher Conference Dates

October 21 & 23

February 5th

MLSS (Multi - Level Systems of Support)

MLSS is a team based systemic approach to routines, procedures and expectations throughout the school. It is based on a proactive model which teaches the behaviors, reinforces and recognizes children who are able to model these behaviors and has systems in place to support children who have a difficult time. The entire school community is needed to be actively involved in order to make the system successful. This is a school-wide framework for establishing a positive culture in the school.

MLSS Components

- **Behavioral Expectations Matrix**
- **Social Skills Instruction:** Lesson Plans used to teach students the behavioral expectations
- **Positive Praise** with specific details
- **Office Discipline Referrals:** Documentation for future improvement
- **Celebrations:** Held at various times throughout the year.

Bullying

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying towards a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school's buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school

approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying is a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes physical or mental ability or disability' and social, economic, or family status; however this type of bullying behavior need not be based on any of the legally protected characteristics. It included, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing. Any student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

Please use the behavior reporting form included on the following page. Forms are also available in the school office.

EXAMPLE:

Bullying Behavior Report Form

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying is a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, national origin, race, ethnicity, religion, gender, gender identity, sexual orientation, physical attributes, physical or mental ability or disability, and social, economic, or family status, however this type of bullying behavior need not be based on any of the legally protected characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Date of report: _____

Students(s) Displaying Bullying Behavior:

Name _____	Name _____
Location of incident _____	
Date of Incident _____	Time _____

Victim(s) of Bullying Behavior:

Name _____	Name _____
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Incident Description:

Witness(es) to Incident:

Name _____ Teacher _____
Involvement _____
Name _____ Teacher _____
Involvement _____

Person(s) Completing Form (optional)

__ Anonymous __ Parent __ Student __ Community Member __ Other

Provide form to the building administrator/designee

Date report received _____

HOMEWORK

Helpful Homework Hints for Parents

1. Decide on a good place for your children's homework area. This could be the kitchen table where you can monitor and help them.
2. There should be no interruptions during homework time.
3. Set aside a designated homework time each day. If your children do not have a written assignment, the allotted time should be used to read or do other academic activities.
4. Praise your children's efforts. Let them know how proud you are of their hard work.
5. Communicate with the teacher if there are any questions or concerns about the homework. It is important to form a partnership with the teacher to work as a team.
6. Make sure proper school supplies are available.
7. Immediately place completed homework in a backpack or schoolbag.

For further helpful hints refer to Homework Without Tears by Lee Canter in the BDM LMC.

HOME-SCHOOL COMMUNICATION

We regularly communicate with all parents utilizing the following communication tools:

Schoology Building/Class/Group Updates
Monthly Parent Newsletter

Class or grade level newsletters
Monthly PTO meetings (agendas and minutes available on BDM website)
Principal and Teacher Electronic Mail
Phone Messenger-email/text
Talking Points Messages- Building/Grade Level/Class/Student specific

We have provided numerous ways to keep our communication lines open and we expect that all parents will read these communications and respond accordingly. We will not turn down any reasonable parent request to help in our school.

SPECIAL PROGRAMS

ART, MUSIC, PHYSICAL EDUCATION

Children in grades K- 5 meet with special instructors each week in the fields of Art, Music, and Physical Education.

ENGLISH LANGUAGE LEARNERS (ELL)

This program provides support for students in grades K-5 in which English is not their first language spoken.

GIFTED AND TALENTED-HIGH POTENTIAL PROGRAM

Students in grades 2-5 identified as having exceptional academic potential will be offered the opportunity to work with our gifted and talented resource teacher on a weekly basis. Gifted and talented students receive large and small group instruction and are challenged to think creatively. For more information, call our gifted and talented teacher at 967-1900. We also have an acceleration policy in place to help provide for the needs of these gifted students. Copies of this policy are available upon request at our school office. Kindergarten and first graders demonstrating exceptional skills are provided for by the classroom teacher in consultation with our gifted and talented teacher.

School Counseling Program

The school counselor provides services to students, parents, school staff and the community with the primary goal of enhancing student achievement. The major components of the counseling program are:

School Counseling Curriculum: The school counselor delivers structured, developmental lessons in each classroom throughout the school year. Lessons are research-based and based on the following competencies:

- | | |
|---------------------------------|--------------------------------|
| * Self-knowledge and management | * Decision making/goal setting |
| * Academic success | * Personal/school safety |
| * Communication/social skills | * Careers |
| * Diversity | * Transitions |

Individual Student Planning: The counselor will help all students establish personal goals and future plans. All fifth grade students will participate in an individual planning conference with the counselor and a parent/guardian toward the end of their fifth grade year. These conferences are known as “Jay-Talk” conferences.

Responsive Services: The counselor provides preventative or immediate intervention services as necessary depending on student needs. Responsive services include:

- Individual counseling
- Group counseling (family changes, anger management, anxiety, social/friendship skills, etc.)
- Consultation with parents, teachers and other educators
- Referrals to other school support services or community resources
- Information

Tim Krull is the School Counselor at Butte des Morts Elementary School and is in the building full-time. He can be reached at 967-1914.

LMC (Library Media Center)

We have a very large two-tiered LMC offering a wide variety of books and other educational materials. Please encourage your child to read at home and show interest in what he/she is reading. Help your child take good care of these valuable resources so that other children may also enjoy them. Students have an opportunity weekly to check out books in the Library Media Center (L.M.C.). Students in grades 1-5 may check out two books at a time. Kindergartners are allowed to check out one book at a time. Books are checked out for up to two weeks. If a book is lost or damaged beyond repair, the student must pay for it. Please take special care of library books, keeping them out of the reach of younger brothers, sisters and pets.

SPECIAL EDUCATION PROGRAMS

Special Education programs are provided in the Butte des Morts School. If you feel your child has a special educational need, please discuss this with your child’s teacher or the principal. A variety of services are available.

PTO (PARENT/TEACHER ORGANIZATION)

BDM has a very active, involved, child-oriented PTO that meets monthly to plan and coordinate school activities. Meetings are generally held once a month. Watch the parent newsletter for details. Officers are elected in May to serve the following year. Activities sponsored by past PTOs include, Family nights, Fundraisers, Teacher/Staff recognition luncheon, and End-of-the-year field trips. We will work to provide safe options for the 25-26 school year.

CLOTHING AND GROOMING

Winter Clothing Requirements

BDM students need to be dressed properly for the cold weather as follows:

Grade K-4 - snowsuit or snow pants and jacket, gloves or mittens, hat, and boots. Students will be

expected to go outside for recess unless the wind chill reaches 0° or below.

General Dress and Grooming

Good grooming is a part of good scholarship. We ask students to adhere to standards of proper dress, cleanliness, and neatness. This would apply directly to excessive make-up or extreme hairstyles. Students who report to school with articles of clothing or footwear which are potentially injurious to themselves or school property, or harmful to the good conduct of the school, will be asked to return home and change into acceptable attire. We ask that students do not wear hats in the building during the school day (unless it is a designated hat day).

THINGS TO LEAVE AT HOME

1. Your dog (or other pets) - except on written invitation of the teacher.
2. Jack knives, sharp objects, and other potentially dangerous items.
3. Money in large amounts.
4. Candy, soda, and gum.
5. Toys, including trading cards, skateboards, and roller skates (except with teacher permission).
6. Hand-held electronic games, iPods, and other electronic or stereophonic equipment.
7. *Cell phone (see district policy below)

*Use of cellular phones or media players during school hours without permission, including lunch times, will result in the following actions:

First Offense: Possible parent contact and item confiscated for the remainder of the school day. If the item confiscated is a laser pointer, go directly to the second offense. Items left after 30 days may be discarded.

Second Offense: Item confiscated, parents must reclaim, and possible detention assigned. Items left after 30 days may be discarded.

HATS IN SCHOOL

Students are asked to refrain from wearing hats while in school. Exemptions to this rule can be made in special circumstances (such as a loss of hair due to medical treatment or medical condition) by contacting the principal.

LOST AND FOUND

The school makes an effort to find the owners of articles found and turned in to the office. Many articles, however, are never claimed. All belongings like coats, carrying cases, tennis shoes, etc., should have the owner's name plainly written on them in order to insure their return. Articles found are placed in the "lost and found" containers in the Commons. Unclaimed items will be donated to a

local charitable organization at Winter Break and at the end of the school year.

Marking of Children's Clothing

Please be sure children's outer clothing is marked. A good deal of time is saved at school if names are on children's coats, boots, and shoes.

BICYCLES

For safety reasons, kindergartners and first graders should not ride their bikes to school unless accompanied by an older sibling or parent. Students in grades 2-4 may ride bicycles to and from school with parent permission. Bicycles are ridden directly to the school grounds, walked on school grounds, parked in the bike racks, and ridden home. Locks should be used for all bikes at school, and each child should have his/her own lock. The school is not responsible for lost or stolen bikes. Please report all missing bikes to the Menasha Police Department (967-5128).

PARTIES & CELEBRATIONS

Holiday celebrations will occur throughout the school year at all grade levels. You will receive information regarding these celebrations from the classroom teachers. If your beliefs restrict the celebration of certain holidays, please contact your child's teacher so appropriate accommodations can be made. Please send in treats that are store bought and in their original packaging. **No homemade treats allowed.**

SMOKING

The use of smoking/tobacco products is prohibited on school grounds and at all school sponsored activities including but not limited to, field trips, concerts, family fun events, conferences, etc.

TESTING

Our students take standardized tests annually as follows:

- **Students in Grades 4K through 3rd grade will** take an online screener called aimswebPlus in literacy two- three times a year in accordance with ACT 20. This assessment takes place in person. Detailed reports will be provided three times annually-in the fall, winter, and spring. Schools will send these letters home in the preferred language of the caregiver.
- **Students in grades 5K through grade 4** will take an online screener in math three times a year. These assessments take place in person. The assessments

serve several purposes. They guide instruction, provide a measure of student performance and growth, and ensure that any student needing extra help in reading and/or math is identified and that the learning is supported.

- **Students in Grades 3-4** will also take the Forward Exam, which is an online assessment that will be administered either at Butte des Morts Elementary in person.

These tests will provide useful information to parents and teachers on your child's academic progress. The performance of Butte des Morts students on the state-mandated assessments will also be an integral part of assessing the success of our school. Please see the Menasha Joint School District for the policy on assessments.

TEXTBOOKS

We would appreciate your cooperation in stressing with your child the importance of respect for school materials and the obligation to use them wisely and carefully. Good habits established early are so important in the development of your child's attitudes.

Textbooks are furnished by the District and distributed by the teacher. In the event that a book is damaged or lost, the child is responsible and will be asked to pay for the damage or cost of a book. The child will also be held responsible and asked to compensate for any damage done to school property.

VISITORS TO THE SCHOOL

Parents and visitors are welcomed in the school. All parents/visitors must check in at the front desk. Entry to the school will only be permitted through the main entrance. (Door 1) In order to better protect students and staff, all visitors will be required to show a valid ID. Thank you for your support and cooperation. This process promotes a safe and secure school environment.

VOLUNTEERS

Volunteer support is appreciated. School wide opportunities are distributed through the office and classroom support is solicited through the individual teachers. For safety reasons, anyone requesting to volunteer within the school via classroom or fieldtrip, must stop in the office. Background checks are good for three calendar years. Building regulations require all persons to register at the school office upon entering the building for any reason.

EQUAL EDUCATION OPPORTUNITIES

The Menasha Joint School District is committed and dedicated to the task of providing the best education possible for every child in the district for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body. The right of the student to be admitted to school and to participate fully in classroom instruction and extracurricular activities shall not be abridged or impaired because of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap.

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

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

NON-DISCRIMINATION POLICY

The Board is committed to providing an equal educational opportunity for all students in the District.

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities. This policy is intended to support and promote nondiscriminatory practices in all District and school activities, particularly in the following areas:

- A. use of objective bases for admission to any school, class, program, or activity;
- B. prohibition of harassment towards students and procedures for the investigation of claims (see Policy 5517 - Student Anti-Harassment);
- C. use of disciplinary authority, including suspension and expulsion authority;
- D. administration of gifts, bequests, scholarships and other aids, benefits, or services to students from private agencies, organizations, or persons;
- E. selection of instructional and library media materials in a nondiscriminatory manner and

that reflect the cultural diversity and pluralistic nature of American society;

- F. design and implementation of student evaluation practices, materials, and tools, but not at the exclusion of implementing techniques to meet students' individual needs;
- G. design and configuration of facilities;
- H. opportunity for participation in extra-curricular and co-curricular activities provided that separate programs for male and female students may be available provided comparable activities are made available to all in terms of type, scope, and District support; and
- I. the school lunch program and other school-sponsored food service programs.