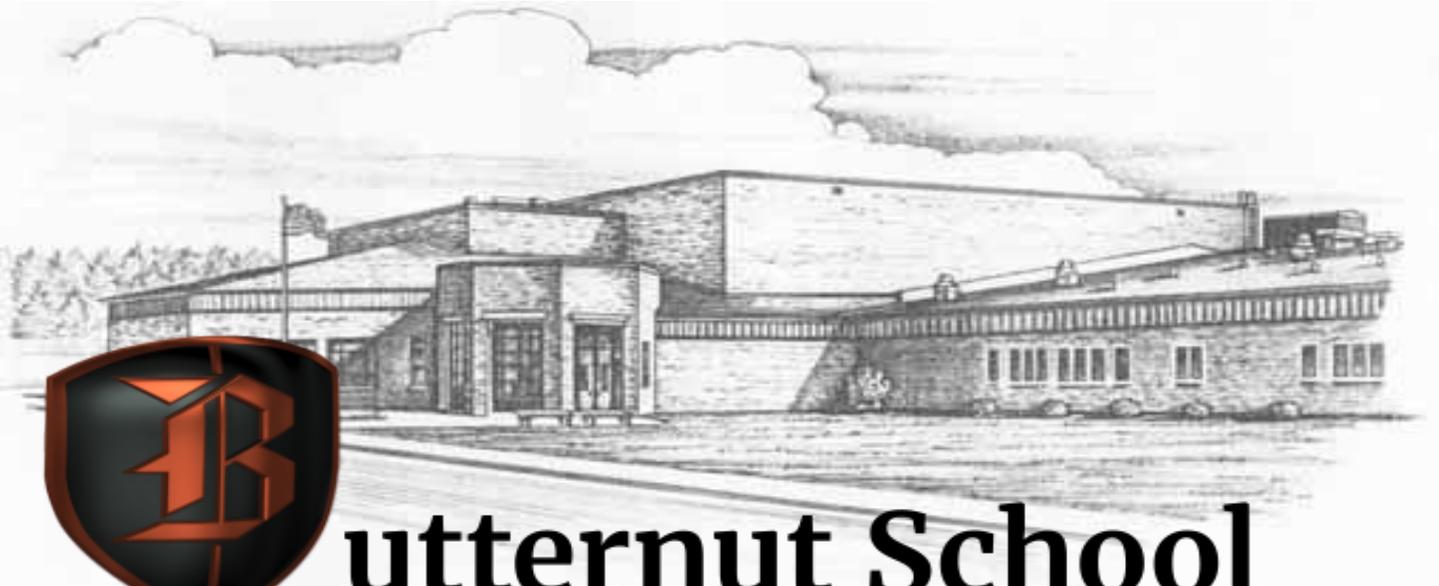


Approved by the Butternut School District board on:

July 21, 2025



Butternut School District

Student Handbook 2025 - 2026

Butternut School District

312 West Wisconsin St., Butternut, WI 54514
715-769-3434

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Introductory Information

This Student/Parent Handbook is based in significant part on [policies adopted by the Board of Education and Administrative Guideline](#). The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this handbook since it was printed. If you have questions or would like more information about a specific issue, contact the school principal.

****Notice: This handbook is subject to Federal and State Laws and School Board Policy, and it may be modified at any time.****

Butternut School Board

District School Board

Gary Mertig — Board President
 George Faltinosky — Vice-President
 Randy Smart — Treasurer
 Katie Weinberger — Clerk
 Wilbert Smudde — Member

District and School Administration

Mrs. Carolyn Pollitt	District Admin & Director of Special Ed.	715-769-3434 ext 332
Mr. Chris McMurray	3k - 12 Principal	715-769-3434 ext 330
Ms. Tara Reese	School Counselor	715-769-3434 ext 318
Mr. Steven Mitchell	Technology Director	715-769-3434 ext 100
Ms. Jennifer Smart	Finance Manager	715-769-3434 ext 326
Mrs. Kimberly Kennedy	Administrative Assistant	715-769-3434 ext 324

The Butternut School District

VISION STATEMENT

The Butternut School District will be recognized for its strong academic foundation where the cultivation of ideas and originality is encouraged.

MISSION STATEMENT

The mission of the Butternut School District is to provide a safe educational environment that inspires our students and prepares them for success in the ever-changing world.

Butternut School District Staff Extension/Room and Email

<u>ROOM</u>	<u>NAME</u>	<u>PHONE EXT.</u>	<u>EMAIL ADDRESS</u>
<u>OFFICE STAFF</u>			
DISTRICT ADMINISTRATOR	POLLITT, CAROLYN	332	pollitt@lighttorch.info
3K - 12 PRINCIPAL	MCMURRAY, CHRIS	330	cmcmurray@lighttorch.info
SCHOOL COUNSELOR	REESE, TARA	318	treese@lighttorch.info
ADMINISTRATIVE ASSISTANT/SECRETARY	KENNEDY, KIM	324	kimkennedy@lighttorch.info
FINANCE MANAGER	SMART, JENNIFER	326	jsmart@lighttorch.info
TITLE IX COORDINATOR	POLLITT, CAROLYN	332	pollitt@lighttorch.info
HOMELESS LIAISON	POLLITT, CAROLYN	332	pollitt@lighttorch.info
<u>RESOURCE STAFF</u>			
SPECIAL EDUCATION DIR.	POLLITT, CAROLYN	332	pollitt@lighttorch.info
SPEECH AND LANGUAGE	POLLITT, CAROLYN	332	pollitt@lighttorch.info
SPECIAL EDUCATION	MCLEOD, WENDY	301	wmcleod@lighttorch.info
TITLE 1	ERNST, LORI	314	ernst@lighttorch.info
<u>ELEMENTARY SCHOOL</u>			
3K/4K	NEVELIER, HEATHER	309	hnevelier@lighttorch.info
ECSE	VASA, KELLY	308	kvasa@lighttorch.info
KINDERGARTEN	ANDERSON, TRISH	311	tanderson@lighttorch.info
1ST GRADE ROOM	OLIVIA ZEMAN	110	ozeman@lighttorch.info
2ND/3RD GRADE ROOM	HAYLEY LARSON	120	hlarson@lighttorch.info
4TH/5TH GRADE ROOM	LITTLE, LYNN	140	llittle@lighttorch.info
<u>MIDDLE & HIGH SCHOOL</u>			
MIDDLE SCHOOL ROOM	CHILDS, NICOLE	160	nchilds@lighttorch.info
MIDDLE SCHOOL 7th Grade Math	MCMURRAY, CHRIS	170	cmcmurray@lighttorch.info
ENGLISH/LANG. ARTS	ALTMAN, ADALIA	240	aaltman@lighttorch.info
SOCIAL STUDIES	EITREM, STEVE	250	seitrem@lighttorch.info
HIGH SCHOOL SCIENCE		260	
MATHEMATICS	LUEDDECKE, DANA	280	dlueddecke@lighttorch.info

K-12 SPECIALS			
MUSIC	SCHLOER, JULIE	210	jschloer@lightatorch.info
ART	BEBEAU, TROY	220	troybebeau@lightatorch.info
TECH. ED.	EICHMAN, DANIEL	230	deichman@lightatorch.info
BUSINESS ED.	JAROSINSKI, SUSAN	316	sjarosinski@lightatorch.info
PHY. ED.	KILMORE, DAN	320	dkilmore@lightatorch.info
SUPPORT STAFF			
CUSTODIAN	SCHUMACHER, BRIAN	319	bschumacher@lightatorch.info
ATHLETIC DIRECTOR	SCHERWINSKI, TROY		tscherwinski@lightatorch.info
ASSISTANT ATHLETIC DIRECTOR	KILMORE, DAN	320	dkilmore@lightatorch.info
FOOD SERVICE DIRECTOR	PETERSON, AMY	322	ampeterson@lightatorch.info
LIBRARY/IMC/SPEC. ED	HECKENDORF, CATHY	328	checkendorf@lightatorch.info
TECHNOLOGY DIRECTOR	MITCHELL, STEVE	100	smitchell@lightatorch.info
KITCHEN ASSISTANT /PARAPROFESSIONAL	MOJTO, KAREN	322	kmojto@lightatorch.info
3K/4K AIDE	LINSMEYER, TODD	309	tlinsmeyer@lightatorch.info

OFFICE HOURS

Monday-Friday: 7:30 A.M. — 4:00 P.M.

OFFICE PHONE 715-769-3434

2025 - 2026 Butternut School Calendar

Month	S	M	T	W	R	F	S
Aug 2025	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31	1	2	3	4	5	6
Sep 2025	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	1	2	3	4
Oct 2025	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	1
Nov 2025	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	1	2	3	4	5	6
Dec 2025	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31	1	2	3
Jan 2026	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
Feb 2026	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
Mar 2026	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
Apr 2026	29	30	31	1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
May 2026	26	27	28	29	30	1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

Beginning of Quarter	Teacher In-Service
Early Release	● PT-Conferences
End of Quarter	Vacation
August 25th	New Staff Orientation
Aug. 26th – 28th	All Staff In-Service
September 1st	Labor Day – No School
September 2nd	First Day of School
September 26th	Teacher In-Service – No Students
October 30th	End of First Quarter
October 31st	Teacher In-Service – No Students
November 3rd	Beginning of Second Quarter
November 6th	PT-Conferences (4 – 7:30 p.m.)
November 7th	PT-Conferences (9 – noon) – No Students
November 11th	Veterans Day
Nov. 22nd – 30th	Thanksgiving Break
December 23rd	Early Release
Dec. 24th – Jan. 4th	Winter Break
January 16th	End of Second Quarter/First Semester
January 19th	Teacher In-Service – No Students
January 20th	Beginning of Third Quarter
February 13th	Teacher In-Service – No Students
Feb. 14th – 16th	Mid-Winter Break
March 20th	End of Third Quarter
March 23rd	Teacher In-Service – No Students
March 24th	Beginning of Fourth Quarter
Apr. 3rd – 6th	Spring Break
May 1st	Teacher In-Service – No Students
May 23rd	Graduation (3 p.m.)
May 25th	Memorial Day – No School
May 29th	Last Day of School/Early Release
Quarter 1	42 student days
September	20 student days
October	22 student days
Quarter 2	41 student days
November	14 student days
December	17 student days
January	10 student days
Quarter 3	42 student days
January	9 student days
February	18 student days
March	15 student days
Quarter 4	45 student days
March	6 student days
April	20 student days
May	19 student days
170 Student Days + 10 Teacher In-Service Days = 180 Total Days	

Behavior Plan

At the Butternut School District, every student can expect to be educated in a thriving environment that is safe, respectful, and welcoming; every staff member can expect to serve the district in an atmosphere of excellence, precision, and integrity that maximizes staff performance and, in turn, student learning. To promote this environment, the district is committed to implementing systems and practices that support the development of positive behavior in every student, the capacity of every staff member to foster this development, and the creation of school communities where the contributions of all are valued and respected.

CONFLICT RESOLUTION PROGRAM

The Conflict Resolution Program was developed out of the school's commitment to provide positive resolutions to conflicts. This process is initiated in the classroom and supported by the Administration and Board of Education. The process itself follows the guidelines as developed under the Equitable Multi Level Systems of Support framework (EMLSS), which incorporates three levels of behavioral choices - only one of which is an acceptable choice for school.

The Conflict Resolution Program (CRP) uses the process to send POSITIVE messages, offering CHOICES and encouraging REFLECTION for dealing with conflicts within the school. This program provides for due process and addresses all discipline referrals on students for behavior in the school, on the playground, and the bus. Students also use the process to solve peer conflicts as well as personal conflicts that may be interfering in their lives. It is the goal of the (CRP) that this level system of social development is understood and practiced by all students, teachers, and staff.

The goal of (CRP) is **student empowerment** and is based on changing behavior through an interactive thinking process that emphasizes good character. Students referred through a discipline infraction are encouraged and guided to internalize their behavior, take responsibility for their Level of Choices and through Reflection develop a plan of resolution. The students involved are taught the difference between being in control of their actions and reactions to the behavior of others.

18-Year-Old Students

Butternut School District recognizes the obligations and responsibilities of the 18-year-old student. The student, as an adult, however, is not exempt from complying with policies enacted by the board of education or school rules enacted by the administration or faculty. SCHOOL RULES ARE BINDING ON PUPILS REGARDLESS OF AGE.

Behavioral Referral

A negative behavioral referral communicates a problem situation to the principal or designee. Behavioral referrals are documented and viewable via the Infinite Campus Portal. The principal's responsibility is to investigate to the best of their ability, make a reasonable assessment of the situation, and determine a necessary consequence to promote the school's goals.

Behavior Response

Understanding student misconduct as an opportunity for learning is fundamental to a positive approach to discipline. The school uses progressive responses to misconduct in the form of incremental intervention and discipline strategies to address inappropriate behavior with the ultimate goal of teaching positive behavior.

Discipline Guidelines:

Teachers are encouraged to develop positive activities to enhance the personal growth and responsibility level of students. Prevention will be emphasized through character education that encourages and promotes responsible thinking. The goal for our students is to become responsible and caring citizens.

Classroom misconduct

All teachers will notify parents as needed of ongoing problems. Ongoing problems will be subject to a counseling referral being made by the teacher or other staff.

Teachers will deal with misconduct by giving a cue to remind him/her of the rule, redirecting the student, or asking the student to reflect upon his/her behavior and then process with the teacher. When all options fail the student may be removed from class to process.

Bus Misconduct

Bus drivers will turn in reports of inappropriate bus behavior. Inappropriate behavior will result in a Discipline Referral. Bus discipline will be dealt with according to progressive discipline and School Board Policy. Bus misconduct may result in riding privileges being suspended.

Prohibited Behavior

Behavior that endangers the physical safety of others is absolutely prohibited. Any behavior that would be considered a crime under Wisconsin law is prohibited. This includes, but is not limited to, the following:

1. Fighting, hitting, slapping, tripping, throwing objects, or playing excessively rough, resulting in someone getting hurt or feeling unsafe.
2. Sexual assault, attempted sexual assault, or sexual harassment
3. Bullying or intimidation by physical, verbal, or psychological means is strictly prohibited.
4. Being in possession or using any kind of weapon or look alike weapon. Any kind of firearm or knife is considered a weapon.
5. Being in possession of any kind of drug, alcohol, or paraphernalia for using the same. This includes matches and lighters. This includes being under the influence of any non-prescribed drug or alcohol.
6. Making a bomb, fire, chemical or biological threat by any means.
7. Engaging in **any** behavior that implies gang affiliation.
8. Taking, using, concealing, or damaging the property of others without their permission
9. Leaving the school building, school grounds, or a room in the school without permission.

Behavior that demonstrates severe disrespect or abuse is absolutely prohibited. Many of the behaviors stated above demonstrate disrespect or are abusive and are absolutely prohibited. In addition, but not limited to, are the following:

1. Any behavior that interferes with a teacher's ability to teach effectively.
2. Profanity or inappropriate language. This includes language that is rude, offensive, racial, designed to demean others, or tending to create or provoke a disturbance.

Behavior that demonstrates that a student is out of control is absolutely prohibited. Many of the behaviors stated above demonstrate that a student is out of control and are absolutely prohibited. In addition, but not limited to, are the following:

1. Repeated violations of classroom rules and/or disruption of the learning environment.

2. Willful misbehavior toward a teacher, other school personnel, volunteer, other students, or anyone on school premises.
3. Inability, incapability, or unwillingness to listen to or follow the directions of any district employee.

Behavior that has a tendency to disrupt the educational atmosphere of the school is prohibited. The behaviors stated above disrupt the educational atmosphere of the school. In addition, but not limited to, are the following:

1. Eating food without permission
2. Chewing gum without permission.
3. Possessing or using any form of electronic devices without permission. Examples of prohibited devices include, but are not limited to cell phones, smart watches, wireless earbuds/headphones and iPods.

Procedures for discipline **DISCIPLINE RESPONSE TABLES**

General Behaviors

Minor: Minor behaviors are those that are redirected and non-disruptive, typically handled within the school's disciplinary framework without immediate removal from the learning environment.

Major: Major behaviors are typically disruptive and may result in removal from the learning environment. They typically require more significant intervention and consequences than minor behaviors.

Severe: Severe behaviors are the most serious and may involve police referral and immediate removal from the school environment due to their potentially dangerous or illegal nature.

MINOR (Redirected & non-disruptive)	MAJOR (Disruptive & removal)	SEVERE (Police referral)
1. In hall without a pass	1. Bullying, harassment, hazing	1. Vandalism
2. Inappropriate classroom behavior	2. Student insubordination or non-compliance to staff directives	2. Defacing, damaging or destruction of school property
3. Public display of affection	3. Disobeying staff (disrupting the learning of others)	3. Theft of personal, staff or school property
4. In the building without permission outside the school day	4. Writing obscene words about staff	4. Possession or use of tobacco products
5. Inappropriate dress (see student handbook)	5. Being discourteous to or swearing at a staff member	5. Possession of a weapon
6. Rude or discourteous to staff members or fellow students	6. Fighting	6. Bomb Threat
7. Theft of personal, staff or school property	7. Misuse of vehicles on school property	7. Criminal harassment
8. Littering	8. Leaving school grounds during the school day without permission (police referral)	8. Possession of drugs or drug paraphernalia
9. Inappropriate language	9. Theft of personal, staff or school property	9. Illegal drug usage
10. Disobeying staff	10. Others as determined by administration	10. Physical assault of staff or student

11. Skipping a class		11. Possession or use of e-cigarettes or drug look-a-likes
12. Others as determined by administration		12. Others as determined by administration

Disciplinary Actions for Violations:

MINOR	MAJOR	SEVERE
1. Warning (Verbal) - Teacher	1. One day in-school suspension, office referral & parent contact	1. Five days out of school suspension, police referral plus a meeting with the school board
2. Written warning, office referral & parent contact	2. Three days in-school suspension/or out of school as determined by Administration plus parent meeting with Administration	2. Expulsion
3. One detention (Lunch hour/recess) office referral & parent contact	3. Five days out of school suspension plus a meeting with the school board	
4. Two detentions (Lunch hour/recess) office referral & parent contact	4. Expulsion	
5. ½ day in-school suspension, office referral & parent contact		
6. One day in-school suspension, office referral and parent meeting with Administration		
7. Two day out of school suspension, office referral and 2 nd parent meeting with Administration		
8. Five days out of school suspension, office referral and meeting with the School Board		
9. Expulsion		

- Any violation will affect students in grades 4 to 12.
- Students choosing not to do the mandatory discipline will be considered insubordinate to the Administration and will be disciplined at the discretion of the Administration/designee.
- Infractions that are more severe than this discipline policy warrants are at the discretion of the Administration.
- Restitution may be included as part of the disciplinary actions.
- Penalties for infractions shall start over at the beginning of each school year. (Excluding expulsion)
- Detentions can be made up after school with staff, administrative and parent approval.
- Students involved in disciplinary action will not be allowed to participate in or attend any extracurricular activities until such time disciplinary actions are completed.
- Students & parents may be brought in front of the school board for discussion of repeated offenses or major/severe violations.
- Personal devices (cell phone, tablet, computer, etc) shall not be permitted or used during detentions or in-school suspensions. Misuse of school issued computers and technology will result in the loss of privileges of these items.
- Food or drink shall not be permitted during detentions or in-school suspensions. (Excluding noon hour detentions)

Technology Violations

2-Way Communication Devices

<p>Minor: Minor technology violations involve infractions that are typically non-severe and may not immediately disrupt the educational environment but still require intervention and corrective action.</p> <p>Major: Major technology violations are more disruptive or serious in nature, often requiring significant intervention and potentially leading to removal from the educational setting or involving law enforcement.</p>		<p>Minor: Minor violations related to 2-way communication devices are breaches that do not immediately disrupt the educational environment but still require adherence to school policies regarding their usage.</p> <p>Major: Major violations related to 2-way communication devices involve actions that significantly disrupt the educational environment or violate legal boundaries, potentially leading to serious consequences.</p>	
MINOR	MAJOR	MINOR	MAJOR
1. Use computer network to transmit inappropriate material	1. Illegal use of technology: sexting, cyber bullying, etc. (Police referral)	1. Misuse of 2-way communication devices (cell phones, etc.) (Refer to technology agreements signed by students and parents)	1. Illegal use of technology: sexting, cyber bullying, etc. (Police referral)
2. Unauthorized access and other unlawful online activity	2. Use of technology for illegal activity (Police referral)	2. Possession or use of 2-way communication devices (cell phones, etc.) on school property without a signed Bring Your Own Device Policy	2. Use of technology for illegal activity (Police referral)
3. Unauthorized online disclosure, use, or dissemination of personal identification info of minors	3. Other violations as determined by the Administration	3. Other violations as determined by the Administration	3. Other violations as determined by the Administration
4. Failure to respect technology equipment (Immediate disciplinary action) Compensation expected for damages			
5. Possession and use of laser pointers is prohibited			
6. The use of any device creating a distraction			
7. Violation & misuse of computer/internet agreements			
8. Other violations as determined by the Administration			

Disciplinary Actions for Technology Violations

Disciplinary Actions for 2-Way Communication Devices:

MINOR	MAJOR	MINOR	MAJOR
1. Loss of technology/computer/internet privileges for 30 days	1. Automatic police referral plus loss of technology/computer/internet privileges for one school year	1. Staff confiscates the device and returns it at the end of class. Office referral	1. Automatic police referral
2. Loss of technology/computer/internet privileges for a semester	2. Expulsion	2. Staff confiscates the device and turns it into the office. Office referral. Parents are informed and student claims device at the end of the day	2. Expulsion
3. Loss of technology/computer/internet privileges for one school year		3. Staff confiscates the device and turns it into the office. Office referral. Parents are informed and will need to come to the office to get the device. The Student is no longer allowed to carry a device in school.	
		4. Staff confiscates the device and turns it into the office. Office referral. Contact parents. Device held for 30 days.	

Technology Violations: If violations happen during the 4th quarter of the school year, penalties carry over to the 1st quarter of the next school year for major/severe violations.

School Bus Violations

Minor: Minor school bus violations are infractions that, while concerning, are typically less severe and may not pose an immediate threat to safety but still require correction and adherence to bus rules.

Major: Major school bus violations are more serious infractions that pose a significant risk to safety or severely disrupt the bus environment, often requiring immediate intervention and more severe consequences.

MINOR	MAJOR
1. Blocking or walking in aisle while bus is moving	1. Fighting
2. Climbing over/under or on seats	2. Unsafe behavior endangering others
3. Placing items or body parts outside the bus	3. Throwing objects out of the school bus window
4. Leaving bus messy or dirty	4. Defacing or causing damage to the bus (Compensation expected for damages)
5. Unruly or disruptive behavior	5. Major and severe violations listed in Chart 1
6. Electronic, gaming, or laser distractions	6. Other violations as determined by the bus driver or Administration
7. Noise distractions (Voice, music, games, etc.)	
8. Minor violations listed in Chart 1	
9. Other violations as determined by the bus driver or Administration	

Disciplinary Actions for School Bus Violations:

MINOR	MAJOR
1. Written warning, office referral, contact parents	1. Loss of bus privileges for 2 weeks plus disciplinary actions listed in Chart 1, office referral, contact parents
2. Written warning, office referral, contact parents	2. Loss of bus privileges for the remainder of the school year plus disciplinary actions listed in Chart 1, office referral, contact parents
3. Loss of bus privileges for 3 days, office referral, contact parents	3. Police referral as determined by the bus driver or Administration, office referral, contact parents
4. Loss of bus privileges for 2 weeks, office referral, contact parents	
5. Loss of bus privileges for remainder of school year, office referral, contact parents	

Disciplinary Options:

Progressive Discipline (options) includes but is not limited to making amends to the offended person(s), Daily Progress Report (DPR), counseling, parent conference, After School Detention (M-TH), ISS, OSS, possible referral to outside agencies, behavioral contract, or police involvement. Parents will be notified of all classroom removals and disciplinary actions.

Removal from class to process — A student whose behavior is not resolved by the teacher's steps or has engaged in prohibited behavior will be referred to the Administration. Due process will be given to every student. A student will be informed of the concern for his/her behavior and will be allowed to express his/her viewpoint.

The student will be involved in a Reflection process and will be asked to develop a plan that fosters growth and responsibility. There will be a follow up with the referring teacher. If the student is disruptive or uncooperative with the Administration, the student may be subject to In

School Suspension (ISS) or sent home with an Out of School Suspension (OSS) following a parent/guardian conference.

If students are exhibiting extreme out of control behavior and are not able to get themselves under control, an immediate suspension will be put into effect. If the guardian/parent cannot be contacted or refuses to take custody of the child, police intervention will be requested.

A behavior file will be kept on all students to help in developing a plan for making responsible decisions. Persisting or chronic behavioral problems will be dealt with in a variety of measures including but not limited to, contracts, a daily progress report, counseling, conferences and possible pre-expulsion hearing with Administration/School Board.

In School Suspension (ISS) or Out of School Suspension (OSS): In order to protect the learning environment of the school, students may be suspended per [board policy 5610](#). Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practical, the student will be advised orally or in writing of the reason for the proposed suspension and given an opportunity to explain his or her conduct. ISS/OSS will only be utilized in severe cases. Length of time in ISS will be supervised by a staff member and may be a full or partial day as determined by the Principal. In accordance with the Athletic/Co-Curricular Training Code subsequent consequences may include loss of athletic/extracurricular activities and privileges.

Notice of Suspension: The parent or guardian of a suspended student shall be given prompt written notice of the suspension and the reason for the suspension by Infinite Campus Parent Portal, email, mail, or by sending a copy of the notice home with the student. Oral notice may also be given to the student's parent or guardian; however, it will be confirmed in writing.

Sending a Student Home on the Day of the Suspension

If the situation requires that the student be removed from the premises before school is dismissed, the Principal shall attempt to contact the student's parent or guardian to request that she/he pick up the student. If the parent/guardian is unable to pick up the student, the student should remain under the school's supervision until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision. Bus suspension will be handled similarly; however, if a driver has significant concerns for safety and the Principal is unavailable for consultation, the driver may refuse to pick up a student for up to one trip per incident. In these circumstances the driver should have attempted to contact the Principal and attempted to contact the parent/guardian prior to the refusal for pick up. Any other decisions to restrict riders from boarding will be reviewed on a case-by-case basis.

Completion of School Work During Suspension

A suspended student shall not be denied the opportunity to take any quarterly, semester, or grading period examinations or to complete course work missed during the suspension period. Such work shall be completed pursuant to the procedures established for excused absences. In-School Suspended students shall attend their classes virtually where possible in order to receive instruction.

Expulsion: The District's legal authority for expelling a student and the processes to be followed are set forth in [Board Policy 5610](#).

The District Administrator shall review recommendations for expulsion. The District

Administrator will disapprove proceeding with the expulsion whenever one or more of the following factors is/are applicable to the pending expulsion recommendation:

- There is insufficient, credible evidence to prove the alleged violation of the Student Conduct and Discipline Plan
- In instances where the student is accused of engaging in physical contact with a staff member, and the staff member inappropriately provoked the student
- In cases where the student has been identified as a student with a disability, the student's Individualized Education Plan (IEP) or evaluation is out of date or the student's Behavioral Intervention Plan (BIP) was not appropriately implemented
- In cases where there has been a request for the special education evaluation following the recommendation for expulsion, and the expedited evaluation is not completed in a timely manner.

Grounds for Expulsion: The School Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and it finds that the student did any or all of the following:

- Repeatedly refused or neglected to obey the rules established by the school district
- Knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives
- Engaged in conduct while at school or while under the supervision of a school authority that endangered or threatened the property, health, or safety of others
- Engaged in conduct while not at school or while not under the supervision of a school authority that endangered or threatened the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or school board member of the school district in which the student is enrolled
- Was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion

Expulsion for Bringing a Firearm to School: The School Board may expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school, or while at school or while under the supervision of a school authority, possessed a firearm, unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

Expulsion Hearing: Prior to expelling a student, the School Board shall provide the student with a hearing. Prior written notice of the expulsion hearing must be sent separately both to the student and his/her parent(s) or guardian(s) if the student is a minor, otherwise, just to the student. The notice will comply with the requirements of State law.

The student, or the student's parent if the student is a minor, has the right to request a closed hearing or the Board may choose to close the hearing. The student, and if the student is a minor, the student's parent or guardian may be represented at the hearing by counsel.

Expulsion Order: The Board's decision shall be in the form of a written order. If expulsion is ordered, the order must state the length of time that the student is to be expelled. The order should also state specific findings of fact and conclusions of law in support of the decision.

Surrender for Safety: A student who possesses any weapon other than a firearm, or an object that may be used as a weapon, or any other inappropriate items, such as, but not limited to, alcohol, drugs, any other inappropriate item/material (i.e., fireworks, smoke bombs, etc.), and voluntarily surrenders possession of the weapon or other inappropriate items to school before being discovered to be in possession and before anyone has been harmed by the weapon or other inappropriate item in his/her possession will not be subject to the disciplinary consequences set forth above. Surrender for safety acknowledges that students make mistakes and may unintentionally bring inappropriate items to school. Students are expected to learn from these mistakes. Consequently, a student will not be granted leeway under surrender for safety more than one time during a school year. This weapons statement excludes theatrical props that are approved by the principal.

School Section

Daily Schedule

****Students will be considered TARDY if arriving between 8:00 and 8:10****
****After 8:10 the student will be counted as ABSENT****

The normal school hours are from 8:00 a.m. to 3:30 p.m. Monday through Friday
 All students should leave the school by 3:45 p.m.
unless they are supervised and involved in an after school activity

The Commons is open for students: 7:30 a.m. - 7:50 a.m.

DAILY CLASS SCHEDULE	EARLY DISMISSAL DAY SCHEDULE
7:30 - 8:00Breakfast 8:00 – 8:12ME Time/Breakfast 8:12 – 8:15.....Warning Bell 8:15 – 9:03First Period 9:06 – 9:54.....Second Period 9:57 – 10:45.....Third Period 10:48 –11:36.....Fourth Period 11:39 – 12:27Fifth Period <hr style="border-top: 1px dashed black;"/> 10:45 - 11:15PK – 5 Lunch 12:27 - 12:576 – 12 Lunch <hr style="border-top: 1px dashed black;"/> 1:00 –1:48.Sixth Period 1:51 – 2:39Seventh Period 2:42 – 3:30Eighth Period 3:35Buses Leave	7:30 - 8:00Breakfast 8:00 – 8:12ME Time/Breakfast 8:12 – 8:15.....Warning Bell 8:15 – 9:03First Period 9:06 – 9:54.....Second Period 9:57 – 10:45.....Third Period 10:48 –11:36.....Fourth Period 11:39 – 12:27Fifth Period <hr style="border-top: 1px dashed black;"/> 6-12 Lunch not available 12:35Buses Leave
P.M. BUS DISMISSAL TIMES: Grades PK - 5 th : Load buses at 3:20 p.m. Grades 6 th - 12 th : Load buses at 3:30 p.m. ALL buses will depart at 3:35 p.m.	EARLY DISMISSAL - BUS DISMISSAL TIMES: Grades PK - 5 th : Load buses at 12:27 p.m. Grades 6 th - 12 th : Load buses at 12:32 p.m. ALL buses will depart at 12:35 p.m.

ATTENDANCE

In accordance with Wisconsin State Law, Ashland and Price County Truancy Ordinances, and the School District of Butternut Attendance Policy, all children between 6 and 18 years of age must attend school full time. Administration is given the sole and final authority to make the determination whether an absence is excused or unexcused. Butternut School is required by law to keep records on student

attendance and determine if absence is excused or unexcused. The teachers and office staff account for each absent child every day. Parents may excuse their student for any reasons for **“any part or all of a school day” ten (10) times**. Absences in excess of that would be unexcused unless there is a legal or medical reason for the absence documented by the provider.

Any child who is not accounted for, and is absent from school for part or all of one or more days, is considered truant and unexcused unless a ***parent/guardian*** does the following:

1. **Call the school at 715-769-3434 before 9:00 A.M. the day of the absence**, indicate who is calling, name of student, length of absence, reason for absence, and the number calling from. If a question arises regarding legitimacy of the call, the Attendance Officer will return a call for verification. Failure to contact the school will result in a telephone call to the home or work place of the parent(s) or guardian. Students whose parents called will be admitted to class without a written excuse. Their name will be on an excused list.
2. All excused absences require parent(s)/guardian/legal custodian written verification which is to be submitted to the attendance officer, in advance or prior to re-admittance to school. For an anticipated absence (family trip, college visit, etc.), the parent/guardian shall provide the Attendance Officer with a written explanation of the absence at least one day prior to the absence.

The responsibility for regular school attendance of a child rests upon the child’s parent(s) or guardian.

***IF YOU DO NOT CALL IN AND SEND A NOTE FOR YOUR CHILD’S ABSENCE,
YOUR CHILD’S ABSENCE WILL BE CONSIDERED UNEXCUSED.
THIS COULD RESULT IN A CITATION BEING ISSUED OR A PETITION BEING FILED IN
COURT.***

Each absence shall be classified as excused or unexcused.

3. All **teachers** shall be required to submit to the school attendance officer daily attendance reports on all pupils under their charge. Anytime a student is missing from school, an absence shall be recorded, including excused absences, with the exception of school sponsored events (e.g. field trips, games, etc.).

Student attendance at assemblies is required.

4. It is the ***student’s responsibility***:
 - Unless an absence was approved by administration in advance, upon returning to school, students are required to report to the office before **8:00 a.m.** with a written explanation of the absence from their parent or guardian. Students must allow sufficient time to receive the admit slip and still report to class **on time**.
 - The Attendance Secretary will issue a make-up slip which is to be presented to each classroom teacher. The teacher will sign the slip and indicate the work to be made up. It is the student’s responsibility to turn in their required work within the allotted time. Failure to do so will result in an automatic zero for that work. Teachers are not obligated to provide full credit for make-up work for unexcused absences. Teachers may assign additional work to compensate for the loss of instruction/learning time. All missed tests

and exams must be made up, subject to the teacher's discretion. However, all preceding work must be completed within the allocated time before major tests or exams can be taken. Teachers may require that make-up work, tests, or exams be completed during Study Hall or after school.

- If the parent did not call or send a note, the absence will be considered unexcused until proper documentation is received. Reasons for the absence must be documented with the office no later than the day following the first day of return to school. Any time after this, the absence will automatically be recorded as unexcused and a **detention** may be issued. It will be up to the student to clear this unexcused absence with the Administration.

Excused and Unexcused Absences

Regular attendance at school is imperative to help students develop good work habits. The habits developed during the elementary and middle school years will carry through into high school AND the world of work. Students cannot learn if they are not in school.

***PLEASE NOTE THAT THE FOLLOWING ABSENCES ARE CONSIDERED 'EXCUSED'**

- physical or emotional illness (after 3 days, a doctor's note will be required)
- medical appointments
- quarantine as imposed by a Public Health Officer (head lice limited to 2 days)
- religious holidays
- death of immediate family member and funeral
- school sponsored trips
- court appearances or other legal procedure which requires the attendance of the student
- family problems or special circumstances that show good cause as determined by the Attendance Officer and Building Administrator and are approved in advance with work completion slips required.
- family trips (must be pre-approved and work completion slips completed)

***PLEASE BE AWARE THAT THE FOLLOWING ABSENCES WILL BE CONSIDERED 'UNEXCUSED'**

- missing the bus
- hair cut
- oversleeping
- shopping
- personal reasons
- car trouble
- head lice (absent more than 2 days)

State law prohibits excessive absences which can lead to habitual truancy. Adults who provide excuses for students who are excessively absent can be fined for contributing to a student's habitual truancy. Students who have one (1) unexcused absences or more may be referred to state truancy officials. Students having five (5) or more days unexcused absences during a semester will be considered **habitually truant** per Wisconsin State Law.

TRUANCY is when a student is absent for part of or all of one or more days from school during which the school attendance officer, Administration or teacher has not been notified of the legal cause of such absence by the parent or guardian, and also means intermittent carried on for the purpose of defeating the intent of compulsory education.

HABITUAL TRUANCY means a pupil is absent from school without an acceptable excuse for part of or all of five (5) or more days on which school is held during a semester and ten (10) days per school year. [118.15 & 118.15(4)]

Planned/Advance notice absence—When you know in advance that your child will be absent from school, ask for an advance excuse. If the reason is recognized as a reasonable absence, the child will be given make-up work prior to the absence.

Tardiness— It is the student’s responsibility to be in class on time, if tardy they should report directly to class. A pattern of tardiness on the part of any child will be brought to the attention of the child’s parent(s) or guardian and the Administration.

If it appears that the child is negligent, appropriate disciplinary action will be taken as follows:

- 1st Tardy - VERBAL WARNING by Teacher
- 2nd Tardy- WARNING & PARENT CONTACT by Teacher
- 3rd Tardy - DETENTION
- 4th Tardy - IN SCHOOL SUSPENSION (1 day ISS), STUDENT CONFERENCE with Counselor, and LETTER TO PARENT
- 5th Tardy – OUT OF SCHOOL SUSPENSION (1 day OSS), PARENT CONFERENCE required with Administration and Counselor to develop an improvement of attendance plan for readmission to school. Failure to follow through with the plan will result in a referral for trancy.

LATE ARRIVING STUDENTS

Students arriving late to school due to **transportation reasons**, or a lack thereof, will fall into one of the following categories and may expect to receive the respective consequences:

1. Late Arrival Due to District Transportation System: This category includes late running buses, mechanical problems with the bus, bus drivers missing bus stops, etc. There will be no consequences for delays of this nature.
2. Late Arrival Due to Personal Reasons: This category includes problems with transportation outside of the school transportation offered by the district that are the cause of arriving tardy to school. Consequences: These types of cases will be officially listed as “tardy unexcused” since the student would have arrived on time with school transportation.
3. Special Circumstances That Show Exceptional Cause: This category is reserved for those exceptions to the rule decided at the discretion of Administration. This is for those extraordinary situations that do not fit the usual Policy.

Students and parents are reminded that if alternate transportation to school is chosen it is your responsibility to be here on time. It is far too difficult and unfair for everybody to excuse some tardies and not others based on whether or not we feel the excuse is legitimate. This Policy is intended to eliminate the misuse of the “car trouble” excuse.

CLOSED CAMPUS

The Butternut School operates a closed campus for all periods of the school day.

Once a student has arrived at school or the school day has officially begun, students will not be permitted to leave the school grounds or engage in non-school related activities except for the following circumstances:

- The student’s parent/guardian or their designated adult representative personally picks up the student in the school office.

- Students will be excused to keep medical or legal appointments. The students must have a written request from the parent or guardian which must contain the name of the medical or legal office to which the student is going. Upon return to the school, the student must present a signed verification, such as an appointment card, from that office that gives the time and date of the visit. Students needing their cars to leave for these appointments must have written permission from the parent or guardian.
- Students will be allowed to leave the school grounds if they are participating in a weekday school program and meet the requirements for such participation.
- The student has the permission of the building Administration or designee to leave the school grounds with parent or guardian verbal permission due to an emergency or illness situation
- Lunch time visitors are not allowed.
- Only parents may bring food for students at lunch time.

Any student who needs to leave the school grounds during the school day for any of the above reasons **must sign out through the office and leave through the office doors**. Students will not be permitted to use any other exit after signing out. Junior and Senior High students will remain in the Commons, the designated area just outside the Commons or in the Gym during the lunch period. The school parking lot is off limits to students during the school day unless they have written permission from the high school office.

Students who violate the provisions of this policy during will be subject to the following disciplinary actions:

1st OFFENSE- IN SCHOOL SUSPENSION (1 day ISS), police referral, PARENT/GUARDIAN CONFERENCE required before the student is allowed back into the classroom.

2nd OFFENSE- IN SCHOOL OR OUT OF SCHOOL SUSPENSION, police referral, (3 days ISS or OSS as determined by administration), PARENT/GUARDIAN CONFERENCE required before the student is allowed back into the classroom.

3rd OFFENSE- OUT OF SCHOOL SUSPENSION (5 days OSS), police referral, plus a meeting with the school board

4th OFFENSE- OUT OF SCHOOL SUSPENSION (5 days OSS), beginning of expulsion proceedings.

PERMITS TO LEAVE BUILDING - CHECKING OUT

Permits to leave the building will be issued for abbreviated absences with parent permission. When a student is allowed to leave the school building a "Permit to Leave" is issued. WHEN a student returns to the building, he/she is accountable for providing proof of time leaving the appointment. Failure to obtain permission to leave the building will be treated as a violation of closed campus.

A "Permit to Leave" is typically used for appointments that cannot be otherwise arranged, i.e. medical, dental, court/legal, eye and drivers exam. This Wisconsin Department of Public Instruction advises schools that checkouts should be limited to:

- 1) medical appointments
- 2) emergency
- 3) religious instruction

State statute 118.33(1), compulsory attendance, references a mandate that students must be in school each period of the day. Exception to this, statute 118.15(1)d, allows the release from school for participation in an **approved** school-work experience program.

DRESS POLICY

The [Dress and Grooming Policy](#) is in effect during all school activities. It is the responsibility of the student to dress in a manner that meets reasonable standards for health, cleanliness, and safety. Student dress has an important effect on the attitude students have toward themselves and the school. Students who dress in a manner (attire, accessory, or hairstyle) that disrupts or distracts the educational process, reveals intimate body parts, or presents a safety risk to the student or others will not be permitted.

A list of clothing items that students are not allowed to wear as part of their school attire includes, but is not limited to:

- any clothing with offensive, obscene or profane words or markings
- clothing that advertises or displays tobacco, alcohol, and drugs, or with sexual connotations
- no bare midriffs or showing of underclothing (underwear, bra,),
- other items of attire deemed inappropriate or disruptive to the educational setting by the Administration are also prohibited
- shorts must have a 3 inch inseam.

DANCES

All dances are closed with the exceptions of the Homecoming Dance and the Prom. The following rules apply to dances:

1. A dance request form must be completed, approved by Advisors, and submitted to the Administration.
2. Dances are for students of Butternut High School. Guests of students must be cleared one day prior to the dance with the Advisor sponsoring the dance. Permission Slips are required for any student outside the Butternut District.
3. There will be no alcohol, illicit drugs, or tobacco in the building or on school grounds.
4. Anyone who has been using alcohol, illicit drugs, or tobacco will be excluded from the dance and referred to Law Enforcement Officials.
5. Once a student leaves the building, they will not be allowed to re-enter.
6. Infractions of rules or misconduct will result in appropriate penalties on the following school day.
7. Organizations or classes conducting a dance will be responsible for making arrangements with the Administration for sponsoring a dance. Appropriate adult (parent/faculty) supervision must be arranged. Such dances require three chaperones and must include at least one faculty member.
8. Advisors of any class or organization holding a dance are required to notify the police in advance and provide them with the specific date and time for the dance.
9. Students will not be allowed to carry in soda, juice, etc.
10. Inappropriate music will not be allowed.
11. The office shall provide a list of students who may not attend for disciplinary or attendance reasons.

STUDENT ACTIVITIES

STUDENT COUNCIL

The High School Student Council strives to represent the student body. Members are elected to the High School Student Council by students in grades 9-12 after petitioning to have their names placed on the ballot. To be eligible to petition for election to the High School Student Council, a student must have maintained a C average. Four seniors, including the President, three juniors, three sophomores, and three freshmen comprise the Senior High Student Council. The junior receiving the highest number of votes will be the Vice-President in the junior year and become President in the succeeding year.

The Jr. High Student Council exists for the purpose of giving students in grades 6-8 experiences in social activities. Two representatives are elected from each class. The President is an eighth grade Council member elected by the Council.

FORENSICS

The Wisconsin Interscholastic Speech and Dramatic Arts Association sponsors interscholastic forensic contests. The most important goal of the WISDAA is the educational experience gained by students who participate in debate, drama and speech contests each year. Butternut students are offered the following choices for participation:

- Speaking categories include demonstration, extemporaneous speaking, four minute, oratory, public address demonstration moments in history, and special occasion.
- Interpretative categories include farrago, group interpretation, play acting, poetry, prose, solo acting (divided into humorous and serious for competitive purposes), and storytelling.

In addition to the 25 entries, a school may enter a minimum of two, but no more than four students in group discussion. A school may not exceed the 25 entry limit by entering students in any other category except group discussion. These students will be eligible for awards on the same basis as other entries. Students interested in Forensics will select material with the help of coaches and prepare the material for oral presentation in forensic tournaments. The local contest determines the team contestants. The team then competes in sub-district and district contests in the spring, and eligible participants travel to Madison for the state contest.

HIGH QUIZ BOWL

The High Quiz Bowl Team is a dynamic team of one to four students who participate in 10 or more regular-season matches versus area schools by video conferencing between the months of October and December. At each match, students answer a variety of trivia questions relating to math, science, English, and history. At the conclusion of the regular season, five students are chosen based on their regular season participation to represent Butternut at the annual High Quiz Bowl Tournament hosted by CESA #12 in Ashland in mid-February.

LETTER PERSONS' CLUB

The Letterpersons' Club is an organization of school athletes who have earned a letter by participating in one of the interscholastic sports. For boys, these are: cross country, track, football, golf, basketball, and baseball. For girls, these are: cross country, track, basketball, softball, golf, and volleyball. Letter awards will be based on a required amount of participation as designated by the Coach and Athletic Director.

All junior/senior high students participating in extracurricular activities are subject to the District's Extracurricular Policies.

NATIONAL HONOR SOCIETY

Membership in the Honor Society is one of the highest honors that a high school student can receive. It is designed to promote leadership, character, scholarship and service. Students apply for membership and the applications are reviewed by a faculty committee. Those students selected are inducted into the National Honor Society. These students serve as an example of high quality leaders of the student body.

Members of the Butternut Chapter of the National Honor Society are selected by a faculty committee on the following basis:

1. Candidates must have been in attendance for at least one semester in Butternut.
2. Candidates must have completed at least three semesters of high school.
3. Candidates must have maintained a grade point average of at least 3.60.
4. Candidates must be of outstanding character and must have been active in school and community affairs.

PEP BAND

The Pep Band performs at home basketball games and at pep rallies. Varsity basketball players may be excused from participation.

YEARBOOK STAFF

The purpose of the Echo Staff is to preserve the story of the school year in the publication of the Echo. Students are enrolled in the yearbook class per semester. Responsibilities will include time outside of school for purposes of collecting photos and content for the publication. The cost of the Echo will vary according to sales and advertisements.

GRADUATION REQUIREMENTS

All high school students must carry a minimum of 6.5 credits per year. They may choose one additional academic course after the schedule is completed, if this is possible within the scheduling process. Each graduating senior will have 15.5 required credits, and 8.5 elective credits for a total of 24 credits for graduation.

English

4 Credits

- I. English 9 - (2 semesters, 1 credit)
- II. English 10 - (2 semesters, 1 credit)
- III. Four semesters of English electives - (2 credits)

Social Studies

3 Credits

- I. U.S History - (2 semesters, 1 credit)
- II. World History - (2 semesters, 1 credit)
- III. U.S. Government - (1 semester, .5 credit)
- IV. One additional semester of Social Studies electives (.5 credit)

Mathematics 3 Credits

- I. Algebra 1 - (2 semesters, 1 credit)
- II. Geometry - (2 semesters, 1 credit)
- III. Two semesters of Mathematics electives (1 credit)

Science 3 Credits

- I. Physical Science - (2 semesters, 1 credit)
- II. Biology - (2 semesters, 1 credit)
- III. Two semesters of Science electives - (1 credit)

Physical Education 1.5 Credits

Note: Students wishing to take an additional .5 credits in Math, Science, Social Studies, or English education courses may do so in lieu of .5 credit Physical Education if they *also* participate in extracurricular athletics.

Health 0.5 Credit

- I. Health - (1 semester, .5 credit)

Consumer Economics 0.5 Credit

- I. Consumer Econ. - (1 semester, .5 credit)

Electives 8.5 Credits

- I. Various - (17 semester courses, 8.5 credits)

Note: Credit overflows from all departments will contribute to this total.

Total Credit Requirements 24 Credits

All students must complete 25 hours of supervised community service by the end of their four years of high school.

DIPLOMAS/TRANSCRIPTS

Each senior needs to be aware that until all obligations have been paid, the senior will not be able to participate in graduation. This includes fines, books and materials, negative lunch balances, disciplinary penalties, etc. Transcripts to postsecondary institutions will be held until all fines and obligations are paid. Diplomas and final transcripts are mailed to seniors approximately one week after graduation. All transcript requests must be made in writing and sent to the guidance counselor or the district office.

SCHOOL SPONSORED TRIPS

Before students go on field trips, an approval slip is sent home. If the parent/guardian does not sign the slip, the student will not be allowed to go on the field trip. The classroom teacher/advisor goes on the trip and asks for parent volunteers as needed.

Whenever students are on a school sponsored, chaperoned trip, the following rules will apply:

1. The Chaperone's instructions will be followed in accordance with regular School Rules.
2. Use or possession of alcohol or controlled substances is strictly prohibited; this rule applies to all students, regardless of age. Students who violate the above will be subject to the following:
 - o The Chaperone will refer the individual to the Police and contact the parents. It will be the responsibility of the parent to come and get the student.
 - o School Board policies apply, including: suspension, conference, possible mandatory counseling, and loss of privileges.
 - o All awards or honors associated with the trip on which the violation occurred will be removed.
 - o The student involved will be banned from all extracurricular trips for one calendar year from the date of the violation.
3. Students who are arrested or detained by the Police for other reasons (for example, shoplifting) will be subject to all of the provisions above.
4. Anyone who does not accept the direction of the Chaperone will be subject to any of the above depending upon the severity of the behavior.
5. Students may NOT drive or ride in vehicles other than school or commercial transportation. (In unusual circumstances, exceptions may be made only upon authorization of the Administration.)
6. All students transported to a location by school transportation shall return on school transportation unless handed over to the PARENT OR GUARDIAN, IN PERSON, with notification in writing.
7. Teachers/Chaperones will provide a list of names of those students attending at least 2 days prior to the trip.
8. Attendance may be denied to a student at the request of any teacher.
9. There shall be no defacing of public property. Any damage to property or furnishings in hotel/motel rooms or other buildings must be paid for by the individual responsible.

Extracurricular Trips: The Bus Rules and Regulations apply to any trip under school sponsorship.

Students shall respect the supervision of chaperones appointed by the school.

Overnight Trips

All of the provisions above apply to overnight trips. In addition, the following special rules apply:

1. The Chaperone will be responsible for and have authority to make rules of conduct as fit the situation.
2. The Chaperone shall establish a curfew time at which all students must be in and remain in their rooms.
3. If conditions warrant some "free" or unsupervised time, students must keep the Chaperone advised of their plans, and student must pair up so that they have a specific "buddy" they will stay with until they report back to the Chaperone, unless a Chaperone gives specific authority for a student to go alone.

4. Girls and boys shall be housed in separate, unconnected rooms, and a time shall be set after which there will be NO boys in girls' rooms and vice-versa. Any time there are mixed students, room doors shall be open.
5. No outside or non-participating persons shall be permitted in any student rooms.
6. All school rules apply during the entire trip.

REPORT CARDS/PROGRESS REPORTS

Report cards will be distributed at parent/teacher conferences or sent home following the end of each grading period. Review the school calendar for dates. Parents without placement during the week need to inform the office of address and request a copy of progress reports/report cards be sent to them.

Butternut Schools are committed to keeping you informed about your and your child's progress! To achieve this, monthly automatic messages are sent through our Student Information System (SIS) Infinite Campus, which highlights failing assignments. This message is intended to allow all stakeholders to stay on top of student's academic performance and take proactive steps to support them.

For even greater involvement, parents can access a secure online portal within the SIS. Setting this up allows you to view your child's grades, assignments, and progress in detail at any time. Don't hesitate to reach out to your child's teacher(s) with questions about your student's progress or need additional support strategies. The school administration can also assist with setting up or troubleshooting the SIS parent portal. Remember, these monthly updates and the SIS portal are here to help your child succeed! Let's work together to ensure their academic achievement.

The Butternut Public School has one regularly scheduled parent/teacher conference each year. If additional conferences are needed, the teacher or advisor will contact parents/guardians. Any parent/guardian desiring a conference is encouraged to contact the office.

GRADES AND HONOR ROLL

Letter grades are given in each class at the end of each quarter. Credits and grade point average for recording purposes are calculated at the end of each quarter. Official GPA calculations are calculated at semester time. To be eligible for the honor roll, a student must earn a 3.00 average for the quarter. High Honor students must have a 3.50 average for the quarter. A senior to qualify as an honor graduate must have a 3.33 grade point average for the first 7 semesters of high school based on semester calculations. High School student aide and work experience classes are not included in the calculation of GPA, class rank, or honor roll.

Grades reflect the teachers' professional evaluations of a student's achievement and performance based on a variety of criteria, briefly defined as follows:

Grade	Points
A	4
A-	3.67
B+	3.33
B	3
B-	2.67

C+	2.33
C	2
C-	1.67
D+	1.33
D	1
D-	0.67
F	0
M	Medical
P	Pass
S	Satisfactory
I	incomplete - a temporary grade given in unusual circumstances.

Unless special arrangements are made, an incomplete with no change in grades after two weeks beyond the end of the quarter becomes an F. Grade points are not calculated on students with incomplete and no credit is given until a final grade is determined. Incompletes are treated the same as an "F" with regard to extracurricular activities. The student will not be able to attend practices or participate until the Incomplete is changed to a passing grade. If the grade changes to an "F", the student will continue as ineligible.

Academic Dishonesty

Academic Dishonesty, or cheating is defined as any attempt by a student to gain an unfair advantage in academic assessments, including but not limited to tests, quizzes, and homework assignments, through dishonest or unauthorized means. This includes, but is not limited to, copying from others, using unauthorized aids such as AI, communicating with others during assessments when not permitted, and submitting work not solely authored by the student.

Any student found cheating on a test, quiz, or homework assignment will receive the following consequences:

First offense - zero on assignment

Repeated offenses - parents contacted and zero on assignment (*may* be considered chronic insubordination).

DRIVING/PARKING LOT

The school recognizes some students will provide their own transportation to and from school. Use of the student parking lot is a privilege not a right. All students must abide by the following policies:

1. **All** student vehicles must be parked in the parking lot located northwest of the school. **NO STREET PARKING.**
2. Parking in **NO PARKING AREAS** will result in the vehicle being towed at the owner's expense.
3. After the vehicle is parked, it should be locked. Sitting in cars during school hours (lunch included) is prohibited.
4. Students are not allowed to leave the parking lot during the school day unless permission has been granted and the student has signed out through the office.
5. Students are to abide by state and local driving laws established for school zones
6. School Zone speed limits are 15 miles per hour.
7. Use or possession of illegal substances and non-prescribed controlled substances, including alcohol in vehicles and on school property is in violation of state law and subject to police citation.
8. Snowmobiles and ATVs will not be permitted on school grounds.

9. Any violations of policies or any driving behavior which is deemed to be in violation of safe driving practices will result in the loss of school parking privileges.
10. All vehicles parked on school property are subject to search.

DROPPING AND ADDING CLASSES

The Butternut School District bases the master schedule which in turn impacts the school budget on the registration process that is completed each spring. Thus, the courses selected will be the final registration for each student. Class drops after the first week of the semester are not permitted except for the following approved reasons or otherwise authorized by Administration:

1. Administrative change to balance sections, add and drop sections, etc.
2. To move a student from one ability section to another (upon recommendation of the department concerned.)
3. To adjust a program to meet graduation requirements.
4. To make allowance for a student's change of vocational/educational goal (up to one week into the semester).
5. To adjust the program for a student whose schedule is overloaded (up to nine weeks into the semester).
6. To upgrade a schedule in terms of content or number of credits (up to one week into the semester with teacher approval).
7. Students failing a full year course at semester time (may drop that course with an "F" for the first semester with teacher approval).
8. To allow a student who is failing a course due to insufficient background to do so without an "F" (upon recommendation by teacher).
9. To allow for program change for "at risk".
10. To meet IEP goals.

If one of the above reasons applies, a student may initiate a **course drop** by submitting a written request from a parent/guardian. Next, the student must meet with the Counselor to consider the change. If a legitimate reason is shown, then a *schedule change slip* must be circulated. The order of required signatures is as follows: Parent, Instructor, Counselor, and Principal.

Student Fundraising/Class Expenditures

All expenditures of class or organization money are subject to annual audit. ALL such transactions must be approved by the Advisor and Administration. It is the student's responsibility to ensure pre-approval forms and procedures are used for all purchases:

- a. Purchase by mail: All purchases must be sent out through the office. A copy of the pre-approved purchase order clearly stating the class organization responsible must be retained in the office. When the order is received, it must be checked by the Advisor, and receipt/billing must be approved for payment by both the Advisor and the Administration.
- b. Local Purchases: Local purchases for materials (for example, paper for decorations) require a pre-approved signed requisition form from the office to be presented to the local merchant and returned to the office with the receipt for reimbursement.
- c. All class or organization fund raising must be approved by the Administration. ANY FUND RAISING ACTIVITIES WHICH INVOLVE THE COMMUNITY (for example, selling items or requesting donations) MUST HAVE PRE-APPROVAL OF AND BE SCHEDULED BY THE ADVISORS AND Administration. Classes and organizations are limited to one such fundraiser per school year.

Solicitation (selling raffle tickets, crafts, etc.) is not allowed during the regular school day. Students may not place orders for general merchandise without written permission from the parent/guardian. To create a school environment that supports the promotion of healthy food and beverage choices for children, it is important to consider all venues where food and beverages are consumed or sold. The following recommendations are made to promote healthy choices for children related to fund-raising activities supported by the school:

- Offer only non-food items as the items that raise funds such as books, gift wrap, candles, plants, flowers, school promotional items, etc. Whenever food and beverages are sold that raise funds for the school include at least some healthy food choices.
- Organizations operating concessions at school functions should include at least some healthy food choices in their offerings. It is recommended that groups market these healthy options at a lower profit margin to encourage selection by students.

FOOD SERVICE

Butternut School provides a cafeteria for the Breakfast and Lunch Programs. Students are expected to eat their meals in this area.

2024-2025 School Meals & Milk Prices

	<u>Daily</u>	<u>Weekly</u>
Reduced Breakfast K-12	\$0.30	\$1.50
Regular Breakfast K-12	\$1.35	\$6.75
Reduced Lunch K-12	\$0.40	\$2.00
Regular Lunch K-5	\$2.60	\$13.00
Regular Lunch 6-12	\$3.05	\$15.25
Regular Adult Breakfast	\$2.60	
Regular Adult Lunch	\$4.65	
All Extra Cartons of Milk	\$0.45/each	

Students on Free and Reduced lunch must take the meal. Students on free and reduced lunch will be charged for ala carte items and for an extra milk or if they only take a milk.

Food and drinks may only be consumed in the cafeteria. These will not be allowed in the school building during the day. Students are expected to help maintain a neat and orderly Cafeteria area. Any throwing of food will be dealt with severely.

FOOD AND BEVERAGES AT SCHOOL FUNCTIONS

The Butternut School District encourages the use of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. At any school function (parties, celebrations, feasts, sporting events, etc.) healthy food choice options should be available. Some suggested foods are listed below:

<p>Baked com chips & fat-free potato chips with salsa and low-fat dips (Ranch, French Onion, bean, etc.)</p> <p>Dry roasted peanuts, tree nuts and soy nuts (not coconut or palm nuts)</p> <p>Fresh fruit and 100% fruit juices</p> <p>Low-sodium crackers</p> <p>Frozen fruit juice pops</p> <p>Jell-O and low-fat pudding cups</p> <p>Flavored yogurt & fruit parfaits</p> <p>Angel food and sponge cakes</p>	<p>Raw vegetable sticks/slices with low-fat dressing or yogurt dip</p> <p>Low-fat meats and cheese sandwiches (use low-fat mayonnaise in chicken/tuna salads)</p> <p>Low-fat and skim milk products</p> <p>Dried fruits (raisins, banana chips, etc.)</p> <p>Low-fat ice creams, frozen yogurts, sherbets</p> <p>Trail mix (dried fruits and nuts)</p> <p>Party mix (variety of cereals, nuts, pretzels, etc.)</p> <p>Low-fat muffins, granola bars and cookies</p>
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Water Bottle Policy—Each teacher shall determine when students may bring water bottles to their classes for use during school hours and establish a procedure for whether or not bottles may be refilled during school time.

- Water bottles must be clear and have secure caps.
- Students may not share water bottles.
- Empty bottles should be recycled on a regular basis (if appropriate), discarded, or taken home for sanitized reuse.
- Students misusing water bottles will be subject to disciplinary actions.
- Teachers have discretion in determining classroom use.
- Water bottles may not be used in computer labs, science labs and the library.

INSTRUCTIONAL MATERIALS CENTER (IMC)/Library

The IMC is a resource rich environment for students to learn and grow. The IMC is a functional and essential part of a student's educational career. Reference materials of all types are housed in the IMC, including books, audio and video tapes, filmstrips, computer resources, pamphlets, and periodicals. All materials in the IMC are assigned call numbers and are indexed on the on-line card catalog.

Students are encouraged to select books that are appropriate for their reading and interest level. Print materials (books and magazines) may be checked out for a two-week period and may be renewed when necessary. Reference books are loaned out only during the school day for use in the IMC or in the classroom/study hall. Reference books are loaned out for a two hour period of time and should not be checked out overnight. High school students may check reference books out overnight when necessary. Books for special class use may be placed on reserve by teachers, and may be found on a special shelf in the library. These books will be checked out on the same basis as reference materials.

Fines of two cents per day will be charged for all overdue materials for students in grades four – six. All other student fines are five cents per day and will be charged for all overdue materials. Students may not check out further materials as long as they have any overdue materials and/or fines that have not been taken care of. Any materials that are lost or damaged are the responsibility of the person who has checked them out, and they must be paid for.

Students using the IMC during school hours must have a pre-signed pass. This pass must be obtained from their teacher who has assigned the work to be done. Pre-signed passes will only be given if a student has work to do that can only be completed using IMC resources. Students with pre-signed passes must stay in the IMC for the full class period. Any student failing to observe school rules regarding proper behavior will be sent back to their classroom/Study Hall. No passes will be issued for coming to the IMC to look at magazines or newspapers, these materials may be checked out and taken to Study Hall or a classroom for a class period.

LOST & FOUND

If a student loses or finds something, they should check with the office and their teacher. It is important to mark all materials and clothing with the student's name. This helps school personnel find the owner of the lost or found item

PHONE USE & POSSESSION (TWO-WAY COMMUNICATION DEVICES)

Per board policy 5136, the possession or use of Personal Communication Devices (PCDs) by students is prohibited in the school building, school grounds, and in school vehicles during the school day. The Administrator is authorized to permit a student to use and carry such a device for medical, school, educational, vocational or other purposes deemed appropriate. Possession and use of laser pointers, smart watches, iPods, wireless earbuds and headphones is prohibited. Cell phones may be carried by students and used before and after school. Outside of those times, phones must be powered off and not on their person.

- First Violation: Teacher takes phone and returns it at end of class period. Administration is informed via a behavior referral in IC.
- Second Violation: Teacher takes phone and turns it into the office. Parents are informed and the student claims the phone at the end of the day.
- Third Violation: Phone is turned into the office. Parents are informed and will need to come to the office to get the phone, and the student is no longer allowed to have a phone at school.

Any device creating a distraction may be confiscated at the discretion of the teacher. Any device brought to school is brought at the risk of the student. The School District of Butternut will not be responsible for the loss, damage or theft of the item. Failure of a student to turn over a phone to a teacher or administrator will result in a major disciplinary violation up to and including out of school suspension.

PHOTOGRAPHY AT SCHOOL

All photographs, selfies or electronic images are prohibited without the permission of the administration. Taking photos of other students will be treated as a major violation and receive consequences associated with a major violation. Yearbook photos belong to the school until the yearbook is published and distributed and may not be posted on social media or otherwise shared.

PHYSICAL EDUCATION AND PLAYGROUND

Playground activities and regulations will be explained to all students on the first day of school. If your child is restricted from certain activities due to medical reasons, send a written physician excuse to school. All students are expected to be outside part of the day for supervised play at recess times, and to participate in physical education. Written, legitimate excuses not to participate in outdoor play or physical education will be honored. If the student is to remain indoors, he/she will be placed in an

area that is supervised by a school employee. It is important that sick children be kept at home until they are well.

Please dress your students appropriately for the weather: hats, scarves, boots, snow pants and mittens may be available.

If the temperature is 0 or below zero, all students will be staying in the building in designated areas.

PLAYGROUND RESPONSIBILITIES

If students wish to bring sports equipment from home, they must have prior permission from their teacher and or the playground supervisor. Students are reminded to mark their equipment with their name in case it is lost. The school will not be responsible for the accidental breakage of any student's toy or personal equipment. Any school equipment is not to be taken home for personal use.

Kindergarten—5th Grade

- Play fair & play by the rules- taking turns (games & equipment), no pushing, hitting, kicking, fighting, spitting, biting, swearing, or jumping off/or climbing up slide
- No rough games such as tackle football
- Not talking badly about others, name calling, or teasing
- No playing around parked cars. Remain on the playground unless permission has been given to go elsewhere
- No throwing objects (rocks, sticks, snowballs, etc) or throwing balls against the side of the building
- No food or drink on the playground
- No swinging bats, except when at the plate for baseball. Students in grades K-3 cannot play with bats.

PROHIBITED ITEMS

ALL students are prohibited from bringing any item to school which would endanger the safety of others or would disrupt or interfere with normal classroom or school procedures. No weapons or toy weapons are allowed. Roller blades, roller skates, skateboards, scooters, laser pointers, etc. are not permitted during school hours and/or school activities.

IF A STUDENT CHOOSES NOT TO FOLLOW THESE EXPECTATIONS, THE FOLLOWING CONSEQUENCES WILL BE IMPLEMENTED:

- Verbal warning
- Intervention
- Time out against wall or fence
- Steps 1-3 may be skipped if the student has exhibited a “prohibited behavior”

STUDENT LOCKER SEARCHES

[Per Board Policy school lockers](#) belong to the School District of Butternut and are intended solely for temporary storage of books, clothing, and equipment needed for school activities. The School District retains full control of lockers at all times. Periodic inspections may occur without warning, consent, or a search warrant.

Students are strongly advised to keep lockers securely locked at all times. For safety reasons, it is recommended that valuables and money not be stored in lockers. If necessary, valuables should be kept in the school safe. Physical education lockers are particularly susceptible. When sending money to school, please place it in an envelope labeled with the child's name and specify the purpose.

Decorating lockers is prohibited, and no beverages or liquids may be stored inside them.

STUDENT PASSES

Students who are in the halls during class periods should carry a pass showing their destination and the time left. The student is to go **ONLY** to the destination shown on the pass. Students wishing to go on a pass to a teacher or class in session should bring a pre-assigned pass from that teacher. Students who are unable to follow correct pass procedures will be placed on the ALL SCHOOL NO PASS LIST and lose pass privileges for the time designated.

STUDY HALLS (Butternut Learning Time) BLT

Butternut School believes that all students can benefit from quiet concentrated study. High school students are expected to report with books and other study materials. The Study Hall Teacher has the right to determine which passes are to be honored. If a student is abusing the pass privilege, the privilege may be denied.

Study Hall Rules:

1. The teacher/supervisor may make a seating chart and assign seating.
2. Students are expected to bring materials for study or reading. Watching videos and playing games will not be permitted. Passes to lockers will be issued in emergency situations only.
3. An atmosphere conducive to study is to prevail.
4. Passes and checkouts are to be handled through the teacher/supervisor.
5. Permission to talk or work together must be obtained from the teacher/supervisor.
6. If a student has a pass to work in another teacher's class instead of Study Hall, the pass **MUST** be presented to the Study Hall Teacher at the beginning of the period. After attendance is completed, those students who have a pass and who have the permission of the Study Hall supervisor may be excused. Students may not leave the Study Hall to obtain a pass from the classroom teacher.
7. The Study Hall supervisor will not issue passes to students to anywhere except the office, bathrooms, or Guidance Counselor.

HOMEWORK

At times, homework will be assigned. Usually the homework will only take a reasonable amount of time (approximately 30-60 min.). In case of absence, more time may have to be spent to catch up. If a parent finds their student spending an excessive amount of time on homework, it may mean that the student is not using his/her time properly in school. Please contact the student's teacher if this becomes a prolonged problem.

EXTRA HELP

Students may always seek additional help from their teachers. Arrange a conference with the teacher before or after school or at a time convenient to both of you. A teacher may request a student to stay after school on occasion if it is apparent that the student is having difficulties with his/her work. This is not to be thought of as punishment, but rather a desire of the teacher to help the student progress academically. Special Education services are available to students. For more information, contact the Counselor.

SCHOOL COURTESY: TELEPHONE/VISITORS/PETS/TOYS

Please prevent learning disruptions and distractions at school.

Student phone calls are limited to before school, or after school. Children are not to call or be called on school phones except in cases of emergency. Cell phones may be used before school and after school only.

The telephone in the District Office is to be used for ALL NON-EMERGENCY BUSINESS. Please limit calls to five minutes to allow others time to use the phone. STUDENTS ARE NOT TO USE THIS PHONE DURING CLASS TIME UNLESS AUTHORIZED BY THE SCHOOL OFFICE. Emergency calls may be made with permission from a teacher on a classroom phone.

Visitors

All visitors must sign in and out in the office.

This is an important safety measure to ensure the safety for all children and staff in our school by knowing who is visiting and who is picking up children.

ALL individuals not normally part of the routine operation of the school must sign-in at the office. A visitor's pass will be given to these individuals if permission is granted to be on campus by the Administration. Parents are invited to visit our school any time although teachers should not permit visitors into their classes without a visitor's pass from the office. Former students need to conduct any business with the office or during non-class hours with other staff, unless arranged with the Administration.

Students are not to bring visitors to school or any school sponsored activities without the consent of the Administration. Non-students are not allowed in the student parking lot area at any time without permission. Visitors who refuse or repeatedly fail to comply with this policy may be reported to Law Enforcement Officials.

SCHOOL EQUIPMENT/TEXTBOOK/DAMAGE OR LOSS

Butternut School provides textbooks, lockers, library materials, desks, athletics and other equipment. Students have a responsibility to take care of this equipment in the best manner possible. Please return all library/IMC materials and textbooks to the Butternut Public School.

Your child can be assessed a fine for any books or instructional materials that are missing, lost, or damaged. The charge to students will be based on a 5 year lifetime expectancy for all books. If a book is lost, the teacher will charge the student according to the remaining life of the book. For example, if a lost book costs \$20.00 and has 3 years remaining, the student would be charged at the rate of \$4.00 for each year, or a total of \$12.00.

If a book is damaged, students will be charged according to the age of the book and the degree of damage. Students are to pay for damaged and lost books in the office.

SCHOOL FEES/ATHLETIC TICKETS

Butternut students will be charged the following fees:

Art: Students are charged for materials used in projects that become their property.

Books: Students will be charged for all books damaged, destroyed, or lost.

Bus: The spectator bus fee for out of town games will be assessed per game (up to \$5.00/guest) if a minimum of 30 have signed up and paid.

Tech Ed: Eye protection is required in all laboratory phases of Technology Education. Students are able to select projects in the high school tech classes with up to \$10 worth of materials provided by the district per semester. All other material costs must be paid for by the student prior to the materials being ordered or purchased.

Some classes will have projects in which students will be using materials which will need to be purchased. Each student will be billed the cost of materials used. Students will be charged a lab fee only if equipment is intentionally broken, destroyed, or lost.

Tickets: The cost of season tickets for all High School home basketball games will be \$20 for adults and \$10 for students. Family passes are available for \$50 per school year. This includes high school basketball and high school volleyball. The single admission for high school games is \$3.00 for adults and \$2.00 for students.

SCHOOL PROPERTY/TRESPASSING/VANDALISM-DESTRUCTION

All school properties are posted. Operation of snowmobiles, ATVs or other unauthorized passage is prohibited on school grounds without written permission of the District Administrator.

It is unlawful for any student, who has been expelled, suspended or had other disciplinary action excluding him/her from attending school, to be on school property unless he/she can produce written authorization from the school office.

In the case of accidental and/or intentional damage to school or personal property resulting from misbehavior, negligence, or carelessness, a student will be responsible for the financial reimbursement necessary to repair or replace the damage. Failure to provide restitution may result in Detention or Suspension, loss of Extra-curricular activities, withholding of Report, or referral to Law Enforcement/Circuit Court.

Vandalism (willful destruction of property) will result in penalties ranging from Detention and clean-up to AUTOMATIC SUSPENSION for more serious acts. The student and his/her parents are responsible for the cost, in time and money, of repairing or replacing the damaged property. Serious incidents will require referral to Law Enforcement agencies. This includes, but is not limited to, vandalism to private as well as school property and damage done to school grounds, computers, and misuse of computer related and Internet services.

Guidelines for Dealing with Vandalism – See ***Discipline Procedures***

WORK PERMITS

Work Permits will no longer be issued through the office. Students aged 16 and 17 no longer need a work permit. Students ages 14 and 15 may apply for a work permit through the Northwest CEP office in Park Falls.

START COLLEGE NOW/ EARLY COLLEGE CREDIT COURSES/ONLINE COURSES

All applications for Start College Now and Early College Credit Program must meet eligibility requirements and apply by the deadlines set by the programs. The deadline to apply for the fall is March 1st and the deadline for the spring semester is October 1st. The cumulative grade point average required to enroll in these programs is 3.0. Students taking online or correspondence courses must have prior approval by the Administration in order to receive credit. Students and parents are responsible for any expenses if the student fails to maintain a “C” or better grade or drops the course. All fees must be paid prior to being eligible to participate in the graduation ceremony.

Safety and Security

COMPUTER/ INTERNET POLICY AND ACCEPTABLE USE

As part of our annual registration agreement process, students and parents are required to review and acknowledge the contents and directives of our Internet Access Policy (7540.03). The Policy outlines acceptable use of District computers, technology, and associated programs (e.g., Internet). Student and parent signatures are required prior to student use of computers. The following guidelines will enhance a student’s technological experience:

1. **Staff Computers:** All computers, except those designated for student use, are off limits to students without the consent and supervision of a staff member.
2. Students will be expected to abide by Internet Access Policy and Procedures as per Board Policy authority over enrolled students.
3. Damage to school issued laptops will be assessed and fined accordingly. It is important that every student takes the time to assess the condition of their school issued computers and document accordingly at the start of the school year or when issued.

Computer Lab

1. Entering Lab: During regular school hours, students are required to have a pre-signed pass when entering the lab unless they are entering as a member of a class. A class has priority over individual students with passes. Do not enter the lab during non-school hours without the approval AND attendance of a staff member.
2. Food: Do not bring food, beverage, or candy into the lab.
3. General Conduct: Students are expected to conduct themselves in a manner which is conducive to education and respectful of property. Horseplay in the lab will not be tolerated.

Failure to respect the technology equipment will result in immediate disciplinary action. Students who violate these rules may be barred from the lab for varying lengths of time depending on the severity of the behavior. Students can further expect to pay for damaged property, including labor costs.

It is the policy of the Butternut School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]. For more information, please consult the Internet Access Policy available via the district office.

EMERGENCY SCHOOL CLOSING INFORMATION

In the case of an emergency closing of school the Infinite Campus (IC) notification system, and the below stations will be used to notify parents and guardians. The IC system will utilize the contact

information on file with the school, therefore it is essential that contact numbers, email, etc. be accurate and current. When an emergency or weather situation makes it necessary to close school, informational announcements will be sent before 6:30 a.m. for school closings in the morning and over these stations if school must be closed early on any day:

Channel 6 KBJR, Duluth, MN
Fox 21 KQDS TV, Duluth, MN
Channel 12 WJFW TV Rhinelander, WI
Channel 10/13 WDIO/KDLH TV Duluth, MN
WCQM, 98.3 FM, Park Falls, WI

If possible, school closing announcements will be made prior to the time the buses start their route. Please keep the school informed of changes in phone numbers.

**PARENTS- PLEASE TAKE RESPONSIBILITY FOR LISTENING TO THE
PHONE/TELEVISION/RADIO ON QUESTIONABLE DAYS SO THAT YOUR CHILDREN DO NOT
ARRIVE HOME TO A LOCKED HOUSE OR A LOCKED SCHOOL IF SCHOOL IS DISMISSED
EARLY.**

EMERGENCY PREPAREDNESS/SAFETY PROCEDURES

TORNADO DRILLS

All schools are required to have tornado drills in the spring of the year following safety procedures. The Police and Fire Department have been given a floor plan of the school with that information. If the area is in a state of “tornado watch”, school and/or dismissal proceeds as usual. During the time of a “tornado warning”, the school office will be in contact with emergency officials so that appropriate action is taken.

FIRE DRILLS

Fire drills are conducted monthly in cooperation with the local fire department. Fire drill signs are posted in all classrooms and students should acquaint themselves with the exit to be used while in each of their classes. Fire procedures are established by individual teachers as follows:

- Exit the building quickly: be silent, leave all materials in the classroom, no locker stops.
- Exit in an orderly manner: walk in single file following the designated line leader
- Take Attendance: stand in double lines at designated sidewalk, teacher takes roll call outside
- Listen for “All Clear” Signal: students return promptly to class following the same procedures.

EMERGENCY EVACUATIONS

In the event the students need to be evacuated from the building: all students and staff will exit according to our evacuation plan. All Early Childhood – Grade 6 students will use the nearest exit to evacuate the building. Once out of the building all E.C. – Grade 6 students and staff will progress to their designated safe location. Upon arrival within the safe location the teachers will instruct all students regarding other information surrounding the evacuation. All students and staff will remain in the assigned safe locations until the administrator gives instruction as to the procedure for dismissal or return to the building.

Health

It is the belief of the Butternut School District to strive to make a significant contribution to the general well-being, mental and physical capacity, and learning ability of each student and afford them. The opportunity to fully participate in the education process. The Butternut School District promotes a healthy school by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment.

The District supports a healthy environment where children learn and participate in positive dietary and Lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, our school contributes to the basic health status of children. Improved health optimizes student performance potential.

ACCIDENTS

All accidents occurring at school, at any time, on the school bus or other school owned vehicle, or on any school sponsored activity must be reported to the teacher or coach in charge and the office as soon as possible. An accident report will be recorded by the office and kept on file in case a claim is made against the Schools Insurance. The School Policy only pays the portion that the Individual's Policy does not pay.

ADMINISTRATION OF MEDICATION

Persons authorized **in writing** by the Butternut School District Administrator may administer any drug in compliance with a physician's written instructions. A **medication release form/written consent** by the student's parent/guardian must be on file.

Anyone administering prescription or non-prescription drugs will be immune from civil liability for his/her acts or omissions, unless the act or omission constitutes a high degree of negligence. Also, the District Administrator is immune from civil liability for the act of authorization, unless it constitutes a high degree of negligence.

No employee, except a healthcare professional, may be required to administer a drug to a pupil under this section by any means other than oral ingestion. The school's Sick Room serves two major functions: the dispensing of minor first aid and as a place for students to wait for a parent to pick them up. The school does not have the staff nor facility to offer a school-based health clinic, therefore if the student's illness or injury requires that they leave their class and school, they must check out through the office. The law requires that the School contact a parent before allowing a student to leave.

The procedure for obtaining and filing written instructions and consent required on the storage of drugs, record keeping, and appropriate instruction of persons who may be authorized to administer drugs, shall be as follows:

Any medication including pain relievers or cough syrup that needs to be administered during school hours must:

- Be in the original container labeled with the student's name, the name and strength of the medication, and administration directions
- Be accompanied by a **medication release form** from the parent/guardian who includes specific details as to the reason for the medication, dosage, time of administration, and length of time the medication will be needed.
- Be accompanied by a written physician's order if the medication is prescribed by a doctor.

Medication will not be administered without written parental consent.

All medication to be administered at the school must be kept in a secured area in the office. A record of all drugs administered to students shall be maintained. This record shall include the name of the physician, date of prescription, name of medication, quantity, prescription number, and the signature of the person administering the drug. This is in accordance with Wisconsin State Statute 118.29.

IMMUNIZATION INFORMATION/EMERGENCY DATA

Emergency Data Information is to be filled out every year in case of an emergency at school.

STUDENT IMMUNIZATION LAW AGE/GRADE REQUIREMENTS

Each student must have the immunizations required by the Wisconsin Department of Health and Human Services or must have an authorized waiver. Unless given a waiver, students must be immunized for diseases in accordance with regulations provided by the Wisconsin Department of Health and Human Services. If a student does not have the necessary shots or waivers, s/he may be excluded from school as permitted by law. This is for the safety of all students and staff. Any questions about immunizations or waivers should be directed to the Price County Health Department at 715-762-3125. See Board Policy - [5320 Immunization](#)

HEAD LICE POLICY

The following policy will be followed to try and alleviate head lice (any nits or live louse):

The Butternut School District addresses head lice as a communicable disease. Therefore, the district handles this problem in the following manner for the health and well-being of its students and staff. Head checks will:

- Be performed as often as needed or necessary.
- Be performed by Butternut Public School appropriately trained personnel.
- Be performed in a hygienic manner to prevent transmission of head lice.
- Be performed in the district office health room.

Students that are identified as having head lice will be removed from the classroom. Parents will be contacted to pick up their child. If a parent cannot be contacted, the student will be transported home, to a relative's home, or other location designated on the emergency card. If no contact can be made, the student will be returned to school and will remain in a designated location until an adult can be located.

Written instructions for proper treatment of the problem will accompany the student along with information as to where additional assistance is available in the community. Students will be expected to return to school after treatment has been completed. Absences for head lice should not exceed 2 days. Students absent for more than 2 days after being sent home with head lice will be considered unexcused.

If a student returns to school and is again found to have evidence of pediculus (lice), the parent will again be required to take the student home.

STUDENT IMMUNIZATION LAW AGE/GRADE REQUIREMENTS

Each student must have the immunizations required by the Wisconsin Department of Health and Human Services or must have an authorized waiver. Unless given a waiver, students must be immunized for diseases in accordance with regulations provided by the Wisconsin Department of Health and Human Services. If a student does not have the necessary shots or waivers, s/he may be excluded from school as permitted by law. This is for the safety of all students and staff. Any questions about immunizations or waivers should be directed to the Price County Health Department at 715-762-3125. See Board Policy - [5320 Immunization](#)

Transportation

BUS RULES AND REGULATIONS POLICY

**SPECIAL NOTICE: In order to increase bus rider safety, the Board of Education has the option to place secured video/audio cameras on the school buses. The purpose of the video is to provide an opportunity to gain evidence in the event of severe discipline situations. This information may be used for disciplinary action as warranted.*

District Transportation System is a privilege, not a right. Misbehavior of any kind will not be tolerated.

Previous to loading the bus:

- Be on time (a few minutes early even) at the designated school bus stops – keep the bus schedule.
- Stay off the road at all times while waiting for the bus.
- Wait until the bus comes to a complete stop before attempting to enter the bus. Bus riders should not be permitted to move towards the bus at the school-loading zone until the buses have been brought to a complete stop.
- Be careful in approaching bus stops.

While on the bus:

- Keep hands and head inside the bus at all times after entering the bus.
- Assist in keeping the bus safe and sanitary at all times.
- Remember that loud laughing and talking or unnecessary confusion diverts the driver's attention and may result in a serious accident.
- Treat bus equipment with respect. Bus riders should never tamper with the bus or any of its equipment.
- Keep the aisles clear.
- Help look after the safety and comfort of small children.
- Do not throw anything out of the bus windows.
- Bus riders are expected to be courteous to other students, the bus drivers, and the bus monitors.
- Bus riders are not permitted to leave their seats while the bus is in motion.
- Absolute quiet is expected when approaching a railroad crossing stop.
- In case of a road emergency, students are to remain in the bus.
- Any unsatisfactory behavior will be reported in writing to the Administration. These infractions will be dealt with by following district discipline procedures.

After leaving the bus:

- If it is necessary to cross the road after leaving the bus, wait for the bus driver's signal that it is safe to cross. Walk at least ten feet in front of the bus. Look both ways to make sure that no traffic is approaching from either direction.
- Help look after the safety and comfort of small children.

- Be alert of a danger signal from the bus driver

Other bus regulations:

No non-bus students will be permitted to ride on any regular bus run. All bus students must ride their regular bus in the A.M. and P.M. unless written permission is received from parents/guardians.

Bus problems/behavioral consequences: See DISCIPLINE PROCEDURES

BUS ROUTE CHANGES

DAILY CHANGE: If a different location after school is needed for one day or up to one week

PERMANENT CHANGE: If you need to make a permanent route change, a bus change form needs to be filled out. You can obtain this form in the school office: *Bus Route/Address Change Form*.

**PLEASE REMEMBER TO CALL THE SCHOOL OFFICE
NO LATER THAN 2:00 PM IF YOUR CHILD NEEDS AN
ALTERNATE DROP OFF LOCATION FOR A DAY.**

The bus driver will not allow students to get off at places other than the regular bus stop unless by proper authorization from parent/guardian or school official.

**If your child does not arrive home on the bus,
call the bus transportation provider immediately.**

BUS TRANSPORTATION – WHEN IT’S NOT PROVIDED

Parents/guardians are responsible for arranging/providing transportation for their children’s medical appointments. Students will not be allowed to walk, ride a bike, etc. Parents must come into the office to check their children out or provide written authorization for a high school student to drive to appointments.

In the case of an emergency, the school will arrange transportation to the health clinic or hospital, if necessary. The school will notify the parent as to the situation and where to meet their child. The school may call the ambulance depending on the nature of the emergency.

Policies and Annual Notices

ASBESTOS MANAGEMENT PLAN NOTIFICATION

The Asbestos Management Plan is available for review in the District office. The District will remove any substance deemed hazardous and will follow procedures as mandated by federal and state law.

AT-RISK STUDENTS

The school district must identify and provide for “Children At Risk”.

“Children At Risk” means dropouts, pupils who have been absent from school without acceptable excuses under

S. 118.15 (1)(b) to (d) or (3), pupils who are parents and pupils who have been adjudicated delinquent who are one or more years behind their age group in the number of credits obtained or in basic skill levels.

BESSE/ BUTTERNUT COMMUNITY FOUNDATION SCHOLARSHIPS

See appendices

BULLYING, HARASSMENT, AND INTIMIDATION POLICY

A safe and civil environment in school is necessary for students to learn and achieve high academic standards.

Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

Students who engage in any act of harassment, intimidation or bullying at school, at a school function, or in connection to any activity sponsored by the district, or while en route to or from school are subject to disciplinary action in accordance with board policy, up to and including suspension or expulsion. All types of harassment, intimidation and bullying are prohibited under this policy.

Harassment is defined as verbal or physical conduct directed at a student that causes him/her distress, interferes with his/her ability to learn or function in the school environment, or creates a hostile educational environment. Harassment may include, but is not limited to, conduct relating to a student's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability and sexual harassment.

Sexual harassment means unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome or unwanted verbal or physical conduct of a sexual nature. Unwelcome or unwanted verbal or physical conduct of a sexual nature includes, but is not limited to, the deliberate, repeated making of unsolicited gestures or comments, requests or demands for sexual favors or the deliberate, repeated display of offensive sexually graphic materials. It is essential that students and others have a clear understanding of behaviors that fall within the definition of sexual harassment. Examples of conduct constituting sexual harassment include, but are not limited to:

Unwelcome and unwanted touching, patting, pinching, hugging, intentional brushing against another's body, pulling at another's clothing and forcing another to a wall or corner through body position or movement.

Subtle or blatant expectations, pressures or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence.

Commenting about an individual's body or appearance where such comments go beyond mere courtesy, telling dirty jokes that are clearly unwanted and considered offensive by others or any other tasteless, sexually orientated comments, innuendos or actions that offend others.

Display of sexually graphic or explicit materials regardless of form (e.g., photographs, drawings, posters, electronically).

The District shall not tolerate harassment, intimidation, bullying or retaliatory behavior in any form and shall take all necessary and appropriate action to eliminate it, up to and including discipline of the offender. Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion from school.

BULLYING / INTIMIDATION COMPLAINT PROCEDURES

Bullying is defined as the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but is not limited to, action such as verbal taunts, spreading rumors, name-calling and put-downs, extortion of money or possessions, and exclusion from peer groups within the school. Such conduct based on race, ethnicity, disability, gender, or sexual orientation may contribute to harassment and discrimination in the school environment.

It is the intent of the district to create an atmosphere where complaints will be treated fairly and promptly. Every effort shall be made when requested to maintain the confidentiality of a witness's identity. The district will notify the student's parent/guardian about consequences and appropriate remedial action for acts of harassment, intimidation or bullying in a timely manner. Offenders may be referred to law enforcement officers, social services or other appropriate agencies.

COMPLAINT PROCEDURES—Students who believe they have been subjected to harassment, intimidation or bullying or any parents/guardians who believe their child has been subjected to harassment, intimidation or bullying should report the incident to the Administration. Third party witnesses are strongly encouraged to report observed instances of harassment to the Administration. If a student, parent/guardian or other individual is uncomfortable with making a report to the Administration or his/her designee, a report may be made to a teacher, counselor or other staff member with the understanding that incidents must be reported to the administration for review and action. The employee receiving the complaint shall report the complaint to the Administration. There shall be no retaliation against any individual reporting an incident of harassment, intimidation, or bullying. The Administration will investigate and make a determination of his findings.

CHILD ABUSE

Wisconsin Statute Section 48.98.1 requires all school personnel to report not only suspected child abuse and neglect, but also those situations in which they have reason to believe that a child has been threatened with injury and that abuse will occur. Children will be referred to Ashland or Price County Social Service.

CHILD FIND ACTIVITY

The Butternut School District must locate, identify, and evaluate all children with disabilities, including those in private schools and who are homeless. This process, known as "child find," involves annual activities such as Early Childhood open houses, play dates, and programs for 3 and 4 year olds. This notice informs parents about the records the district will maintain as part of its child find activities and their rights regarding these records.

During child find activities, the district collects personally identifiable information provided by parents, teachers, and other professionals regarding the child's academic performance, behavior, and health. This information helps determine if the child requires special education services. Personally identifiable information kept by the school constitutes a pupil record, encompassing various forms such as computer files, video, audio recordings, film, microfilm, and microfiche. However, records used exclusively by teachers for personal purposes or available only to those involved in a child's psychological treatment are not considered pupil records.

Under federal law (34 C.F.R. § 300.111(a)(i)), professionals like physicians, nurses, psychologists, social workers, or social agency administrators who suspect a child they are servicing has a disability must report this to the appropriate school district. If the child attends a private school outside their district, the report should go to the school district where the child attends.

Before making a referral, the person making the report must inform the child's parent in writing and provide reasons for believing the child may have a disability. Others who suspect a child has a disability may also make referrals. For Butternut Public School, referrals should be directed to the Director of Special Education at 715-769-3434 x332, or 312 West Wisconsin Street, Butternut, WI 54514.

CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION OBTAINED THROUGH CHILD FIND ACTIVITIES

The School District of Butternut is required to locate, identify, and evaluate all children with disabilities, including children with disabilities attending private schools in the school district, and homeless children. The process of locating, identifying, and evaluating children with disabilities is known as child find. This agency conducts the following child find activities each year, Early Childhood open house and play dates and 3 and 4 year old activities. This notice informs parents of the records the school district will develop and maintain as part of its child find activities. This notice also informs parents of their rights regarding any records developed.

The school district gathers personally identifiable information on any child who participates in child find activities. Parents, teachers, and other professionals provide information to the school related to the child's academic performance, behavior, and health. This information is used to determine whether the child needs special education services. Personally identifiable information directly related to a child and maintained by the school is a pupil record. Pupil records include records maintained in any way including, but not limited to, computer storage media, video and audiotape, film, microfilm, and microfiche. Records maintained for personal use by a teacher and not available to others and records available only to persons involved in the psychological treatment of a child are **not** pupil records.

CUSTODY/GUARDIANSHIP/TEMPORARY CUSTODY

In cases where both parents do not have custody of their children, written legal documentation must be submitted to the main office to clarify who has custody and who has the right to see or pick up the student at school. The office will not honor verbal requests without written legal documentation to substantiate the claim. In cases where parents/guardians are temporarily out of town and have left their children with another adult, the main office must be informed about who will be responsible for the student during the time of their parent's/guardian's absence.

Any changes in placement, restraining orders, or pick-up which restricts the rights of the other parent, must be documented with orders from the court. Verbal restrictions from a parent cannot be enforced against the guardian or other parent.

FOSTER PLACEMENT / NO CONTACT

Parents/guardians need to inform the school through legal written means, such as a court order, if a child is to have no contact with or cannot be taken off school premises by the child's natural parents/guardians during the time a child is placed in foster care or when a no contact order is in place.

TITLE I

All educators working with Title I students are highly qualified paraprofessionals and teachers. The exact qualifications and license information on a particular teacher can be found on the Department of Public Instruction website at: <https://elo.wieducatorlicensing.org/datamart/publicSearchMenu.do>

TITLE IX Policy

The School District of Butternut is dedicated to offering equal educational opportunities to all students in a safe and friendly environment, free of discrimination, or harassment, through physical, mental or other means. This nondiscrimination includes but is not limited to discrimination on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, age, marital or parental status, sexual orientation or physical, mental, emotional or learning disability in school programs, admission or activities as provided by protections under the law.

Any student, parent, employee or resident of the district complaining of discrimination on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, age, marital or parental status, sexual orientation or physical, mental, emotional or learning disability in school programs or activities shall report the complaint in writing to the district administrator or the Title IX coordinator.

- (a) *Designation of coordinator.* The Butternut School District will designate and authorize one employee to coordinate its efforts to comply with its responsibilities under Title IX. This employee must be referred to as the "Title IX Coordinator." Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time by sending an email to Mrs. Carolyn Pollitt at pollitt@lightatorch.info, calling (715-769-3434, or mail a sex discrimination or sexual harassment report to Title IX Coordinator, PO Box 247, Butternut, WI 54514.
- (b) *Dissemination of policy—*(1) Notification of policy. Each student, parent and staff member, applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees, and all unions or professional organizations holding collective bargaining or professional agreements will be notified that the school district does not discriminate on the basis of sex in the education program or activity that it operates, or in any manner that is protected by Title IX. The Butternut School District does not discriminate in education programming, activities, admission and employment, and that inquiries about the application of Title IX may be referred to the Title IX Coordinator.
- (c) *Publications.*
 1. The Title IX Coordinator and contact information will be posted on the school website, in the annual notices and in the student handbook.

2. A recipient must not use or distribute a publication stating that the recipient treats applicants, students, or employees differently on the basis of sex except as such treatment is permitted by Title IX.

Procedure for Grievances Concerning Title IX Sexual Discrimination/Sexual Harassment:

The Title IX coordinator and the complainant may mutually agree, in writing, to waive any step to facilitate or expedite resolution of the grievance.

Step 1: Any employee/student/parent who personally identifies, or is given information about, a Title IX issue or incident must notify his/her immediate supervisor or the Title IX coordinator of the issue or incident as soon as reasonably practicable. All sexual discrimination or sexual harassment issues and incidents, no matter how insignificant the situation may appear to be, must be reported by an employee/student/parent to their immediate supervisor, teacher or Title IX coordinator within 24 hours after the incident or issue was raised in order to be addressed as part of the grievance procedure.

A written report of the incident or issue, outlining the events that transpired and proposed resolution, if any, shall be submitted to the Building Administration for review and consideration within seven (7) days of the incident or issue.

Step 2: After receipt of the written report, the Building Administration or designee will conduct additional investigation, as required, and normally issue a final report on its findings and conclusions within thirty (30) days of receipt of the written report. Copies of the report will be given to the persons who signed the written report as well as the District Administrator or designee.

Step 3: The employee/student/parent may appeal the findings and conclusions of the Building Administration and request the appointment of an Impartial Hearing Officer within seven (7) days after receipt of the Building Administration's report. The Impartial Hearing Officer will be appointed by the District Administrator or designee.

If timely requested, the hearing will normally be scheduled within thirty (30) days of receipt of the request for hearing. The Impartial Hearing Officer may require the parties to submit documents and witness lists in advance of the hearing in order to expedite the hearing. The Impartial Hearing Officer will have the authority to administer oaths, issue subpoenas at the request of either party, and decide if a transcript is necessary. At the conclusion of the hearing, the Impartial Hearing Officer shall render a written decision indicating one of three outcomes: 1) Sustaining the conclusions of the Building Administration, 2) Denying the conclusions of the Building Administration and ordering additional or alternative remedial measures, or 3) Recommending additional investigation prior to final determination.

The Impartial Hearing Officer shall issue the written decision to the employee and employer within thirty (30) calendar days from the date of the hearing or submission of post-hearing briefs. In cases where the Impartial Hearing Officer recommends additional investigation, at the conclusion of the additional investigation, a second, follow-up hearing shall be scheduled. The Impartial Hearing Officer may apply relaxed standards for the admission of evidence and may request oral or written arguments and replies.

Step 4: The District Administrator or employee/student/parent may appeal the decision of the Impartial Hearing Officer to the Board in writing within seven (7) days of receipt of the written decision of the Impartial Hearing Officer. The decision of the governing body shall be final and binding upon the parties.

Level of Review: The role of the Board of Education, in reviewing the decision of the Impartial Hearing Officer, is to address the following questions:

1. Did the Impartial Hearing Officer follow a fair and impartial process?
2. Is there evidence of corruption, fraud, or misconduct by the Impartial Hearing Officer?
3. Did the Impartial Hearing Officer make an error of law which makes his/her award invalid?
4. Did the Impartial Hearing Officer make an error of fact which makes his/her award invalid?

After answering the above questions, the Board of Education will decide to uphold, modify, or reverse the decision of the Impartial Hearing Officer. The Board will issue its written decision within sixty (60) days from receipt of the appeal.

If any provision of this subpart or its application to any person, act, or practice is held invalid, the remainder of the subpart or the application of its provisions to any person, act, or practice shall not be affected thereby.

STUDENT RECORDS

Section 118.124 of Wisconsin Statutes provides for the maintenance of student progress and behavioral records. The Butternut School District has a board policy regarding the maintenance of these records. A copy of this policy is available at the district office. A parent/guardian may request to see his/her child's records, by notifying the district administrator 24 hours in advance. If the parent/guardian or adult student believes the educational records to be inaccurate, misleading, or a violation to the student's privacy rights, a written request outlining the areas of discrepancy and what is believed is the correct information should be given to the district administrator. The accuracy of the information will be checked and corrected if there is an error with a written explanation being sent to the parent/guardian or adult student within 14 days. If you believe the school is not complying with the policy, a written complaint may be filed with the District Administrator.

All student records not listed as directory information will only be made available to DPI licensed school employees, law enforcement officers and other school officials designated by the school board as having a legitimate educational interest, including safety issues.

According to state statute 118.125, parents have 14 days after the district has notified all parents as to what directory information will be released to request that their student's information not be released.

If the parent/guardian or adult student believes that the school district is not in compliance with FERPA regulations a complaint may be filed with the Family Policy Compliance Office of the U.S. Department of Education.

Military recruiters have the right to request high school student names, addresses, and telephone listings unless the parent/guardian or adult student has requested in writing that this information not be released.

"Directory data" includes the student's name, address, phone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the school most recently previously attended by the student.

"Pupil physical health records" include basic health information about a pupil, including the pupil's immunization records, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, a record concerning the pupil's ability to participate in an education program, any required lead screening records, the results of any routine screening test, such as for hearing, vision or scoliosis, and any follow-up to the test, and any other basic health information, as determined by the state superintendent. Any pupil record relating to a pupil's physical health that is not a pupil physical health record is treated as a patient health care record under sections 146.81 to 146.84, Wisconsin Statutes. Any pupil record concerning HIV testing is treated as provided under section 252.15, Wisconsin Statutes.

The school district maintains pupil records, including information from screening and special education referral. All records directly related to a student and maintained by the school district are pupil records. They include records maintained in any way including, but not limited to, computer storage media, video and audiotape, film, microfilm, and microfiche. Records maintained for personal use by a teacher and not available to others and records available only to persons involved in the psychological treatment of a child are not pupil records.

The school district maintains several classes of pupil records.

"Progress records" include grades, courses the child has taken, the child's attendance record, immunization records, required lead screening records, and records of school extra-curricular activities. Progress records must be maintained for at least five years after the child ceases to be enrolled.

"Behavioral records" include such records as psychological tests, personality evaluations, records of conversations, written statements relating specifically to the pupil's behavior, tests relating specifically to achievement or measurement of ability, physical health records other than immunization and lead screening records, law enforcement officers' records, and other pupil records that are not "progress records." Law enforcement officers' records are maintained separately from other pupil records. Behavioral records may be maintained for no longer than one year after the child graduates or otherwise ceases to be enrolled, unless the parent specifies in writing that the records may be maintained for a longer period of time. The school district informs parents when pupil records are no longer needed to provide special education. At the request of the child's parents, the school district destroys the information that is no longer needed.

"Directory data" includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the school most recently previously attended by the student.

"Pupil physical health records" include basic health information about a pupil, including the pupil's immunization records, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, a record concerning the pupil's ability to participate in an education program, any required lead screening records, the results of any routine screening test, such as for hearing, vision or scoliosis, and any follow-up to the test, and any other basic health information, as determined by the state superintendent. Any pupil record relating to a pupil's physical health that is not a pupil physical health record is treated as a patient health care record under sections 146.81 to 146.84, Wisconsin Statutes. Any pupil record concerning HIV testing is treated as provided under section 252.15, Wisconsin Statutes.

The Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and section 118.125, Wisconsin Statutes, afford parents and students over 18 years of age ("eligible students") the following rights with respect to education records: The right to inspect and review the student's education records within 45 days of receipt of the request. Parents or eligible students should submit to the school Administration a written request that identifies the records(s) they wish to inspect. The Administration will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The school district will comply with the request without unnecessary delay and before any meeting about an individualized education program, or any due process hearing, and in no case more than 45 days after the request has been made. If any record includes information on more than one child, the parents of those children have the right to inspect and review only the information about their child or to be informed of that specific information. Upon request, the school district will give a parent or eligible student a copy of the progress records and a copy of the behavioral records. Upon request, the school district will give the parent or eligible student a list of the types and locations of education records collected, maintained, or used by the district for special education. The school district will respond to reasonable requests for explanations and interpretations of the records. A representative of the parent may inspect and review the records.

The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask School District of Butternut to amend a record that they believe is inaccurate or misleading. They should write the school Administration, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent or eligible student of the decision and the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information in the student's education records, except to the extent that federal and state law authorize disclosure without consent. The exceptions are stated in 34 CFR 99.31, Family Educational Rights and Privacy Act regulations; Sec. 9528, PL107-110, No Child Left Behind Act of 2001; and section 118.125(2)(a) to (m) and sub. (2m), Wisconsin Statutes. One exception that permits disclosure without consent is disclosures to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Also the district discloses "directory data" without consent, unless the parent notifies the district that it may not be released without prior parental consent.

The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

Student Privacy

The Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and section 118.125, Wisconsin Statutes, afford parents and students over 18 years of age ("eligible students") the rights with respect to education records.

The Protection of Pupil Rights Amendment provides that the district notify parents at the beginning of the school year of student privacy rights. Student information is gathered at the beginning of the school year that will be used as directory information (See Student Records). Student information will not be provided to companies for the purpose of marketing or selling of products. It may be used to promote the school district. Parents will be notified prior to the administration of any survey or evaluation containing information concerning the following topics:

- political affiliations or beliefs of the student or their parents
- mental or psychological testing
- sex behavior or attitudes
- illegal, anti-social, self-incriminating or demeaning behavior
- critical appraisals of other individuals with whom the students have close family relationships
- legally recognized privileged or analogous relationships such as lawyers, physicians and ministers
- religious practices, affiliations or beliefs of the student or the student's parent
- income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

DISTRICT EQUIPMENT USE

If equipment is used by organizations or individuals within the building, appropriate school personnel shall operate or supervise use of the equipment as determined by the building administration. Where a cost is involved, the organization using the equipment will be charged the amount of the repair work or amount for replacement.

Learning Incentives/Parties/Celebrations

Parties or celebrations in classrooms or study halls must have prior approval from the Administration. The use of foods of minimal nutritional value as learning incentives should be kept to a minimum, and healthy food choices or non-food items should be substituted.

SCHOOL PERFORMANCE REPORT

The Butternut School District is rated by the State of Wisconsin based on the test scores of the students attending. The report card includes different factors which influence how well a student can do academically, such as economic status, race, ethnicity, disability status, English proficiency and migrant status. A link to these scores is available on the Butternut School District website.

SMOKING/ALCOHOL/DRUGS

In accordance with Wisconsin Statutes, Section 120.12 (19), and board policy [5512](#) a public school is designated to be free of alcohol and drugs and is to be SMOKE FREE. "School premises" include all property owned by, rented by, or under the control of the School District of Butternut. Students who use alcohol or a drug (e.g., tobacco) on school property shall be referred to Law Enforcement Officials and follow the Discipline Procedure. The alcohol or drug (e.g., tobacco product, e-cigarette, vaping materials) will be confiscated.

It is the policy of the School District of Butternut that pupils have the right to attend school in an environment that is free from the non-medical use of alcohol, tobacco, other drugs, and mood-altering substances. These substances are harmful and interfere with the learning environment and performance of pupils.

The School District of Butternut prohibits the unlawful manufacture, distribution, sale, purchase, possession, or use of illicit drugs, alcohol, or tobacco products, e-cigarettes, vaping materials, in the school building or on school premises; in any school-owned vehicle or vehicle authorized for any school sponsored or approved activity, event, or function where pupils are under the jurisdiction of the school district. The School District of Butternut is committed to a program to prevent the use/abuse of alcohol, tobacco products, e-cigarette, vaping materials or the illegal use of a controlled substance by pupils.

All pupils enrolled in the School District of Butternut are required to abide by the terms of this policy. Any violation of this policy may result in disciplinary action, including suspension, expulsion, and referral to law enforcement officials. Any student exhibiting a continuing problem or suspected of being under the influence of drugs or intoxicants, is to be referred to the Administration.

For the first offense by a pupil, the Administration will contact the pupil's parent, and may also Suspend the student, refer the student to Law Enforcement Officials, and/or recommend Expulsion. Subsequent offenses will result in parent notification and referral to Law Enforcement Officials. The Administration may also Suspend and/or recommend the student be Expelled. Students at any time may be referred to a treatment and Counseling Service.

In addition to the Board Policy, students and parents should be aware that possession and/or consumption of alcohol on school premises or at school sponsored events (basketball games for example) is BOTH A VIOLATION OF SCHOOL RULES AND OF CHAPTER 331 WISCONSIN STATUTES. IT IS OUR PRACTICE TO REFER SUCH INCIDENTS TO THE SHERIFF'S DEPARTMENT AS WELL AS APPLYING SCHOOL CONSEQUENCES.

Food Service Policies

The following nutritional guidelines apply to all students residing in grades PreK-12. Food service will be sensitive to the presence of dyes, sulfites, MSG and other additives to food by limiting their use whenever possible or finding alternative products that have fewer additives. Food service will follow federal guidelines regarding sodium content in all food served.

Fat Content—Foods from reimbursable meals shall, over the course of five days, derive no more than 30% of their total calories from fat and less than 10% of total calories from saturated fats. These recommendations are consistent with federal mandates.

Content from Added Sugars—No individual item served by food service as part of a traditional meal, as an a la cart item or as a snack item may contain more than one third of its weight from added sugar. An exception may be made periodically for a traditional meal treat.

Milk Products—Milk will be promoted during all meals. Milk will be available to students bringing sack lunches. Only unflavored milk will be served during the school breakfast program. Both unflavored and flavored milk will be available during the school lunch program. No products will be served which derive more than one-third of their weight from added sugars. Low-fat (1%) and non-fat (skim) forms of milk will be featured in single-serving sizes whenever possible. Whole milk or lactose-free milk will be available when medically indicated.

Juice-based Drinks—Pure juice may be available as an additional beverage during the school breakfast time. Other juice-based drinks without added sugars (e.g., juice diluted with water or flavored waters) may be served. No sweetener-based "juice drinks" or sport drinks which derive more than one-third of their weight from added sugars will be served during mealtimes. In all cases, single-serving sizes will be featured. Children who bring sack lunches from home are encouraged to bring 100% juice or water with them instead of consuming heavily sweetened "juice drinks" and sport drinks.

Soda Pop and Other Beverages—No canned or bottled beverages will be allowed during the school day, including students bringing lunches or snacks. This includes soda/pop, energy drinks, sports drinks (like Gatorade), flavored water, Kool-Aid packets, and any other non-water beverages. Students found in possession of these beverages will be subject to disciplinary action.

Caffeine and Additives—Products containing caffeine will not be available during mealtimes. An exception will be made for chocolate milk.

FULL-TIME STUDENT DEFINITION

A full-time high school student in grades 9 - 12 is a student under 20 years of age who is carrying the minimum class load of at least 3 credits per semester and 6.5 credits each year. School hours for full-time students are 8:00 a.m. to 3:30 p.m.

Students with special needs may be enrolled for fewer classes or hours and still be considered full-time. Examples of special needs students would include, but not be limited to, the following: Special Education students, homebound students, schoolbag mother, and students At-Risk. In all incidents where modification to the regular school program is considered necessary, it must be approved by the building Administration and notice must be provided to the District Administrator.

HUMAN GROWTH & DEVELOPMENT INSTRUCTION

The human growth and development curriculum is available for review by the parents who have students enrolled in the middle & high schools. Please feel free to contact the health instructor with your questions. All middle and high school parents will receive copies of the curriculum addressing human growth and development at the beginning of the Health course. A parent can opt their child out of Human Growth and Development by sending a written note requesting their child do an alternate health assignment. Students exempted from human growth and development will still receive instruction in the subjects under section 118.01(2)(d)2c of the state statutes (knowledge of physiology and hygiene, sanitation, the effects of controlled substances and alcohol upon the human system, symptoms of disease and the proper care of the body), unless exempted, and section 118.01(2)(d)8 of the state statutes (Knowledge of effective means by which students may recognize, avoid, prevent and halt physically and psychologically intrusive or abusive situations which may be harmful to students).

INSURANCE FOR STUDENTS

The District does not pay for student health or accident insurance. However, insurance coverage will be available at parent expense if desired. All accidents occurring at school, at any time, on the school bus, or on any school sponsored activity must be reported to the teacher in charge and the office as soon as possible. An accident report will be recorded by the office and kept on file in case a claim is made against the school.

NON-DISCRIMINATION POLICY

The School District of Butternut 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 student's conduct is compatible with the welfare of the entire student body.

The right of the student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, color, national origin, ancestry, creed, religion, pregnancy, age, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

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

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

DISCRIMINATION COMPLAINT PROCEDURES

Any complaint regarding the interpretation or application of the district's student nondiscrimination policy shall be processed in accordance with the following grievance procedures:

Any student, parent, employee or resident of the district complaining of discrimination on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, age, emotional or learning disability in school programs or activities shall report the complaint in writing to the district administrator. Complaints can be filed with the above coordinator or with the Office of Civil Rights:

Office of Civil Rights - Region V
300 South Wacker Drive, 8th Floor
Chicago, IL 60606
(312) 353-2520

1. The district administrator, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. The district administrator will review with the Administration or other appropriate persons, the facts comprising the alleged discrimination. Within 15 days after receiving the complaint, the district administrator shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the grievance.
2. If the grievant is dissatisfied with the decision of the district administrator, he/she may appeal the decision in writing to the Board. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decision in writing within 15 days after the hearing. Copies of the written decision shall be mailed or delivered to the grievant and the district administrator.
3. If the grievant is dissatisfied with the Board's decision, he/she may within 30 days appeal the decision in writing to the State Superintendent of Public Instruction.
4. Discrimination complaints relating to the identification, evaluation, educational placement, or the provision of free appropriate public education of a child with

exceptional educational need shall be processed in accordance with established appeal procedures outlined in the district's special education handbook.

5. Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.

PUPIL SERVICES

The purpose of the School Counseling and Guidance Program is to aid the student in the area of educational, personal, and vocational concerns. The guidance office has bulletins for vocational schools, community colleges, and four-year colleges on file. All students should feel free to contact the counselor for information and assistance. Services available include: permission and orientation services, individual study services, a program of counseling services, individual and group testing services, the supplying of educational and vocational information, aiding the student in promoting personal and social guidance, and a program of placement and follow-up services. Other areas include: student scheduling, school withdrawals, transfers, and academic progress.

RELIGIOUS ACCOMMODATIONS

The Butternut School District provides reasonable accommodations of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. If a practice or process is believed to violate this policy, complaints are to be made through the ***Conflict Resolution Process***.

SAFE AND HEALTHY ENVIRONMENT

It is a priority of the Butternut Public School and its staff to maintain a safe and healthy environment for all students. This will include but not be limited to physical safety. Periodic checks are conducted of the building as well as the play areas. These checks are in addition to inspections by the fire department and federal agencies.

The Board of Education and the taxpayers of the school community have provided excellent facilities for us. Each of us must accept responsibility in respecting and maintaining this property and treating it as our own.

SPECIAL EDUCATION POLICIES

The Butternut School District has adopted and implemented the model special education policies and procedures under sub-chapter V, Chapter 115, Wis. Stats. All children with disabilities for whom the Butternut Public School is responsible, including non-resident children attending the school under the full-time Open Enrollment Law, § 118.51, Wis. Stats., are provided a free appropriate public education. Special education and related services are provided to all children with disabilities from age 3 to 21. The Individuals with Disabilities Education Act (IDEA), and section 118.125, Wisconsin Statutes, afford parents and students over 18 years of age ("eligible students"). For more information, please consult the full special education policy located in the district office.

The district will provide reasonable accommodations for individuals with disabilities or handicaps in compliance with Section 504 of the Rehabilitation Act and Americans with Disabilities Act. Individuals who are requesting accommodations should file the request to Jenny Smart, Finance Manager, 312 W. Wisconsin St., Butternut, WI 54514 at (715) 769-3434, ext. 326.

All inquiries or complaints regarding discrimination under state or federal law shall be directed to the Office of the District Administrator, Butternut School District, 312 W. Wisconsin St, Butternut, WI 54514 at (715) 769-3434, ext. 324.

TRANSCRIPTS/ TRANSFER/ WITHDRAW

A transcript of a Student's Record will be issued upon the student's request. No transcripts will be issued until all financial obligations to the school are taken care of. If you are moving out of the Butternut School District, please go to the school office to fill out a transfer of records form before enrolling your child in a new school. This will allow the new school to request the records needed for enrollment.

Students are required to attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, or semester of the school year in which the student becomes 18 years of age. Students may withdraw from school prior to that time only under specific conditions as defined by law.

Use of Video/Electronic Surveillance

Butternut School District employs video and electronic surveillance systems throughout school properties and on school buses to enhance the safety and security of students, staff, and visitors. Surveillance cameras are placed in public areas such as hallways, classrooms, cafeterias, common areas, parking lots, and school buses, but not in areas where there is a reasonable expectation of privacy (e.g., restrooms or locker rooms). Recorded footage is viewable by authorized personnel only and may be used for disciplinary purposes and provided to law enforcement as required. Any questions or concerns, please contact the District Administrator, Carolyn Pollitt.

Handbook Acknowledgement 2024-2025

Student Name _____

Date _____

I have received a copy of the Butternut School District Student Handbook. I have read and understand the rules contained in the Student Handbook.

Student signature

Parent signature

Field Trip Permission

During the school year, classes will be taking field trips that are connected to the classroom curriculum. I give the school permission to transport my child _____
Student name

or to walk to local places off school property for the purpose of enriching my child's classroom experiences. These places may include the school forest, downtown Butternut, or the park. *This does not include reward trips or trips for student entertainment.

Student signature

Parent signature

Sign only if you do not want your child to be in school pictures, yearbooks, newsletters, or have their work displayed to the public.

FAMILY PRIVACY---NO USE OF PICTURES OR THE NAME OF YOUR STUDENT

I _____ **DO NOT WANT** the Butternut School District to use
(Parent Name-Print)

my student's pictures, work samples and performances to advertise the district's academic, sports and extracurricular activities. I **DO NOT** want my student's name, school work or pictures used in the newspaper, newsletters, school displays or yearbook.

My student's name is _____ .
Student Name-Print

Student signature

Parent signature

Date received by office _____ by _____