

Policy 411

NORTH CAPE SCHOOL DISTRICT

EQUAL EDUCATIONAL OPPORTUNITIES

The North Cape School District is committed and dedicated to the task of providing the best education possible for every student in the District and to providing equal educational opportunities for all students. With these goals in mind and consistent with legal requirements, the District shall not unlawfully discriminate on the basis of sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, homelessness status, or physical, mental, emotional or learning disability in any curricular, extracurricular, student services, recreational or other programs or activities, or in admission or access to programs or activities offered by the District. This includes, but is not limited to:

- admission to or enrollment in any school, class, program or activity;
- standards and rules of behavior, including student harassment;
- disciplinary actions, including suspensions and expulsions;
- acceptance and administration of gifts, bequests, scholarships and other aids, benefits and services to students from private agencies, organizations, or persons;
- instructional and library media materials selection and reconsideration;
- methods, practices, and materials used for testing, evaluating and counseling students;
- facilities;
- opportunity for participation in athletic programs or activities; and
- school-sponsored food service programs.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The District's nondiscrimination goals require District employees to:

1. Adhere to the nondiscrimination statements, procedures, and practices that are set forth in District policy.
2. Encourage and allow students in the protected classes:
 - a. to participate in courses and programs to their full potential;
 - b. to participate in extracurricular and recreational activities as their interests and special circumstances dictate;
 - c. to participate in the total athletic program of the District as their interests and special circumstances direct; and
 - d. to have all materials used in instruction and counseling selected by a procedure which includes a systematic review for bias on a regular basis.

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The District shall provide appropriate educational services and/or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability. Students may be considered handicapped or disabled under this policy even if they do not qualify for special education programs. Facilities modifications necessary to provide for appropriate access and participation for persons with disabilities shall be made to the extent required by law.

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

It shall be the responsibility of the District Administrator to examine existing policies and develop new ones where needed to ensure that the District does not discriminate pursuant to state and federal law. Complaints regarding the interpretation or application of this policy shall be referred and processed in accordance with the District's student discrimination complaint procedures. The District encourages the informal resolution of complaints under this policy.

Notice of this policy and its accompanying complaint procedures shall be published at the beginning of each school year in the District's official newspaper, posted in the school building, and posted on the District's website. In addition, a student nondiscrimination statement shall be included in student and employee handbooks and other published material distributed to the public describing school activities and opportunities.

LEGAL REF.: Wisconsin Statutes
Section 118.13 [student nondiscrimination]
Wisconsin Administrative Code
PI 9 [student nondiscrimination; policy/procedure/notice required]
PI 41 [accommodating student religious beliefs; policy required]
Title IX, Education Amendments of 1972 [sex discrimination]
Titles IV and VI, Civil Rights Act of 1964 [race, color, religion, sex and national original discrimination]
Section 504 of the Rehabilitation Act [disability discrimination; FAPE and reasonable accommodations]
Americans with Disabilities Act [disability discrimination; reasonable accommodations]
Individuals with Disabilities Education Act [programs and services for students with disabilities]

McKinney-Vento Homeless Assistance Act [equal access for homeless students; required policies to remove barriers]

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CROSS REF.: 411-Rule, Student Discrimination Complaint Procedures
411-Exhibit(1), Student Nondiscrimination Notice
411-Exhibit(2), Student Discrimination Complaint Form
411-Exhibit(3), Notification to Complainant of Right to Appeal
Policy 342.1, Programs for Students with Disabilities
Policy 342.7, Services for English Language Learners
Policy 342.8, Section 504 Plans and Services for Students with Disabilities
Policy 411.1, Student Harassment
Policy 420, School Admissions
Policy 443.71, Bullying
Policy 443.72, Cyberbullying
Special Education Handbook

POLICY REVISION AND NEW APPROVAL: October 31, 2016

REVISED:

NORTH CAPE SCHOOL DISTRICT

STUDENT DISCRIMINATION COMPLAINT PROCEDURES

If any person believes that the North Cape School District or any part of the school organization has failed to follow state or federal nondiscrimination laws and regulations, or in some way discriminates against students on the basis of sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability, he/she may bring forward or send a complaint to the Administration Office at the following address: 11926 W. Hwy K, Franksville, WI 53126.

The District encourages the informal resolution of discrimination complaints under Board policy. Formal complaints may be made as follows:

1. A written statement of the complaint shall be prepared by the complainant and signed. All discrimination complaint statements should be submitted to the District Administrator or his/her designee. The person receiving the complaint will sign and date the complaint. One copy will be returned to the complainant and one copy will be filed with the District Administrator. The District Administrator shall send written acknowledgement of receipt of the complaint within 45 days.
 - a. Complaints/appeals relating to the identification, evaluation, educational placement or the provision of a free appropriate public education of a child with a disability shall be processed in accordance with established appeal procedures outlined in the District's Special Education Handbook.
 - b. Discrimination complaints relating to programs specifically governed by federal law or regulation (e.g., EDGAR complaints) shall be referred directly to the State Superintendent of Public Instruction.

Any person presenting a report or complaint under these procedures who has concerns about safety, confidentiality, or retaliation should discuss those concerns with the compliance officer (District Administrator) as early as possible in the process – preferably at or even prior to the time that the detailed report or complaint is made.

In conjunction with the District's receipt of notice of any report or complaint of alleged discrimination or retaliation under these procedures, the District shall consider (and the complainant may affirmatively request consideration of) any interim measures that should be taken before the final outcome of an investigation (e.g., safety planning or other steps needed to protect the complainant and ensure equal access to the District's education programs and activities).

2. The District Administrator, upon receiving a written discrimination complaint, shall immediately undertake an investigation of the suspected infraction. The District Administrator will review with other appropriate persons the facts comprising the alleged discrimination. The District Administrator shall (a) decide the merits of the case; (b) determine the action to be taken, if any; and (c) in a manner consistent with applicable student records laws, issue a written determination to the complainant and any other appropriate parties indicating the

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extent to which the complaint was or was not substantiated and including such other information as may be appropriate under the circumstances.

3. If any actual party in interest to the complaint (including any alleged victim/target or any alleged responsible party) is dissatisfied with the decision of the District Administrator, he/she may appeal the decision in writing to the School 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 after the hearing. A copy of the written decision shall be mailed or delivered to the concerned parties. The complainant shall be notified of the right to appeal a negative determination by the Board to the State Superintendent of Public Instruction within 30 days of the Board's decision. In addition, a complainant may appeal directly to the Department of Public Instruction (DPI) if the District has not provided written acknowledgement within 45 days of receipt of the complaint or has not made a final determination within 90 days of receipt of the written complaint. Appeals should be addressed to the Department of Public Instruction, Pupil Nondiscrimination Program, P.O. Box 7841, Madison, WI 53707-7841.

Nothing in these procedures shall preclude individuals from filing a complaint directly with the U.S. Office for Civil Rights, as authorized by federal law, or filing a complaint or suit with another external governmental agency or court. Such agencies and courts independently determine the extent to which any given complaint falls within their realm of authority. Such actions may be taken in lieu of or in addition to filing a complaint under the District's local procedures.

MAINTENANCE OF COMPLAINT RECORDS

Records of all student discrimination complaints shall be kept for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals. The records should include:

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

REVISION AND NEW APPROVAL: October 31, 2016

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NORTH CAPE SCHOOL DISTRICT

STUDENT NONDISCRIMINATION NOTICE

The North Cape School District prohibits all forms of unlawful discrimination against students and other persons in all aspects of the District's programs and operations. Accordingly, consistent with section 118.13 of the state statutes, no person shall unlawfully be denied admission to school in this District, or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, student services, recreational or other program or activity because of the person's sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, or physical, mental, emotional or learning disability. The District likewise requires and enforces nondiscrimination in a manner consistent with the rights and obligations established under all applicable federal civil rights laws, including the current provisions of Titles IV and VI of the Civil Rights Act of 1964 (race, color, religion, sex, or national origin), Title IX of the Education Amendments of 1972 (sex), Section 504 of the Rehabilitation Act (disability), and the Americans with Disabilities Act (including Title II of the ADA, which prohibits discrimination on the basis of disability in state and local government services).

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) as identified under federal law shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The District shall provide legally-required accommodations and appropriate educational services or programs for students who have been identified as having a disability, regardless of the nature or severity of the disability. Facilities modifications necessary to provide for appropriate access and participation for persons with disabilities shall be made to the extent required by law. The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for religious accommodations shall be made in writing and approved by the District Administrator.

When acceptable to the complaining party, the District encourages informal resolution of discrimination complaints and related concerns. However, a formal complaint procedure is available to address allegations of unlawful discrimination and/or any alleged violation of the District's equal educational opportunities policies.

Any questions concerning this notice, the District's nondiscrimination and equal educational opportunities policies, policy compliance, or the District's complaint procedures may be directed to the District's Equal Educational Opportunities Compliance Officer:

John Lehnen, District Administrator
North Cape School District
11926 W. Highway K
Franksville, WI 53126
[262-835-4069]

Discrimination-related complaints may be filed with the Compliance Officer. The Compliance Officer also serves as the District's Title IX Coordinator (sex discrimination and sexual harassment issues and complaints) and Section 504 and Americans with Disabilities Act Coordinator (disability rights and disability-based discrimination issues).

By following all required procedures and timelines, complaints of unlawful student discrimination may also be filed externally with the Wisconsin Department of Public Instruction, the Chicago office of the U.S. Department of Education's Office for Civil Rights, or, in appropriate circumstances, with any state or federal court or other agency of competent jurisdiction.

REVISION AND NEW APPROVAL: October 31, 2016

REVISED:

NORTH CAPE SCHOOL DISTRICT

DISCRIMINATION COMPLAINT FORM

Name _____ Date _____

Address _____
(Street)

_____ (City/State) _____ (Zip Code)

Telephone _____ (Home) _____ (School or Work Location)

Status of person filing complaint: _____ Student _____ Employee _____ Parent or Guardian
_____ Other: _____

Filing complaint alleging discrimination on the basis of: _____

Statement of complaint (include type of discrimination charged and the specific incident(s) in which it occurred): _____

Signature of Complainant: _____

Date Complaint Filed: _____

Signature of Person Receiving Complaint: _____

Date Received: _____

Submit this form to the District Administrator or his/her administrative assistant.

REVISION AND NEW APPROVAL: October 31, 2016

REVISED:

NORTH CAPE SCHOOL DISTRICT

NOTIFICATION TO COMPLAINANT OF RIGHT TO APPEAL

North Cape School District
11926 W. Hwy K
Franksville, WI 53126

I have received written determination by the School Board of my complaint alleging violation of section 118.13 of the Wisconsin Statutes. I understand that I have the right to appeal a negative determination to the State Superintendent of Public Instruction within 30 days and that to make such an appeal I would contact the following:

Wisconsin Department of Public Instruction
Pupil Nondiscrimination Program
P.O. Box 7841
Madison, WI 53707-7841

Signature of Complainant

Date

Distribution: 1st copy – District Administrator
2nd copy – Complainant

REVISION AND NEW APPROVAL: October 31, 2016

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Policy 411.1

NORTH CAPE SCHOOL DISTRICT

STUDENT HARASSMENT AND BULLYING

The School Board seeks to provide a safe and positive learning environment for all students. Harassment and bullying disrupts both a student's ability to learn and the school's ability to educate its students in a safe environment. Therefore, the Board will not tolerate student harassment or bullying in any form.

For purposes of this policy, "harassment or bullying" is defined as any conscious, willful, or deliberate act or attempted act, through the use of words or actions, which are intended to cause physical injury, emotional distress/suffering or property damage or which impact the learning environment. Harassment or bullying could include behavior motivated by an actual or perceived distinguishing characteristic such as, but not limited to: sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, disability, physical attributes, gender identity or expression, or social, economic or family status.

Examples of acts of harassment or bullying include physical intimidation, force or assault, humiliation, unwelcome sexual advances, subtle or express pressure for sexual activity, sexual or racist remarks, extortion, verbal or written threats, taunting, put downs, name calling, threatening looks or gestures, spreading cruel rumors, social exclusion, sending or posting inappropriate or insulting messages or images via any means including electronic communication systems like the Internet or cellular telephones, retaliating against another student for reporting harassment or bullying, or any other behavior that substantially interferes with a student's school performance or creates an intimidating, hostile or offensive school environment.

All staff members must be alert to and aware of the signs of harassment or bullying and intervene promptly and firmly against it. The District shall provide staff with the necessary information and training to be able to carry out this responsibility.

Any person who believes that a student has been the subject of harassment or bullying, including the student him/herself, shall report the incident to the District Administrator or the school counselor for investigation and action. If a student is not comfortable with making a complaint to the District Administrator or counselor, the complaint may be made to any other adult employee. The employee will then report the complaint to the District Administrator or counselor. All reports of harassment or bullying shall be taken seriously, treated fairly and properly and thoroughly investigated. There shall be no retaliation against individuals for filing complaints under this policy or assisting in the investigation of such complaints. Any person who engages in retaliatory conduct against a complainant shall be subject to disciplinary action.

School officials shall take all appropriate and necessary action to eliminate student harassment and bullying, up to and including positive behavioral interventions and support, disciplinary action towards offenders, and/or referral to law enforcement officials. In situations in which the alleged harassment or bullying originated off school property, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly impedes the day-to-day operations of the school.

The District Administrator shall be responsible for informing students, parents and guardians, and staff of this policy annually and for overseeing its proper implementation.

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LEGAL REF.: Wisconsin Statutes
Section 118.13 [student nondiscrimination]
Section 118.46(2) [student bullying policy required]
Section 120.13(1) [school board power to set conduct rules and discipline students]
Section 947.0125 [unlawful use of electronic communications]
Section 947.013 [harassment prohibited]
Section 948.51 (2) [hazing prohibited]
Section 995.55 [restricted access to personal Internet account]
Wisconsin Administrative Code
PI 9.02(9) [student harassment defined]
PI 9.03(1) [student nondiscrimination policy prohibiting harassment required]
Title IX, Education Amendments of 1972 [sex discrimination in educational programs, includes sexual harassment]
Title VI, Civil Rights Act of 1964 [race, color and national original discrimination]
Section 504 of the Rehabilitation Act [disability discrimination; free and appropriate public education (FAPE) and reasonable accommodations]
Children's Internet Protection Act (CIPA) and Neighborhood Children's Internet Protection Act (NCIPA) [policy and other requirements related to Internet safety]

CROSS REF.: 411.1-Exhibit, Harassment/Bullying Complaint Form
Policy 363.2, Internet Safety and Acceptable Technology Use
363.2-Rule, Student Acceptable Use of Technology Rules
Policy 411, Equal Educational Opportunities
411-Rule, Student Discrimination Complaint Procedures
Policy 443, Student Conduct and Discipline
Policy 443.7, Threats to and by Students
Policy 443.8, Gang-Related Behavior
Policy 447.3, Student Suspensions and Expulsions
Policy 454, Reporting Child Abuse/Neglect
Policy 720, Safety Program
School Safety and Emergency Plan

POLICY REVISION AND NEW APPROVAL: October 31, 2016

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NORTH CAPE SCHOOL DISTRICT

**HARASSMENT/BULLYING
COMPLAINT FORM**

The North Cape School Board maintains a firm policy prohibiting all forms of discrimination. Harassment against students or employees is discrimination. All persons are to be treated with respect and dignity. Personal harassment or bullying by any person, male or female, which creates an intimidating, hostile or offensive environment or substantially interferes with a student's school performance or an employee's work performance will not be tolerated under any circumstances.

Complainant: _____

Home Address: _____

Work Address: _____

Home Telephone No. (with area code): _____

Work Telephone No. (with area code): _____

Date of alleged incident(s): _____

Name of person you believe harassed/bullied you: _____

List any witnesses that were present: _____

Where did the incident occur? _____

Describe the incident(s) as clearly as possible, including such things as: what verbal comments were made; what, if any, physical contact was involved; what personal actions were taken to avoid the situation, etc. (Attach additional pages if necessary)

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

Complainant Signature _____ Date _____

Received by: _____ Date _____

Policy 411.3

NORTH CAPE SCHOOL DISTRICT

CHILDREN IN FOSTER CARE

The District shall collaborate with the county child welfare agency in ensuring the educational stability of children in out-of-home care (foster care). "Foster care" refers to 24-hour substitute care for children placed away from their parents and guardians and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placement in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes. To the extent required under applicable law, a child in foster care under this policy also includes children who an appropriate child welfare agency indicates are awaiting a foster care placement.

Children in foster care shall have equal access to the same free, appropriate public education as provided to other children in the District. They shall be provided the services and have access to the programs and activities that are offered to other children attending District schools, including educational services for which the children meet eligibility criteria (e.g., special education, programs and services for English Learners, gifted and talented programming, etc.), career and technical education programs, and school nutrition programs.

The District Administrator has primary administrative-level oversight of the District's services for children who are in foster care and shall serve as the District's point of contact for the education of children in foster care. The District's designated point of contact will be the primary liaison for the representatives of child welfare agencies who also have responsibility for ensuring the educational stability of children in foster care.

The District's point of contact for the education of children in foster care will work with District personnel to periodically review existing policies, procedures, practices, and data to identify and develop proposals to remedy and remove barriers that children in foster care may face in the school enrollment and admission processes, in regularly attending school, in accessing applicable support services (such as guidance counselors), in accessing academic programs, academic activities, or extracurricular activities, or in receiving appropriate credit for prior academic work.

The District's point of contact for the education of children in foster care will also:

1. Coordinate with the points of contact and other appropriate representatives of child welfare agencies and of other educational agencies to ensure the educational stability of children in foster care.
2. Assist appropriate child welfare agency representatives in making "best interest of the child" education decisions, including particularly the determination of whether or not it is in a child's best interest to remain in his/her school of origin or to enroll in a new school. As examples, the District's point of contact may (a) be involved in defining a process for making such decisions; (b) coordinate input from, or other participation by, other District staff; and (c) make, or assist in making, the District's evaluation of the available and relevant information in a specific case. The determination of a child's best interest in relation to school enrollment involves giving consideration to all factors relating to a child's best interest, including but not limited to the appropriateness of the current educational setting and the proximity of the child's placement to the school(s).

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3. Facilitate the continued enrollment of a child in foster care in North Cape School if North Cape School is his/her school of origin. If the school of origin of a child in foster care residing in the District is located in another school district and remaining in the school of origin is determined not to be in the child's best interest, facilitate the child's immediate enrollment in North Cape School even if the child is unable to produce records normally required for enrollment.
4. Request, facilitate, and confirm, as applicable, the timely transfer of student records any time a child in foster care will be enrolling in North Cape School or a school outside of the District other than the school the child is currently attending (or most recently attended).
5. Coordinate the implementation of local transportation procedures related to children in foster care and the resolution of any transportation cost disputes in accordance with established procedures.
6. Facilitate the sharing of student record information with child welfare agency personnel in a manner that is consistent with applicable legal requirements, any applicable record sharing agreements, and established District policies and procedures regarding the maintenance and confidentiality of student records.
7. Have shared responsibility for ensuring that children in foster care attending school in the District have access to and receive the educational services and supports and specialized programming for which they are eligible.
8. Assist, as needed, with addressing concerns that may arise regarding the regular school attendance of a child in foster care.
9. Collaborate with other District staff and, if appropriate, with child welfare agency representatives, to assist children in foster care with their educational transitions (e.g., from early childhood education to elementary school, elementary school to middle school/junior high school, and middle/junior high school to high school).
10. Coordinate professional development activities and resources and serve as a local resource, as needed, for other District staff related to the educational needs of children in foster care.
11. Working with other District staff as needed, coordinate the collection and appropriate reporting of any data that is needed to meet the established legal requirements related to children in foster in care.

LEGAL REF.: Wisconsin Statutes
Section 48.38(4)

[requirements of what must be included in child placed in out-of-home care's permanency (case) plan, including information about the child's education and school placement]

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- Section 48.383 [reasonable and prudent parent standard; authorizes foster parents and other out-of-home caregivers to consent to a child's participation in extracurricular and other designated activities]
- Section 48.64(1r) [child welfare agency notification of placement of school-age child in foster care]
- Section 48.78 [confidentiality of records maintained by child welfare agencies; includes a provision allowing for the confidential exchange of information between the agency and a public school consistent with section 938.78 of the state statutes]
- Section 115.298(1)(b) [school board authority to enter into memorandum of understanding with a county department of social services/human services or tribal organization to disclose information contained in student records under section 118.125(2)(q) of the state statutes when the parent/guardian of a student or an adult student does not grant permission for disclosure]
- Section 118.125(2)(q) [access to student records by caseworker, county departments of social services/human services and tribal organizations if legally responsible for care and protection of the student and authorized to have access to the student's case plan]
- Section 938.78 [confidentiality of records maintained by a child welfare agency; includes authority to enter into interagency agreement with a school board for the confidential exchange of information regarding an individual in the care or legal custody of the agency]
- Title I, Part A of the Elementary and Secondary Education Act [20 U.S.C. §6311(g)(1)E and §6312(c)(5) - educational agency requirements related to ensuring the educational stability of children in foster care]
- Title IV of the Social Security Act [42 U.S.C. §671(a)(10) and § 675(1)(G) - child welfare agency requirements related to supporting normalcy for children in foster care and ensuring the educational stability of children in foster care]

CROSS REF.: 411.3-Rule, Procedures for Providing Transportation for Children in Out-of-Home Care (Foster Care)
411.3-Exhibit, Student Transportation Plan for Children in Out-of-Home Care (Foster Care) to School of Origin
347-Rule, Procedures for the Maintenance and Confidentiality of Student Records
Policy 364, Guidance and Counseling Program
Policy 411, Equal Educational Opportunities
Policy 420, School Admissions
420-Rule(1), Procedures for Placing Transfer Students
Policy 751, Student Transportation Services

POLICY REVISION AND NEW APPROVAL: July 17, 2017

REVISED:

NORTH CAPE SCHOOL DISTRICT

PROCEDURES FOR PROVIDING TRANSPORTATION FOR CHILDREN IN OUT-OF-HOME CARE (FOSTER CARE)

A. **School Transportation for a Child in Foster Care Who Enrolls in North Cape School Rather than the Child's School of Origin**

When a child is placed in foster care within the North Cape School District and it is determined to be in the best interests of the child to enroll in and attend North Cape School rather than the child's school of origin under applicable law, the child will be entitled to the same transportation arrangements and options as are available to other District students who are not in foster care, but who are otherwise similarly-situated.

B. **School Transportation when the Child's School of Origin is a School in Another School District**

When such transportation is required by federal law and when the particular child's school of origin is not North Cape School but rather a school in another school district, decisions regarding the transportation of the child from the child's foster care residence in the North Cape School District to the child's school of origin will be made by appropriate representatives from the child's school of origin and the child welfare agency having responsibility for the child (such as the child's case worker) in accordance with transportation procedures established by the school of origin's school district. North Cape school officials shall collaborate with representatives of the child's school of origin and the child welfare agency in arranging foster care child transportation as may be necessary to help ensure the educational stability of the child in foster care.

C. **School Transportation when North Cape School is the Child's School of Origin**

Applicable federal law requires school districts to develop procedures to ensure that children in foster care who need transportation to their respective schools of origin promptly receive that transportation, and to ensure that such transportation is arranged and provided in a cost-effective manner. Accordingly, when the District is notified that a child in foster care needs, or may need, transportation to North Cape School (the child's school of origin), the District's designated point of contact for the education of children in foster care (the District Administrator), or his/her designee, will take steps to establish an individualized plan that addresses how transportation to maintain the child in North Cape School will be arranged, provided, and funded for the duration of time that the child is in foster care and attending North Cape School (the school of origin). In establishing such a plan, the District Administrator and other District staff will follow any written procedures that the District, acting in collaboration with one or more relevant child welfare agencies, has adopted or otherwise expressly agreed to implement.

To the extent the procedures below conflict with any specific written agreement that the District reaches with a child welfare agency or other party, the specific written agreement shall govern the interactions involving the District and such agency or other party.

1. Transportation Planning

- a. A representative of the relevant child welfare agency or the child's agency-designated foster parent or adult caregiver should give clear notice to the District, as soon as practicable, that a child in foster care needs, or may need, transportation to North Cape School (the child's school of origin). Such notice may be given in writing or verbally directly to the District Administrator, who serves as the District's designated point of contact for the education of children in foster care.
- b. After the District receives notice of a new or pending foster care placement for which North Cape School would be considered the child's school of origin and for which the child needs or may need transportation, the District will promptly begin the process of establishing an individualized transportation plan. The transportation plan for the child shall be established in consultation with appropriate District staff, appropriate representatives of the child welfare agency (such as the child's caseworker), and may also include obtaining input from others who may be involved in education or other decision-making for the child, such as the foster parent or other designated caregiver and representative(s) from the school district in which the child has been physically placed (currently resides).
- c. In identifying and evaluating transportation options to the school of origin, participants in the planning process should evaluate and consider safety, cost effectiveness, reliability, and time and distance of the commute.
- d. The transportation plan for the child will normally be in writing and will normally include the following information:
 - (1) A transportation strategy for providing transportation to and from North Cape School (the child's school of origin) on school days, inclusive of identifying:
 - the mode(s) or method(s) of transportation,
 - the person or entity responsible for providing the transportation, and
 - if applicable, the person or entity who is responsible for making any specific arrangements that are necessary to the implementation of any method or mode of transportation.
 - (2) To the extent applicable, a description of how the child's school-related transportation will be funded, particularly when the planned transportation involves additional costs as defined under applicable laws and regulations.
 - (3) Identification of any further approvals that must be obtained or any contracts or intergovernmental agreements that must be executed in order to implement the transportation plan (e.g., for purposes of funding).
- e. Signatures and approvals of written plans:
 - (1) Any written transportation plan must be signed by the District Administrator or his/her authorized designee.

- (2) When a written transportation plan creates obligations on behalf of the child welfare agency that is responsible for the child's placement and care, such agency shall determine the individual(s) who have authority to obligate the agency and sign the plan on behalf of the agency.

If a written transportation plan includes shared responsibilities between the school district in which the child's school of origin is located (North Cape) and the school district in which the child is residing, signatures will be required by representatives from both school districts.

2. Transportation Strategies

Applicable federal law requires procedures to ensure that children in foster care who need transportation to the school of origin promptly receive that transportation, and to ensure that such transportation is arranged and provided in a cost-effective manner that is reasonable under the specific circumstances.

Possible methods of transportation, the reliability, safety, distance, and overall commuting time associated with possible methods, and the effect that particular transportation arrangements may have on the child's education and well-being are factors that are relevant to consider for purposes of both the educational placement decision (i.e., whether the student should attend his/her school of origin) and in preparing a transportation plan for a child who is placed at his/her school of origin.

The cost of transportation may not be considered when determining which school enrollment is in a child's best interest, but the cost and funding of different possible methods of transportation are relevant in arranging a transportation plan for a child who is placed at his/her school of origin.

3. Funding for Providing Transportation if Additional Costs Are Involved

If the transportation plan for a child in foster care involves additional costs, as defined/allowed under applicable state and federal laws and regulations, the plan will identify the means by which the child's transportation will be funded.

When the District is involved in preparing a transportation plan under these procedures, the District Administrator or his/her designee shall, upon request, identify an average transportation cost per student any time the participants in the planning process are considering a transportation option that is likely to involve qualifying additional costs.

Except to the extent that any law or regulation is enacted that provides specific and over-riding funding directives, the District will attempt to pursue, and may expressly agree with one or more child welfare agencies to mutually implement, the following priorities and options for funding any additional transportation costs:

- a. Unless both the District and the applicable child welfare agency mutually agree that an alternative funding approach is more appropriate to the specific circumstances, the District and agency will first prioritize any funding sources that represent additional aid/funding that would not otherwise be available to use for other purposes if transportation to North Cape School (the school of origin) involving additional costs were not being provided for a child. That is, additional funding means an amount of money that the District or agency would not otherwise be entitled to receive and to use for another qualified purpose if the child were not being provided with the transportation in question.
- b. If the available additional aid and funding does not sufficiently address the funding of any additional costs of transportation, then the District and applicable child welfare agency will evaluate and attempt to reach agreement on a means of funding the child's school transportation plan using other strategies and sources of funds.

D. Disputes Related to the Transportation of a Child in Foster Care

1. Except to the extent that any law or regulation is enacted that provides any over-riding dispute resolution directives or procedures, if there is disagreement between or among the parties that are involved in determining the method of transportation to the child's school of origin and/or the funding of any additional costs associated with providing such transportation, the school districts involved will attempt to pursue, and may expressly agree with one or more child welfare agencies to mutually implement, the following dispute resolution procedures:
 - a. A meeting will be scheduled that involves the chief administrative officer (or a qualified and knowledgeable senior-level designee) of each applicable school district and child welfare agency. The parties will attempt to self-mediate the dispute. By mutual agreement, the parties may involve a third party to act as neutral mediator in this process.
 - b. If the attempt to self-mediate is unsuccessful, or if all relevant parties mutually agree to proceed directly to this step, the parties will attempt to utilize any dispute-resolution process that may be offered by a state-level agency for this purpose (e.g., by the Department of Public Instruction and/or the Wisconsin Department of Children and Families).
 - c. If the dispute is not resolved after attempting the dispute-resolution methods listed above (to the extent available), then the parties may pursue any other mutually-agreeable means of resolving the dispute, or, in the absence of such agreement, any party may take such additional steps as are deemed necessary to protect its interests and achieve a resolution to the dispute.
2. Interim Methods of Transportation. In the event of a dispute regarding the method of transportation that will be used to transport a child to his/her school of origin, the District will attempt to identify and make a good-faith effort to arrange for the implementation of a short-term (interim) transportation strategy that will be used for a defined period of time so that the child can promptly receive transportation to the school of origin.

3. Interim Funding of Transportation. In the event of a dispute between the District and one or more other educational or child welfare agencies regarding the amount of or the means of funding additional costs of transportation to the child's school of origin, the District and any such agency will attempt to define a mutually-agreed-upon, interim funding arrangement that will be implemented for a defined period of time so that the child can promptly receive transportation to the school of origin. In the absence of a voluntary interim funding arrangement, and in order to promptly provide transportation while a dispute is pending, the District will attempt to pursue, and may have an express agreement with one or more child welfare agencies to mutually implement, a default interim funding arrangement under which the District and the child welfare agency that is responsible for the placement and care of the child will each pay an equal share of the disputed additional costs of transportation on an interim basis until the funding dispute is resolved.
4. The final resolution of a funding dispute may require the full or partial reimbursement of funds that were expended under an interim arrangement for the payment of the costs of additional transportation during the pendency of a funding dispute.

REVISION AND NEW APPROVAL: July 17, 2017

REVISED:

411.3-Exhibit

NORTH CAPE SCHOOL DISTRICT

**STUDENT TRANSPORTATION PLAN FOR CHILD IN
OUT-OF-HOME CARE (FOSTER CARE) TO SCHOOL OF ORIGIN**

Child's Name _____ Date of Birth _____ Grade _____

Name of Out-of-Home Care Placement (if applicable, e.g., Smith Group Home)

Address of Placement _____
Out-of-Home Care Provider Name (e.g., name of foster parent(s) or group home manager)

Phone Number _____
E-Mail Address _____

Child Welfare Agency _____
Education Point of Contact _____
Phone Number _____
E-Mail Address _____
Child's Case Worker _____
Phone Number _____
E-Mail Address _____

Resident School District _____
Foster Care Point of Contact _____
Phone Number _____
E-Mail Address _____
School Contact Person _____
Title _____
Phone Number _____
E-Mail Address _____

School District of School of Origin _____

Foster Care Point of Contact _____

 Phone Number _____

 E-Mail Address _____

School Contact Person _____

 Title _____

 Phone Number _____

 E-Mail Address _____

District Determinations

1. The following efforts were undertaken to identify a cost-effective transportation option:

2. There is an existing transportation option that ensures educational stability for the student following the change in his or her living arrangement:

Yes No

If "Yes," that option is:

_____.

The county welfare agency and the district(s) agree that the most cost effective transportation option for this student will be:

and this option will be funded in the following manner:

The student's transportation plan will be implemented on the following date: _____

If the transportation plan will not be implemented immediately, the child welfare agency and the district(s) agree that while the permanent transportation plan is pending, the interim and immediate transportation arrangements (including funding) will be:

Authorized Signature for Child Welfare Agency

Date

Authorized Signature for District of School of Origin

Date

Authorized Signature for Resident School District

Date

REVISION AND NEW APPROVAL: July 17, 2017

REVISED:

Policy 412.1

NORTH CAPE SCHOOL DISTRICT

FULLTIME STUDENT

The North Cape School District shall consider a student to be a full-time student if he/she meets any one of the following conditions:

1. The student is enrolled in the District's four-year-old or five-year-old kindergarten program for the regular school hours of his/her assigned kindergarten program.
2. The student is enrolled in the District and is scheduled in classes or approved school activities for the entire school day as defined by the District.
3. The student is enrolled in the District and is approved for and participating in an alternative school/educational program or other District-approved educational program or placement. This includes, but is not limited to, any program or curriculum modification, homebound instruction, programs for children at risk of not graduating from high school, gifted programming, and programming to remediate truancy.
4. The student has been evaluated by an individualized education program (IEP) team or Section 504 team, prescribed an IEP or Section 504 plan, and is participating in educational programming and services in accordance with the IEP or Section 504 plan. This includes children who are at least 3 years old and who are eligible for and receiving special education services through the District's early childhood program.

A full-time student's District-approved classes need not necessarily be classes that are offered by or in the District. For example, students who have received District approval to take one or more non-District courses through contracted educational services, inter-district cooperative agreements, etc., do not lose their full-time status based upon including such courses in their schedule.

Whether and to what extent the District is permitted to include a student in the District's various membership counts for school finance purposes is not determined exclusively by their status as a full-time student as defined within this policy. However, this policy's definition of full-time student shall apply to the membership count process to the extent that (1) a District-based determination of full-time status is relevant to the membership count process, and (2) the District is financially responsible for the student's educational program. This policy shall not be interpreted in a manner that would prevent the District from including a student in its membership count where state law and related Department of Public Instruction procedures clearly permit inclusion (for example, where the student is a resident student attending public school in another school district under a District-paid tuition agreement, the full-time public school open enrollment law, or a tuition waiver under section 121.84(4) of the state statutes). Notwithstanding this policy, a student must additionally meet the full-time student definition and other eligibility requirements of the Wisconsin Interscholastic Athletics Association (WIAA) in order to participate on WIAA member school interscholastic athletic teams.

Policy 412.1
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LEGAL REF.: Wisconsin Statutes
Section 115.28(7)(e) [alternative education programs]
Section 115.787 [individualized education programs for students with disabilities]
Section 118.14 [age of students]
Section 118.15(1)(d) [program or curriculum modifications]
Section 118.153 [programs for children at risk of not graduating from high school]
Section 118.35 [gifted and talented programs]
Section 118.52 [course options]
Section 121.004(5) ["membership" definition for purposes of reporting student membership count]
Section 121.004(7) ["pupils enrolled" for membership count purposes]
Section 121.02(1)(f) [school district standards; minimum hours of direct student instruction]
Section 121.05 [budget and membership report]
Section 121.90(1) ["number of pupils enrolled" for revenue limit purposes]
Wisconsin Constitution, Article X [free public education for persons between the ages of 4 and 20]
Individuals with Disabilities Education Act [programs and services for students with disabilities]
Section 504 of the Rehabilitation Act of 1973 [disability discrimination; reasonable accommodations]

CROSS REF.: Policy 322, School Day
Policy 342.1, Programs for Students with Disabilities
Policy 342.3, Gifted and Talented Program
Policy 342.8, Section 504 Plans and Services for Students with Disabilities
Policy 343.4, Course Options
Policy 423, Public School Open Enrollment
Policy 431, Student Attendance and Truancy

POLICY REVISION AND NEW APPROVAL: October 31, 2016

REVISED:

NORTH CAPE SCHOOL DISTRICT

SCHOOL ADMISSIONS

Any student seeking school admission in the District must reside within the established boundaries of the District, except as otherwise provided by law and/or Board policy.

Individuals enrolling a student are expected to follow the District's registration procedures, including providing appropriate documentation of the student's age and in-District residency (or other status that permits admission to North Cape School). The District's registration procedures shall be sufficiently flexible so as to not unlawfully interfere with the prompt admission, school placement, and attendance of homeless/unaccompanied youth.

Students admitted to school in the District shall present immunization records as required by law. Students entering kindergarten in the District shall be required to have a health examination by a licensed physician before entering school and shall be requested to provide evidence that they have had their eyes examined by an optometrist or evaluated by a physician. A dental examination is also recommended for students entering kindergarten.

Grade placements shall be made by the District Administrator, in consultation with appropriate staff, in accordance with District procedures. Students transferring from other school systems or non-District programs are required to provide a transcript of academic accomplishments at the previous school/program, or the address from which this data may be secured. If academic transfer records are not available or do not contain appropriate information upon which to make placement decisions, the student shall be administered appropriate standardized achievement tests and/or district-developed criterion-referenced tests to assist in making a placement.

The District shall not enroll a student during their term of expulsion from another Wisconsin public school, out-of-state public school or independent charter school in Wisconsin.

The District shall not illegally discriminate in admissions to any school, class, program or activity or facilities usage on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, parental or marital status, homelessness status, sexual orientation, or physical, learning, emotional or mental disability or handicap. This policy does not, however, prohibit the District from placing a student in a school, class, program or activity based on objective standards of individual performance or need. Discrimination complaints shall be processed in accordance with established procedures.

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Page 2

LEGAL REF.: Wisconsin Statutes
Section 118.13 [student nondiscrimination]
Section 118.135 [eye examinations for students entering kindergarten]
Section 118.14 [age of students for admission]
Section 118.25 [school board authority to require health examinations of students by physicians]
Section 118.51 [full-time public school open enrollment]
Section 118.52 [course options; includes nonresident public school students taking individual courses]
Section 118.53 [attendance in public school courses by home-based private educational program students]
Section 120.13(1)(f) [authority to deny admission of student during term of expulsion]
Section 120.13(1)(h) [conditional enrollment of expelled students]
Section 121.77 [admission of nonresident students]
Section 121.84 [admission of nonresident students; tuition waivers]
Section 252.04 [immunizations required upon school admission]
Wisconsin Administrative Code
PI 9.03(1) [student nondiscrimination in school admission policies]
McKinney-Vento Homeless Education Assistance Act [equal access for homeless students; required policies to remove barriers]

CROSS REF.: 420-Rule(1), Procedures for Placing Transfer Students
420-Rule(2), Procedures for Enrollment and Placement of Homeless Children and Youth
Policy 342.1, Programs for Students with Disabilities
Policy 342.7, Services for English Language Learners
Policy 342.8, Section 504 Plans and Services for Students with Disabilities
Policy 343.4, Course Options
Policy 411, Equal Educational Opportunities
Policy 421, Entrance Age and Early Admission
Policy 422, Admission of Nonresident Students (Other Than Open Enrollment Students)
Policy 423, Public School Open Enrollment
Policy 424, Participation of Non-Public School Students in District Programs/Activities
Special Education Handbook

POLICY REVISION AND NEW APPROVAL: October 31, 2016

REVISED:

420-Rule(1)

NORTH CAPE SCHOOL DISTRICT

PROCEDURES FOR PLACING TRANSFER STUDENTS

The District reserves the right to determine grade placement of all students entering or re-entering the North Cape School District.

1. When a student transfers from a Wisconsin public school or private school recognized by the Department of Public Instruction (DPI), the student shall be placed in his/her grade level at the time of transfer.
2. When a student transfers from a school outside of Wisconsin that is recognized as a state certified public school, the student shall be placed in his/her grade level at the time of transfer.
3. When a student transfers from a home-based private educational program (home school), when student records are incomplete or not available, or when screening for initial placement is necessary, the District Administrator may authorize a temporary grade placement to last no longer than three weeks, based upon the student's chronological age. Temporary placements may be extended for longer than three weeks only with the direct approval of the District Administrator. The District Administrator, in consultation with the school counselor, reading specialist, and appropriate teachers, shall determine the student's grade placement. The criteria that shall be used to determine the student's initial grade placement may include any or all of the following:
 - a. The grade level that the student attained at the time of entry or reentry.
 - b. The review of the student's educational records, including evidence of academic achievement and/or academic work.
 - c. The results of an interview of the student, conducted by a school counselor and/or school psychologist and/or the District Administrator.
 - d. The results of an interview of the student's parent/guardian conducted by the District Administrator or designee.
 - e. The results of intelligence or aptitude testing, if deemed appropriate by the District Administrator.
 - f. The student's chronological age, basic knowledge, and social maturity.
 - g. The student's functional achievement level.
 - h. The results of an achievement test, diagnostic test, or other District-approved assessment utilized for placement purposes.
4. Students identified as having special needs (e.g., students with disabilities, English language learners) shall be placed in appropriate programs and provided appropriate services in accordance with established District policies and procedures and applicable legal requirements.

POLICY REVISION AND NEW APPROVAL: October 31, 2016

REVISED:

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NORTH CAPE SCHOOL DISTRICT

PROCEDURES FOR ENROLLMENT AND PLACEMENT OF HOMELESS CHILDREN AND YOUTH

Children of homeless individuals and unaccompanied homeless youths (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate public education as provided to other children and youths who reside in the District. They shall be provided services comparable to services offered other children attending school in the District, including transportation services, educational services for which the children/youths meet eligibility criteria (e.g., special education, Section 504 services, gifted and talented programming), vocational and technical education programs and school nutrition programs. No homeless child or youth shall be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

"Homeless children and youths" are defined as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes, but is not limited to, children and unaccompanied youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; living in motels, hotels, trailer parks, or campgrounds due to lack of alternative adequate accommodations; living in emergency or transitional shelters; living in cars, parks, public spaces, abandoned buildings, substandard housing, bus stations, or similar settings. The term "unaccompanied youth" includes a youth not in the physical custody of a parent or guardian.

A. District Liaison for Homeless Children and Youths

The District Administrator has been designated as the District's liaison for homeless children and youths.

The District's liaison for homeless children and youths will work with District personnel to periodically review existing policies, procedures, practices, and data to identify and develop proposals to remedy and remove barriers that homeless children and youths may face in the school enrollment and admission processes, in regularly attending school, in accessing applicable support services (such as guidance counselors), in accessing academic programs, academic activities, or extracurricular activities, or in receiving appropriate credit for prior academic work.

The District's liaison for homeless children and youths will also ensure that:

1. Homeless children and youths residing in the District are identified by school personnel and through outreach and coordination activities with other entities and agencies. Special attention will be given to the enrollment and attendance of homeless children and youths who are not currently attending school.
2. Homeless children and youths enroll in, and have a full and equal opportunity to succeed in school in the District.

3. Homeless families and homeless children and youths have access to and receive educational services for which they are eligible, including services through Head Start, early intervention services under laws, applicable to students with disabilities, and other preschool programs.
4. Homeless families and homeless children and youths receive referrals to other appropriate services (e.g., health care services, dental health services, mental health and substance abuse services, housing services).
5. The parent/guardian of a homeless child and any unaccompanied homeless youth is informed of the educational and related opportunities available to them and are provided with meaningful opportunities to participate in the education of the child/youth.
6. Public notice of the educational rights of homeless children and youths is disseminated where such children and youths, and unaccompanied youths, receive services such as the school, public libraries and family shelters. The notice shall be disseminated in a manner and form understandable to the parents and guardians of homeless children and youths, and unaccompanied youths.
7. Enrollment disputes are mediated in accordance with legal requirements.
8. The parent/guardian of a homeless child and any unaccompanied homeless youth is fully informed of transportation services that may be available to them under the law and they are assisted in accessing such transportation services.
9. School personnel providing services to homeless children and youths receive professional development and other support. The liaison for homeless children and youths will also receive and participate in professional development and other support activities as required by the Department of Public Instruction, the District and federal law.
10. Unaccompanied homeless youths are: (a) enrolled in school, (b) have opportunities to meet the same challenging academic standards as the District establishes for other children and youths, including receiving appropriate credit for full or partial coursework satisfactorily completed while attending a prior school and, (c) are informed of their status as independent students under section 480 of the Higher Education Act of 1965 (20 U.S.C. 1087vy) and that they may obtain assistance from the District's liaison for homeless children and youths to receive verification of such status for purposes of the Free Application for Federal Student Aid described in section 483 of such Act.
11. Appropriate school personnel assist homeless children and youths with their educational transitions (e.g., from early childhood to elementary school, elementary school to middle school/junior high school, middle/junior high school to high school).
12. Reliable, valid, and comprehensive data needed to meet the established legal requirements related to homeless children and youths is collected, reported to the public, and provided to the State Coordinator for the Education of Homeless Children and Youths.

13. School personnel, service providers, advocates working with homeless families, parents and guardians of homeless children and youths, and homeless children and youths are informed about the liaison's duties.

B. Admission and Placement of Homeless Child or Youth

When a homeless child or youth seeks enrollment in the District, these procedures shall be followed:

1. The homeless child's parent/guardian or any unaccompanied homeless youth shall be advised of their choice of schools. The homeless child/youth shall be allowed to either continue his/her education in the school of origin for the duration of the homelessness or be placed in North Cape School similar to non-homeless children/youths living in the District. "School of origin" means the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool. When the child or youth completes the final grade level served by the school of origin, the term "school of origin" shall include the designated receiving school at the next grade level for all feeder schools.

School selection decisions shall be made based on the best interest of the homeless child/youth. In determining the best interest of the child/youth, the District shall:

- a. Presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent guardian, or (in the case of an unaccompanied youth) the youth, and
- b. Consider student-centered factors related to the child's or youth's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of the homeless child/youth, giving priority to the request of the child's or youth's parent or guardian or (in the case of an unaccompanied youth) the youth.

If North Cape School is the school requested by the child's parent/guardian but the District decides not to allow the child to attend North Cape School but rather to continue his/her education in the school of origin, the District shall provide the child's parent/guardian with a written explanation, including a statement regarding the right to appeal the school selection decision. An unaccompanied homeless youth shall also be provided notice of his/her right to appeal the school selection decision. School selection disputes shall be handled as outlined in Section C below.

2. If North Cape School is the school selected for the child to attend, the homeless child/youth shall be immediately enrolled in the school. This must be done even if the child/youth is (a) unable to produce records normally required for enrollment, such as previous academic records, immunization or other health records, proof of residency or other documentation, or (b) has missed application or enrollment deadlines during periods of homelessness. The District shall immediately contact the school last attended by the child/youth to obtain relevant academic and other records. If the child/youth needs to obtain immunizations or screenings, or immunization or health records, the District shall assist the parent/guardian or homeless youth in obtaining the necessary immunization or medical records.
3. The homeless child/youth shall be placed in an appropriate grade level by the District Administrator, using the same procedures that are used for placing non-homeless children and youth attending North Cape School. Educational programming and services shall be provided for the child/youth consistent with legal requirements and established District policies and procedures.
4. Upon a determination of school placement, the District shall evaluate the transportation arrangements for the homeless child/youth in light of applicable legal requirements.
5. Once enrolled, homeless children/youths shall have all the rights and privileges of non-homeless children attending school in the District and shall be subject to the same school rules and regulations.

C. School Selection or Enrollment Disputes

1. If a dispute arises over eligibility, or school selection or enrollment in a school, the District Administrator shall attempt to resolve the dispute as expeditiously as possible. The parent(s)/guardian or homeless youth shall be provided with a written explanation of the District's decision on the dispute and a notice of the right to appeal to the State Superintendent of Public Instruction.
2. The homeless child or youth shall be immediately enrolled in the school in which the enrollment is sought, pending final resolution of the dispute including all available appeals.

APPROVED: October 31, 2016

REVISED: May 22, 2017

Policy 421

NORTH CAPE SCHOOL DISTRICT

ENTRANCE AGE AND EARLY ADMISSION

No child may be admitted to 4-year-old kindergarten in the District unless the child is four years old on or before September 1 in the year he/she proposes to enter school. There will be no pre-screening for 4-year-old kindergarten. Screening will take place through the first quarter of the school year. There shall be no early admission to 4-year-old kindergarten in the District. However, the District provides early childhood education services to qualifying children who are at least 3 years old to the extent required by law.

In most cases, in order to be admitted to 5-year-old kindergarten in the District a child must be five years old on or before September 1 in the year he/she proposes to enter school. However, a child who is under the standard legal age may be admitted to 5-year-old kindergarten if the District determines that he/she has met the conditions and standards for early admission as outlined in District procedures.

In most cases, in order to be admitted to first grade in the District a child must be six years old on or before September 1 of the year he/she proposes to enter first grade and must have completed 5-year-old kindergarten. However, a child may be admitted to first grade under the standard legal age if he/she has already completed a 5-year-old kindergarten program or its equivalent, as determined by the District. A child may also be admitted to first grade under the standard legal age and/or without having completed a 5-year-old kindergarten program if the District determines that he/she has met the conditions and standards for early admission and/or for an exemption from the state's kindergarten completion requirement, as outlined in District procedures.

If a child's request for admission to kindergarten or first grade is denied, the child's parent or guardian may appeal the decision in writing to the School Board. The Board's decision is final.

LEGAL REF.: Wisconsin Statutes
Section 118.13 [student nondiscrimination]
Section 118.14(1) [entrance age for kindergarten and first grade]
Section 118.15(1) [compulsory school attendance]
Section 118.33(6)(cm) [mandatory kindergarten completion for first grade admission; procedures for exempting students from mandatory kindergarten required]
Section 120.12(25) [school board duty; adoption of procedures for early admission to kindergarten and first grade]

CROSS REF.: 421-Rule, Early Admission Guidelines for 5-Year-Old Kindergarten and First Grade
Policy 342.1, Programs for Students with Disabilities
Policy 411, Equal Educational Opportunities
Policy 420, School Admissions
Special Education Handbook

POLICY REVISION AND NEW APPROVAL: October 31, 2016

REVISED:

NORTH CAPE SCHOOL DISTRICT

EARLY ADMISSION GUIDELINES FOR 5-YEAR-OLD KINDERGARTEN AND FIRST GRADE

A. Standards and Conditions for Early Admission to 5-Year-Old Kindergarten (5K)

1. If a child was previously granted early admission to 4K in another school system, and the child successfully completed the 4K program, the District may approve the child's early admission to 5K, provided the child's parent/guardian supports the early admission and the District determines that the weight of other available information suggests that placement in 5K would be an appropriate placement.
2. If a child successfully completed a preschool or early childhood program that is deemed equivalent to the District's 4K program, the District may approve the child's early admission to 5K, provided the child's parent/guardian supports the early admission and the District determines that the weight of other available information suggests that placement in 5K would be an appropriate placement.
3. If a child has not successfully completed a 4K program or its equivalent, the District may consider a child's early admission to 5K if all of the following standards and conditions are met:
 - a. The child must be five years of age within 30 days of the first day of the school year in which he/she proposes to enter school.
 - b. The child's intellectual development/growth, language development and communication skills must be assessed at or above the 95th percentile as compared to his/her same age peers.
 - c. The child must demonstrate the social/emotional functioning and developmental maturity necessary to successfully participate in a structured setting for the full school day of the 5K program. The child must demonstrate the perceptual, fine and gross motor skills needed to successfully participate in the regular activities of 5K; be capable of following verbal instructions; be able to remain focused and work independently for reasonable periods of time; enjoy working and playing with other children; and show the ability to cooperate with others.
 - d. The child must show an interest in school type activities – for example, has the ability to address new situations or challenging learning tasks without experiencing excessive frustration or avoidance relative to typical expectations for children in 5K.
 - e. The District staff conducting the evaluation of the child and analyzing the results as outlined in Section D-3 below has determined that early admission to 5K is the most appropriate placement for the child and is in the child's best interests.

B. Standards and Conditions for Admission to First Grade Under the Legal Age

A child who is not six years old on or before September 1 in the year he/she seeks admission to first grade may be admitted to first grade if he/she meets either of the following requirements:

1. The child has successfully completed a 5-year-old kindergarten program or its equivalent, or

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Page 2**

2. The child will be 6 years of age within 30 days of the first day of school and the child demonstrates the academic and developmental readiness skills expected for successful participation in first grade. Evidence must exist that the child's educational welfare would best be served by placement in first grade.

C. Conditions and Standards for Exemption from Kindergarten Completion Requirement

A child who has not completed 5-year-old kindergarten may be admitted to first grade if he/she meets any of the following requirements:

1. The child has successfully completed a program for 5-year-old children that the school district deems equivalent to kindergarten. Documentation of program completion shall be required.
2. The child demonstrates academic and developmental readiness skills expected for successful participation in first grade. Evidence must exist that the child's educational welfare would best be served by placement in first grade.
3. Before either commencing or completing first grade, the child moved into Wisconsin from a state, country or territory in which completion of 5-year-old kindergarten is not a prerequisite to entering first grade.
4. Before either commencing or completing first grade, the child moved into Wisconsin from a state, country or territory in which completion of 5-year-old kindergarten is a prerequisite to entering first grade and the child was exempted from the requirement to complete 5-year-old kindergarten in the state, country or territory from which the child moved.

D. Procedures

Requests for early admission to 5-year-old kindergarten or first grade or exemption from the mandatory kindergarten completion requirement shall be made and acted upon in accordance with the following procedures:

1. Requests shall be submitted to the District Administrator in writing by the end of May for the upcoming school year. The request shall include the rationale for making the request and any academic or other information that supports the child's readiness for first grade admission.
2. The District Administrator or designated school personnel shall meet with the child's parent/guardian to discuss the reasons for requesting the child's early admission and/or admission to first grade without having completed kindergarten and to review related student record information. If at this meeting it is determined that the child has met one of the eligibility requirements outlined above for admission to 5-year-old kindergarten or first grade, the child's admission shall be approved and documented.
3. If the District Administrator or designated school personnel determines additional information or evaluation is needed, the District Administrator or designee shall request parental permission for evaluating the child and appoint appropriate staff members to complete the evaluation. The evaluation process will concentrate on obtaining information regarding skills and behavioral characteristics that are correlated with success in 5-year-old kindergarten or first grade. The child will be assessed for reading

readiness using the same Department of Public Instruction-selected assessment instrument that the District uses to assess kindergarten students for reading readiness. Other areas evaluated may include: cognitive or intellectual development; math and writing skill development; adaptive skill development; social/emotional maturity; communication skills and sensory motor/physical development. Staff shall use a combination of behavioral observation and teacher-made assessment tools to assess developmental and skill levels of the child.

4. The staff members completing the evaluation shall meet with the District Administrator to analyze the results of the evaluation and any other data available to determine the appropriateness of the child's admission to 5-year-old kindergarten or first grade. In order to be admitted to 5K or first grade, the child must demonstrate the academic and developmental readiness skills expected for successful participation in 5K or first grade and there must be evidence that the child's educational welfare will best be served by the 5K or first grade placement.
5. The District Administrator or designated school personnel shall meet with the child's parent/guardian to present the results of the evaluation and the recommendation regarding admission to 5-year-old kindergarten or first grade. A written decision regarding the request will be provided to the parent/guardian and a copy kept on file in the District.
 - a. If the request is approved, the District Administrator shall inform the parent/guardian that the kindergarten or first grade placement shall be contingent on the child's successful adjustment to the school setting and satisfactory progress. It is subject to review by the District at any time. The District Administrator and staff members who made the original decision may determine that the early admission placement is not in the best interest of the child and recommend that the placement be terminated. A recommendation for termination of placement by this team will terminate the eligibility of the child for continued kindergarten or first grade enrollment.
 - b. If the request is denied, the District Administrator shall inform the parent/guardian of their opportunity to appeal the decision to the School Board. The appeal must be made in writing to the Board. The decision of the Board shall be final.

POLICY REVISION AND NEW APPROVAL: October 31, 2016

REVISED:

NORTH CAPE SCHOOL DISTRICT

ADMISSION OF NONRESIDENT STUDENTS ON A FULL-TIME BASIS (Other than Full-Time Open Enrollment Students)

North Cape School is tuition free to all persons of school age who reside in the District and for those persons eligible under this policy and the full-time public school open enrollment policy.

Nonresident students, in addition to full-time public school open enrollment students, shall be admitted to school in the District on a tuition-free basis under the following conditions:

1. Any student who moved out of the District after July 1 and was a resident of the District on either the third Friday in September or the second Friday in January of the current school year, and was enrolled in the District for at least 20 school days during the current school year, shall be allowed to continue to attend school in the District for the current school year without payment of tuition.
2. Any student to whom all of the following apply shall be allowed to attend school in the District without payment of tuition: (a) the student was a resident of the District on the second Friday in January of the previous school year, (b) the student was enrolled in the District continuously from the second Friday in January of the previous school year to the end of the school term of the previous school year, (c) the student ceased to be a resident of the District after the first Monday in February of the previous school year, and (d) the student continues to be a Wisconsin resident. If a student's individualized education program (IEP), developed or revised, requires special education or related services that are not available in the District or there is no space available in the appropriate special education program, the District may transfer the student to his/her school district of residence. Decisions regarding special education and related services shall be made in accordance with state law and consistent with related provisions included in the District's full-time public school open enrollment policy. The District shall provide transportation to a nonresident student with a disability attending school in the District under this provision if it is required as part of his/her IEP.
4. Students from foreign countries who participate in approved foreign exchange programs (students with J-1 visas) shall be allowed to attend school in the District without payment of tuition. The District will not permit students with F-1 visas to attend school in the District without payment of tuition. Non-immigrant alien students who have an F-1 visa shall be required to pay the full unsubsidized per capita cost of education as required by federal law.

Other nonresident students may be admitted to North Cape School on a tuition-basis provided that: (1) the student's parent or guardian is a resident of Wisconsin, (2) facilities are adequate, and (3) such admission does not adversely affect the program opportunities for resident students. Admission of nonresident tuition students must be approved by the School Board and shall be subject to payment of tuition fees in accordance with state and federal law requirements and District procedures. Temporary approval for school admission of a nonresident tuition student(s) may be granted by the District Administrator, upon fulfillment of all stated requirements. Board consideration, approval or denial of the nonresident student's admission in that case will be made at the next Board meeting. All nonresident tuition students must be approved on an annual basis.

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The District recognizes that there may be times when a nonresident student and their family may intend to move into the District before the start of the school year or semester, or another period of time, but the move is delayed due to new construction not being done or for some other legitimate reason. If the nonresident student is intending to move into the District within a 9-week period of time, the District may allow the nonresident student to attend school in the District upon payment of a pro-rated amount of tuition and may refund that tuition payment if the student becomes a resident of the North Cape School District within that 9-week period of time.

Except as otherwise required by law, parents/guardians of a nonresident student shall be responsible for providing student transportation to and from school in the District.

Nonresident students from other Wisconsin public schools and nonresident home-schooled students shall be permitted to take individual courses in North Cape School as required by law and in accordance with Board policy.

Nothing in this policy shall prevent the District from denying the admission of a nonresident student during the term of his/her expulsion from another Wisconsin public school, out-of-state public school or independent charter school in Wisconsin, or from setting enrollment conditions that the expelled student must meet in order to be admitted, consistent with legal requirements.

LEGAL REF.: Wisconsin Statutes

Section 118.13 [student nondiscrimination]
Section 118.51 [full-time public school open enrollment]
Section 118.52 [course options, including participation in individual courses by nonresident students]
Section 118.53 [home school student participation in individual courses]
Section 121.77 [admission of nonresident students; tuition waivers]
Section 121.84 [tuition waivers]
Illegal Immigration Reform and Immigration Responsibility Act
McKinney-Vento Homeless Education Assistance Act

CROSS REF.: 422-Rule, Procedures for Nonresident Tuition Students

422-Exhibit(1), Nonresident Tuition Student Application Form
422-Exhibit(2), Nonresident Student Tuition Agreement Form
Policy 342.1, Programs for Students with Disabilities
Policy 342.8, Section 504 Educational Opportunities
Policy 343.4, Course Options
Policy 411, Equal Educational Opportunities
Policy 411.3, Foster Care Children
Policy 420, School Admissions
Policy 421, Entrance Age and Early Admission
Policy 423, Full-Time Public School Open Enrollment
Policy 424, Participation of Non-Public School Students in District Courses, Programs and Activities
Special Education Policy and Procedure Manual

POLICY REVISION AND NEW APPROVAL: MAY 22, 2017

REVISED:

NORTH CAPE SCHOOL DISTRICT

PUBLIC SCHOOL OPEN ENROLLMENT

This policy shall be administered in accordance with the state public school open enrollment laws and the administrative rules established by the Department of Public Instruction (DPI).

Subject to the exception that the School Board, each January, shall act upon any annual space availability determinations for purposes of nonresident open enrollment into the District, the Board authorizes the District Administrator to make all other decisions and determinations that are necessary or permitted in connection with any open enrollment application or any open enrollment student under this policy and its related Board-approved rule. However, this delegation of authority shall not be construed to prohibit the District Administrator from bringing any such decision or determination to the Board as he/she deems necessary or prudent.

Nonresident Open Enrollment Students

A nonresident student may apply for full-time enrollment in the District under the open enrollment program. Applications shall be made and acted upon in accordance with the timelines and procedures outlined in state law and in the administrative rules established by the DPI. The District shall consider and apply the following criteria when deciding whether or not to accept (or, in some situations, revoke acceptance of) a nonresident student's application for full-time open enrollment:

1. Space Availability. The District shall consider the availability of space in the school, programs, classes or grades within the District. When determining space availability, consideration will be given to desired class size limits, desired student-teacher ratios, overall building capacity, future enrollment projections, the projected number of sections of particular grades or courses, desired program-size limitations, and known or projected limitations on available staffing and other resources. Based upon a review of the relevant considerations, the Board may annually establish, at a Board meeting held in January, space limitations applicable to nonresident open enrollment.

If the Board establishes any annual space availability limitations, the Board, at a minimum, will specify the number of spaces available in each grade (although two or more grades may be combined and treated as a single grade) and the number of spaces available in any established special education program or service that has identifiable space limitations.

If the Board has taken action in January to limit the number of spaces that will be available for applications that are submitted under the regular application period for the following school year, then the District shall not approve any alternative applications in the grades or programs with limited space that are submitted for the current school year after the date of the January school board meeting. Further, the District shall deny any alternative applications for a particular grade or program for the current school year that are received on or before the date of the Board meeting in January where space availability for open enrollment is again considered if, due to space considerations, the District did not approve all otherwise-eligible regular-period application(s) for that particular grade or program for the same school year.

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If the District receives more student applications during the regular application period for full-time enrollment than there are spaces available, the District shall determine which students to accept on a random basis, subject to the following exceptions and to the additional Board-established procedures that implement this policy:

- a. Students Guaranteed Approval under the Space Availability Criteria: If otherwise eligible to be approved under this policy and applicable law, and provided that the individual has submitted a timely application during the applicable regular application period (but not including any alternative applications), the following applicants for full-time open enrollment in the District will not be denied based upon a lack of available space regardless of any otherwise-established limitations on the spaces that are available for open enrollment students:
 - (1) Students who are currently enrolled in and attending school in the District (excluding part-time attendance by a student who is enrolled in another public school district, a private school, a tribal school or home-based private educational program). Currently-attending students will be included in the count of "occupied" spaces when the Board makes any space availability determinations at a January meeting so that the spaces expressly designated as being "available" for open enrollment applicants during the subsequent regular application period will be in addition to the already-occupied spaces.
 - (2) The siblings of any student who is currently attending school in the District (excluding part-time attendance by a student who is enrolled in another public school district, a private school, a tribal school or home-based private educational program). Upon their timely application and if otherwise eligible to be approved, the District may assign such siblings to spaces in the relevant grade/program that the Board designated as being available for open enrollment students. If there are more such sibling-applicants than there are available spaces, the remaining application(s) of such siblings may still be approved.
- b. Random Selection Process to be Used If Necessary. If, after approving the applications of all students who are guaranteed approval, there are more applications than available spaces in any grade and/or program, then all remaining timely and complete applications (regardless of grade and even if the application is potentially subject to denial for some other reason under the local criteria established in this policy) will be subject to a random selection process as further defined in the procedures adopted to accompany this policy.

The District will create and administer a waiting list for applications received during the regular application period, but not for current-year open enrollment applications submitted under the alternative application procedure.

2. Students with Disabilities. If the District determines that the special education and related services required for a student with a disability are available in the District and that there is space available in the relevant grade and/or special education program, then the student's open enrollment application shall be accepted provided no other criteria cause the application to be rejected. If the special education or related services required for a student

with a disability are not available in the District or if there is no space available in the relevant program/service(s), then the application shall be denied, subject to the following:

- a. A student with a disability shall be included in the random selection process for the student's grade prior to any consideration of the availability of, and space in, the special education required by the student's individualized education program (IEP).
- b. If a student with a disability is on both a regular education and special education waiting list, and the student's application is reached on only one waiting list, the student shall remain in place at the top of that list until the student's name is reached on the other list.

In any instance where an application is submitted by a student with a disability but there is no current IEP available for the student, the District will use the procedures defined in DPI's administrative rules to determine whether the District has the appropriate special education program or space.

If a nonresident student receives his/her initial IEP while attending the District under open enrollment, or if a nonresident student's IEP changes after the student begins attending school in the District, or if the District has approved an application for a student without an IEP and it is subsequently determined that the student is a child with a disability for whom there is either a record of a previous special education evaluation or a prior IEP based upon such evaluation, then the student may be returned to his/her resident district if the District determines either that the special education or related services required for the student are not available in the District or that there is no space available.

3. Students Referred for a Special Education Evaluation. An open enrollment application shall be denied if the nonresident student has been referred or identified as having a possible disability but has not yet been evaluated by an IEP team in the resident district. To the extent permitted by DPI, and assuming other acceptance criteria are and continue to be met, such a student's parent/guardian may request that the District reconsider a denial under this criteria if the IEP (or a finding of no disability) is forwarded to the District and reviewed by the District prior to the close of the period during which the District would normally continue to process and accept applications from any waiting lists and if the District concludes that such reconsideration would not be prejudicial to any other applicant.
4. Discipline: The District will not accept a student who has been expelled by any Wisconsin school district during the current school year or preceding two school years for certain conduct specified in state law or who has disciplinary proceedings pending on such conduct. This policy provision applies to the following conduct specified in state law: endangering the health, safety or property of others; conveying or causing to be conveyed a "bomb" threat involving school property; and possessing a dangerous weapon while at school or under the supervision of a school authority. If any of these disciplinary actions occur after initial acceptance of the student and prior to the student starting school in the District, the District will deny the enrollment of that nonresident student.

Consistent with the District's school admission policy and as authorized by state law, the District shall deny the enrollment of any student who has been expelled from any public school or independent charter school in Wisconsin or an out-of-state public school, no matter what the reason is for the expulsion, during the term of the student's expulsion.

5. "Best Interests" Determinations Under the Alternative Open Enrollment Application Criteria and Procedures. If a parent/guardian applies for full-time open enrollment under the alternative open enrollment application criteria and procedures and relies on the "best interests of the student" criteria, the District will review the information and rationale provided by the parent(s)/guardian and make a determination as to whether the District agrees with the parent(s)/guardian that attending school in the District pursuant to the application is in the student's best interests. If the District determines that attendance would not be in the student's best interests, the application shall be denied on that basis.

A full-time open enrollment application can also be denied if the nonresident student is ineligible for open enrollment under state law (e.g., the student does not meet the age requirements for school attendance, the resident district does not have a 4-year-old kindergarten program as offered by the District, etc.) or the application is determined to be invalid (e.g., the application is incomplete, untimely, or in excess of the number of allowable applications).

No criteria other than those outlined above may be considered by the District when acting on nonresident student full-time open enrollment applications.

Once a nonresident student is accepted for full-time open enrollment in the District, no reapplication is necessary.

Student transportation and the costs thereof shall be the responsibility of the nonresident student's parent(s)/guardian, subject to the following exceptions:

1. The District shall provide transportation for nonresident students with disabilities attending school full-time in the District if it is required in the student's IEP or otherwise required by law.
2. Upon request of the student's parent/guardian, the District shall provide transportation to nonresident full-time open enrollment students without charging any fee if there is room available on a bus on a regular route and the student is picked up or dropped off at a regular bus stop on the established route. If adding nonresident students to a regular bus would require the District to add bus service, the request for transportation will be denied or terminated.

Nonresident open enrollment students attending school or classes in the District shall have all the rights and privileges of resident students and shall be subject to the same rules and regulations as resident students.

Resident Students Attending School Outside of the District

Resident students may apply for full-time open enrollment in another public school district in accordance with state law.

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If the student has applied for open enrollment under the alternative open enrollment application criteria and procedures authorized by law, the District may deny the student's enrollment if the District determines that none of the criteria relied on by the student to submit the application apply to the student. Prior to denying an alternative application on the basis that the parent/guardian did not provide enough information to allow the District to assess whether the student has been the victim of repeated bullying or whether open enrollment would be in the best interests of the student, the District shall offer the parent/guardian an opportunity to provide additional information.

The District shall not provide transportation to resident students participating in the open enrollment program. Requests from other school districts to provide optional transportation to resident open enrollment students to/from locations within the boundaries of the District shall be approved or denied on a case by case basis.

LEGAL REF.: Wisconsin Statutes
Section 115.385(4) [parent notification of education options, including full-time open enrollment]
Section 115.787 [individualized educational programs for students with disabilities]
Section 115.7915 [special needs scholarship program for students with disabilities denied open enrollment]
Section 118.16(1)(a) [definition of habitual truant]
Section 118.50(6) [whole grade sharing provision related to full-time open enrollment]
Section 118.51 [full-time public school open enrollment]
Section 118.57 [public notification of education options, including full-time open enrollment]
Section 120.13(1)(f) [authority to deny enrollment of student during the term of expulsion]
Section 120.13(1)(h) [conditional enrollment of expelled students]
Section 121.54(3) [transportation for children with disabilities]
Section 121.54(10) [optional transportation for full-time open enrollment students]
Section 121.545(1) [optional transportation under a parent contract]
Section 121.55 [methods of providing transportation]
Section 121.555 [alternative methods of providing transportation]
Wisconsin Administrative Code
PI 36 [DPI administrative rules governing inter-district open enrollment]

CROSS REF.: 423-Rule, Public School Open Enrollment Procedures
Policy 342.1, Programs for Students with Disabilities
Policy 343.4, Course Options
Policy 411, Equal Educational Opportunities
Policy 420, School Admissions
Policy 421, Entrance Age (Early Admission to Kindergarten and First Grade)
Policy 424, Participation of Non-Public School Students in District Courses, Programs and Activities
Special Education Handbook

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POLICY REVISION AND NEW APPROVAL: January 11, 2016

REVISED:

NORTH CAPE SCHOOL DISTRICT

PUBLIC SCHOOL OPEN ENROLLMENT PROCEDURES

ANNUAL DETERMINATIONS OF SPACE AVAILABILITY

1. If the School Board establishes any annual space availability limitations for nonresident open enrollment, state law requires such determinations to be made at a January Board meeting prior to the start of the regular application period to which the limitations will apply. Accordingly, taking into account applicable factors outlined in the Board's open enrollment policy, the District Administrator shall prepare and present recommendations on space availability to the Board such that the Board is able to adequately consider the information and make a timely determination.
2. At a minimum, any annual determination of space availability shall involve at least a declaration of the District-wide number of nonresident open enrollment applications that the District intends to accept in conjunction with the subsequent regular application period, broken down (1) by grade (although two or more grades may be combined and treated as a single grade); and (2) by any established special education program or service that has identifiable space limitations. However, in any year in which the Board establishes a space limitation in any grade/program/service, the Board's determination of space availability may also indicate, at the Board's discretion in light of its assessment of the relevant factors, that no space limitations are needed in certain other grades/programs/services.
3. The number of openings in a particular grade or program for nonresident students will be determined by optimum and maximum size for a particular program or classroom, which is the number of students that can be accommodated without increasing District expenditures for staff or equipment. This includes all special education and inclusion programs. The District shall maintain the class sizes in the optimum to maximum size but may exceed the maximum due to space or program needs for residents. The optimum or maximum class size may also be reduced based on the educational needs of specific classes. Nonresident students may be accepted for enrollment when projected class size(s) is/are below the optimum level. The optimum/maximum class range is as follows:
 - a. **Grade 4K:** Optimum of 15 students per teacher with a maximum of 20 based on best estimate of enrollment as determined by the census count for the District.
 - b. **Grades K-5:** Optimum of 20 students per teacher with a maximum of 25 based on current enrollment and district enrollment projections for each grade.
 - c. **Grades 6-8:** Optimum of 25 students per teacher with a maximum of 30 based on current enrollment and district enrollment projections for each grade.

When making space determinations regarding special education program space, consideration shall be given to the following:

- Class size limits or student-teacher ratios;
 - Caseload limits, including the amount of services students may need (e.g., minutes/hours, days per week, other), class/group size based on intensity of student needs (e.g., 1:1, small group, crisis intervention), and the type of staff to address various disability-related needs (e.g., special education teacher, pupils services staff, related services, paraprofessional, etc.);
 - Capacity; and
 - Enrollment projects and individualized education program (IEP) service changes.
3. The general process of determining the number of available spaces by grade and program will involve establishing projected total capacities and then subtracting the projected number of occupied spaces from the total capacities.
- a. Any projected future increase (or decrease) in the number of resident students who will be entitled to attend school in the District shall be reasonably incorporated into the District's count of "occupied" spaces.
 - b. Because the District guarantees space for open enrollment applications that are submitted by currently-attending students during the regular application period, such currently-attending students, to the extent possible, will be included in the count of "occupied" spaces so that the spaces expressly designated as being "available" for open enrollment applicants will be in addition to the already-occupied and guaranteed spaces.
4. In formulating recommendations to the Board regarding space availability, the administration shall consider and incorporate, to the extent applicable, the following elements of the Department of Public Instruction's (DPI) administrative rules:
- a. If the Board establishes any annual space-availability limitations, then on or after the first Monday in February, the District is not permitted to reduce the number of spaces that the Board declared to be available for open enrollment.
 - b. If the Board establishes any annual space-availability limitations, the District may not approve more regular-period applications for any space-limited grade or special education program/service than the number of spaces that the Board designated as available for open enrollment until after the statutory deadline for providing initial notice of acceptance or denial (i.e., the first Friday following the first Monday in June). If additional spaces are determined to be available after this deadline, then additional applications may be approved as outlined in the DPI rules and in a manner consistent with Board policy.
5. The effect of establishing annual space availability limitations on current-year alternative applications. If the Board has taken action in January to limit the number of spaces that will be available for applications that are submitted under the regular application procedure for the following school year, then the District shall not approve any alternative applications in the grades or programs with limited space for the current school year that are submitted after the date of the January school board meeting. Board policy identifies how any annual space availability limitations established by the Board in January affect alternative applications that are received in the subsequent school year.

6. The effect of a Board decision to establish no annual space availability limitations in a given year. If the Board has taken no action in January to limit the number of spaces that will be available for applications that are submitted under the regular application procedure for the following school year, then the District may approve alternative applications for the current school year that are submitted after the date of the January school board meeting. In addition, to the extent prohibited by state law and the DPI's administrative rules, the Board will not deny any regular open enrollment applications received in the subsequent regulation application period due to lack of space.

METHOD OF RANDOM SELECTION USED WHEN THERE ARE MORE REGULAR-PERIOD APPLICATIONS THAN AVAILABLE SPACES; CREATION OF WAITING LISTS

1. If there is sufficient space available in the relevant grades/programs to approve all of the timely open enrollment applications that the District has received during the regular application period, regardless of whether some of the applications may be denied due to the application of other District acceptance/denial criteria, the random process identified in this section will not be used and no grade-based or program-based waiting lists will be created or maintained.
2. If there are more regular-period applications than spaces available for a particular grade or special education program/service, then the following selection procedure shall be used:
 - a. Unless the District determines that the application will be denied under some other applicable criteria (i.e., other than space availability), the District will accept the applications of all students who are guaranteed space under Board policy. Eligible currently-attending students will be accepted without reducing the number of spaces that have been designated as available for open enrollment. Eligible siblings of currently-attending students will be accepted and reduce the number of available spaces that were designated as available for open enrollment.
 - b. All remaining timely applications (i.e., all applications not guaranteed space under District policy), regardless of grade-level and even if the application is potentially subject to denial under other applicable acceptance/denial criteria, will be subject to a random selection process with respect to space availability. Each application will be assigned a number, and the numbers will be randomly drawn/selected (e.g., using a lottery-type system). This shall be done in the presence of at least two staff members. The applications will be listed by student name/number in the order in which they are randomly selected, with the first-selected number being the first-considered application and last-selected number being the last-considered application.
 - c. A student who is a child with a disability shall be included in the random selection that determines the District-wide order of consideration of remaining applications to assign available spaces by grade prior to consideration of the availability of and space within the special education program/service required by the student's individualized education program (IEP).

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- d. If, after approving the applications of all students who are guaranteed approval there is no grade-based space left in the District (i.e., all grades are full), then all remaining applications shall be placed on grade-based waiting lists, retaining the order of consideration established above (but within the applicable grade-based list). Applications denied for any additional reason (i.e., at least one reason in addition to a lack of available space) will be removed from the waiting lists before applicants are notified of their position on any waiting list. The grade-based waiting lists will thereafter be administered as described below.
- e. If, after approving the applications of all students who are guaranteed approval there is remaining space available in one or more grade(s), the District will proceed to consider each of the applications in the order established through the random process described above.
 - As each application is considered, and if no other basis exists for denying the application, the application will either be assigned to an available space and accepted or placed upon the appropriate waiting list(s) and denied.
 - As any such application is assigned to an available space and accepted (i.e., there is a space available for the applicant), the District shall give immediate consideration to the application(s) of any remaining sibling-applicants in the same family who applied for open enrollment at the same time. The application of any sibling who is entitled to such preferential consideration shall be denied and immediately placed on the applicable waiting list(s) if there is no remaining space in such sibling's grade and/or in any special education program or service that may be required for the sibling.
- f. Before finalizing the assignment of space, the list of applications that will be accepted, and the initial waiting lists, the District will consider whether any application that has tentatively been assigned to any space or placed on any waiting list is subject to denial due to the application of any criteria other than a lack of grade-based or special education space. If so, then:
 - Any such application that has tentatively been assigned to an available space will be denied for the separate reason(s), and the space tentatively assigned to the application will be assigned to an applicant who is listed first on the applicable waiting list; and
 - Any such application that was tentatively placed on a waiting list shall be denied for both the space availability reasons and for the separate reasons(s) and removed from the waiting list before applicants are notified of their position on the waiting lists.

- g. Students with Disabilities Whose Applications Are Potentially Subject to Both Regular Education and Special Education Space Availability Restrictions. For any student with a disability whose application would be accepted but for a space limitation in the student's grade (regular education space) and/or in a necessary program/service (special education space), as such a student's name is reached in the random selection process or in the administration of the waiting lists, the District will hold any general education space or special education space to which the student can be assigned until the student's name is reached on the other applicable list. The purpose of placing this hold is to ensure that such a student with a disability is not disadvantaged as they wait for a space to potentially open on the other waiting list (i.e., either the general education or special education waiting list, as applicable). These holds will be maintained until the last day that the District administers its open enrollment waiting lists, at which point the hold shall be released and the space that had been held may be assigned to another student.
- h. Exception When Space Limitations Exist only in Special Education. If there is sufficient space available, by grade, to accommodate all of the timely applications received during the regular application period, but space limitations exist in one or more special education areas, the random process described above may be limited to special education and to the creation of special education waiting lists.

Administration of Open Enrollment Waiting Lists for Acceptance into the District

- 1. As any spaces become available, applications that have not been denied for any reason other than lack of space will be accepted from the waiting list(s). The District may accept students from a waiting list starting on the second Monday in June and ending on the third Thursday in September, but only if the student will be in attendance at a school or program in the District on the third Friday in September.
- 2. Parent/guardians will be notified in writing if a space becomes available, including notification of the school or program to which the student has been assigned and the procedures and date by which the parent/guardian must notify the District if the student will attend school in the District. Verbal notice may be provided to the parent/guardian who submitted the application, but verbal notice will be confirmed through a written communication.
 - a. If the District notifies a parent/guardian of acceptance on or after 10 days prior to the last Friday in June, the parent/guardian shall have 10 calendar days to respond to the placement offer provided the student is also in attendance by the third Friday in September; otherwise, the parent/guardian must respond to the notice no later than the last Friday in June.
 - b. If the parent/guardian does not respond in the allotted time, the student's application will be placed at the end of the waiting list and the space will be offered to the next student on the waiting list.

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3. For any applicant who is a student with a disability who has been assigned to both a grade-based waiting list and a special education waiting list, if the student is selected from one such list but not from the other(s), the District will hold the space which became available for the student on a list until either a space on the other waiting list(s) becomes available for the student (at which point the student will be notified that he/she may attend school in the district) or the District reaches the end of the period for which it maintains waiting lists (at which point the space that has been held for the student shall be assigned to the next applicant, if any, on the applicable waiting list).
4. To simplify the administration of the waiting lists, the District may contact the parent/guardian who submitted the application to determine whether they wish to voluntarily be removed from the waiting list(s). If the parent/guardian indicates that they would like to be removed, the District will provide written confirmation of the decision/action to the parent or guardian.

REVISION AND NEW APPROVAL: January 11, 2016

REVISION:

Policy 424

NORTH CAPE SCHOOL DISTRICT

**PARTICIPATION OF NON-PUBLIC SCHOOL STUDENTS IN
DISTRICT COURSES, PROGRAMS AND ACTIVITIES**

Participation in Public School Courses and Programs

Non-public school students (private school and home-based private educational program students) may participate in public school courses and programs in the North Cape School District as follows:

1. A home-based private educational program student, whether he/she resides in the District or not, may take up to two courses during a semester at North Cape School provided the following conditions are met: (a) the student has met the standards for admission at that grade level as required by law and as established by the District Administrator or designee; (b) there is sufficient space in the classroom; and (c) the student is taking no more than two courses in any public school in the state during any semester.
2. A non-public school student who resides in the District may participate in District educational programs or services when specifically required by law (for example, summer school programs).

Non-public school students attending any course pursuant to this policy are generally subject to the same course requirements, attendance policies, and behavior expectations as are applicable to the District's public school students. Similarly, to the extent permitted by law, non-public school students will be required to meet the same mandatory prerequisites or alternative demonstrations of competency that apply to public school students seeking to take a particular course.

Non-public school students participating in public school courses and programs under this policy shall be responsible for their own transportation to and from the public school, except as otherwise required by law.

Participation in Interscholastic Athletics and Extracurricular Activities

A home-based private educational program student who resides in the District may participate in interscholastic athletics and extracurricular activities in the District on the same basis and to the same extent that students enrolled in the District are allowed to participate. The home-based private educational program in which the student is enrolled shall provide the District with a written statement that the student meets the District's requirements for participation in interscholastic athletics or extracurricular activities based on age and academic and disciplinary records.

LEGAL REF.: Wisconsin Statutes
Section 118.04 [resident students attending summer school]
Section 118.13 [student nondiscrimination]

Section 118.133 [home-based private educational program student participation in interscholastic athletics and extracurricular activities]
Section 118.53 [home-based private educational program students taking courses in public schools]
Section 121.004(7)(em) [aid formula for counting home-based private educational program students who are taking courses in public schools]
Section 121.54(2)(c) [authority to transport students not required to be transported, including private school and home-based private educational program students]
Individuals with Disabilities Education Act [programs for students with disabilities; participation by students enrolled in private schools]

CROSS REF.: Policy 411, Equal Educational Opportunities
Policy 420, School Admissions
Policy 423, Public School Open Enrollment

APPROVED: October 31, 2016

REVISED:

NORTH CAPE SCHOOL DISTRICT

STUDENT ATTENDANCE AND TRUANCY

The School Board believes regular school attendance is a key factor in student achievement and is committed to helping students realize this goal. Failure to attend school regularly not only has an adverse effect on learning, but it also helps contribute to a feeling of alienation and non-participation.

Any person having under their control a child who is between the ages of 6 and 18 years of age, or a child enrolled in 5-year-old kindergarten in the District, shall cause the child to attend school regularly in accordance with state law. The child is expected to attend school on each day school is in session, unless he/she is excused from school attendance for any of the following reasons or other reasons authorized by law, or has graduated from high school:

1. Prior Parent-Excused Absences

A student excused in writing by his/her parent/guardian prior to an absence is excused from school attendance. A student may be excused by the parent/guardian under this provision for not more than 10 school days in the school year. Students so excused are responsible for making up work missed during the absence. It is the student's responsibility to make arrangements with their classroom teacher(s) to complete any assignments or examinations that are or will be missed during the absence and to hand in completed assignments upon return to school. Absences falling into this absence category include discretionary absences known in advance such as medical, dental and other personal appointments, and family vacations/travel.

2. Other Excused Absences of a Temporary Nature

- a. Illness, including reasonable treatment for such illness, where the student is temporarily not in proper physical or mental condition to attend school. A written statement from a health care provider may be required to be submitted as proof of the student's condition for student absences due to illness. Such health care provider's excuse shall state the period of time for which it is valid, and shall not exceed 30 days.
- b. Emergency medical appointments
- c. Religious holidays or instruction to the extent authorized by law
- d. Family emergency
- e. A death in the immediate family or funerals for close relatives
- f. A quarantine as imposed by a public health officer
- g. In-school or out-of-school suspensions
- h. Mandatory court appearances
- i. Visiting a parent/guardian who is on active military duty and has been called to duty for or is on leave from deployment to a combat zone or combat support posting, or has returned from deployment to a combat zone or combat support posting within the past 30 days
- j. Serving as an Election Official – Students may be excused to serve as an election official provided they have at least a 3.0 grade point average or the equivalent and have the permission of their parent(s)/guardian and the District Administrator

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- k. Sounding Taps – A student in grades 6 to 8 may be excused for the purpose of sounding “Taps” during a military honors funeral for a deceased veteran
- l. Any other reasonably non-discretionary absence deemed appropriate by the District Administrator.

Parents/guardians are required to notify the school of an absence prior to or on the day of the absence. Excused absences other than a suspension from school require written approval of the student’s parent/guardian. All students with excused absences will be given the opportunity to make up class assignments missed during the absence, including tests and examinations.

As indicated above, absence from school during a period of suspension will be considered an excused absence for purposes of this policy. Students serving a suspension will be permitted to make up class work and examinations missed during their suspension from school under the same conditions as other excused absences.

Students who are participating, with District approval, in extracurricular activities, athletics, and other District-sponsored programs or activities during any portion of an instructional day are not considered absent from school, but teachers shall treat their absence from class as excused with the right to make up work to the same extent permitted in connection with excused absences from school.

Students who are absent from school without an acceptable excuse as authorized above will be considered truant and shall be dealt with in accordance with state law and established District procedures. Students with unexcused absences (truant students) will be permitted to make up tests/examinations and projects that were missed during the unexcused absence period provided that the test/examination or project can be completed independently and by a reasonable deadline that is established by the teacher. Truant students will also be expected to complete any other class assignments missed during the absence. Truant students may receive less than full credit for make-up assignments and make-up tests/exams. Teachers shall be expected to apply the same standard for making up missed classroom assignments to all truant students on a fair and consistent basis. The District shall not deny student credit in a course or subject solely because of a student's unexcused absences. Students with unexcused absences (truant students) will also be subject to disciplinary procedures (detentions).

The District Administrator shall serve as the primary school attendance officer and deal with all matters relating to school attendance and truancy. The District Administrator may designate one or more staff members as deputies who shall also be permitted to serve in the role of school attendance officer provided that each such deputy is sufficiently familiar with the relevant requirements and procedures.

Formal and informal communication with the home about the role of the parent/guardian in assuming responsibility for the regular attendance of their children should be carried out on a regular basis. The combined efforts of the professional staff, students and the home are needed to promote regular attendance. Strategies to promote regular attendance should focus on positive methods that are most productive.

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The District Administrator shall establish necessary procedures to encourage regular student attendance, to identify excused and unexcused absences, and to determine appropriate action to respond to and serve as a deterrent to truancy. These procedures shall be in line with recommendations of the county truancy committee(s), the District's truancy plan, and state law requirements.

Teachers, students, and parents/guardians shall be informed of the District's student attendance policy and procedures annually via school handbooks or other means necessary to provide proper notice of student attendance-related responsibilities.

LEGAL REF.:	Wisconsin Statutes	
	Section 115.28(51)	[state superintendent duty; encourage school boards to grant excused absences for students sounding "Taps" during a military honors funeral of a deceased veteran]
	Section 115.997(5)(e)	[military compact on educational opportunity for military children]
	Section 118.125(2)(cg)	[disclosing student attendance records to law enforcement agency]
	Section 118.125(2)(ch)	[disclosing student attendance records to fire investigator]
	Section 118.15	[compulsory school attendance]
	Section 118.16	[school attendance enforcement]
	Section 118.162	[truancy committee and plan]
	Section 118.163	[municipal truancy and dropout ordinances]
	Section 118.18	[teacher attendance reporting requirements]
	Section 948.45	[contributing to truancy]

CROSS REF.:	431-Rule, Student Attendance/Truancy Procedures
	Policy 322, School Day
	347-Rule, Procedures for the Maintenance and Confidentiality of Student Records
	Policy 434, Release Time for Students
	Policy 434.1, Release Time for Religious Instruction

POLICY REVISION AND NEW APPROVAL: October 31, 2016

REVISED:

NORTH CAPE SCHOOL DISTRICT

STUDENT ATTENDANCE/TRUANCY PROCEDURES

A. Responsibilities for Student Attendance

1. Parent/Guardian Responsibilities

For all student partial-day or full-day absences from school (except for absences resulting from a period of a school-imposed suspension), the student's parent/guardian is:

- a. Expected to contact the school office as early as possible on the day of each absence in order to verify that the student is absent with the parent's/guardian's knowledge, except that no such contact is necessary for any absence(s) that the parent/guardian arranged and that the school excused in advance. Failure to contact the school may result in a telephone call to the home or work place of the parent/guardian.
- b. Required to submit a written communication to the school office identifying the date(s) the student will be (or was) absent from school and the reason(s) for the absence. This written notification must be provided:
 - (1) Prior to the absence for all parent-excused absences, as identified in the Board's attendance policy (Policy 431); or
 - (2) Either prior to or immediately following the absence for all school-excused absences.

2. Student Responsibilities

- a. During the entirety of the scheduled school day for students, students are required to attend all of their classes, lunch periods, and other school-approved activities on time, unless either they are absent from school for an excused (or excusable) reason or some other school-approved or school-directed exception applies.
- b. Failing to attend all or a portion of a scheduled class, lunch period, or other activity (e.g., skipping class) without an appropriate excuse or school approval subjects a student to appropriate consequences as both an attendance matter and as a violation of school rules, including in situations in which the student remains on school grounds but is not in a location where he/she is supposed to be.
- c. Other than at the regular student arrival and departure times for the day in question, students are required to check in and check out at the school office whenever they arrive at, leave from, or return to school during the scheduled school day for any reason unrelated to their school-scheduled activities.
- d. Students are expected to make up class work and any examinations missed during an absence to the extent permitted by Board policy and as directed by their classroom teacher(s). Students failing to complete the class work/examination within the prescribed period of time shall receive an adjusted grade for the work or examination missed at the discretion of the classroom teacher. Make-up work related to excused absences is handled differently from work related to unexcused absences.

3. Teacher Responsibilities

- a. Teachers are required to emphasize the importance and necessity of good attendance. Classroom procedures and grading requirements will be developed which reflect the importance of daily assignments, classroom discussion and examinations in grading students.
- b. Teachers shall allow students to make up class work and examinations missed during an excused or unexcused absence in accordance with Board policy, and shall not deny credit in a course solely because of the student's unexcused absences. Teachers will be asked to grant one day make up day for each day of work missed. This provision applies to all work assigned during the absence(s). Only in cases of prolonged absence will more than one week be allowed for work to be made up unless the teacher and District Administrator grant permission. Teachers may extend the timelines to students who have special circumstances involved in the absence (e.g., extended hospitalization, family emergencies, etc.). Examinations given for absent or suspended students may be different from that given to students present for the test but shall cover the same concepts and knowledge tested in the original test.
- c. Teachers are required by law to take daily attendance in their classes and to maintain a record of student absences. Student attendance in the classroom or homeroom must be recorded daily on the Internet-based attendance program.

4. District Administrator Responsibilities

As the school attendance officer, the District Administrator has responsibility for all matters relating to school attendance and truancy and has all of the powers and duties specified in state law. For example, the District Administrator shall:

- a. Determine daily which students enrolled in the school are absent from school and whether that absence is excused in accordance with Board policy.
- b. Receive, review and act on requests for and notifications of pre-planned, parent-excused absences.
- c. Receive and, after consulting with appropriate school personnel to determine the District's response, respond in writing to requests from students or their parents/guardians for program or curriculum modifications.
- d. Upon the request of a teacher, assist teachers and students with excused or unexcused absences in formulating a plan for the completion of make-up work. The District Administrator may also assign students with unexcused absences to a period of detention or a supervised directed study program for the purpose of making up class work and tests/examinations missed during an unexcused absence.
- e. In the event of a challenge to or possible error in a student's attendance records, evaluate the totality of circumstances and determine whether a student's official attendance records should ultimately reflect that the student was attending, tardy, or absent with or without an acceptable excuse. The reason for any discretionary changes to a student's existing official attendance record shall be sufficiently documented.

- f. Notify, or cause a designee to notify on his/her behalf, the parent/guardian of a student who has been truant of the student's truancy and direct the parent/guardian to return the student to school no later than the next day on which school is in session or to provide an excuse. Subject to Section B of these procedures regarding tardiness, "truancy" means any absence of part or all of one or more school days during which the school attendance officer or teacher has not been notified of the legal and excusable cause of such absence by the parent/guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law. The notice under this paragraph must be given before the end of the second school day after receiving a report of an unexcused absence. The attendance officer shall first attempt to notify the parent/guardian by personal contact or telephone call, keeping a written record of the contact or attempted contact. In the event that contact cannot be established in person or by telephone, the notice shall be sent by 1st Class mail.
- g. Notify the parent/guardian of a student who is a habitual truant by registered, certified or 1st Class mail when the student initially becomes a habitual truant. Subject to Section B of these procedures regarding tardiness, "habitual truant" means a student who is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a semester. The notice shall include the following:
 - (1) A statement of the parent's/guardian's responsibility under state law to cause the student to attend school regularly.
 - (2) A statement that the parent/guardian or student may request program or curriculum modifications for the student and that the student may be eligible for enrollment in a program for children at risk.
 - (3) A request that the parent/guardian meet with appropriate school personnel to discuss the student's truancy. The notice must include the name of the school personnel with whom the parent/guardian should meet; a date, time and place for the meeting; and the name, address and telephone number of a person to contact to arrange a different date, time or place. The date for the meeting must be within five (5) school days after the date that the habitual truancy notice has been sent to the student's parent/guardian. However, with the consent of the student's parent/guardian the date for the meeting may be extended for an additional five (5) school days.
 - (4) A statement of the penalties that may be imposed under state law on the parent/guardian if he/she fails to cause the student to attend school regularly.
- h. After a notice of habitual truancy has been issued to the student's parent/guardian in any school year, similar notifications shall be made to the student's parent/guardian for any further unexcused absences and additional actions shall be taken to deal with the truancy as outlined in Sections C and D below.

B. Tardiness

The District recognizes that a student, without an acceptable excuse, may arrive late for school or for a particular class or activity on an occasional and sporadic basis, and that such tardiness should not immediately and in all cases result in a finding of truancy. At the same time, repeated tardiness is inconsistent with the purpose of the compulsory attendance law and can be disruptive to a student's learning and/or to school/classroom operations. Further, regularly tolerating tardiness without any consequence can inhibit the development of personal responsibility.

A pattern of tardiness on the part of any student will be brought to the attention of the student's parent(s)/guardian. If it appears that the student is negligent, appropriate disciplinary action will be taken.

A student who arrives at school late because the student's school-provided transportation arrived late shall not be considered tardy and the student's non-attendance in the relevant class/activity shall be deemed excused in all respects.

2. **Return of a Truant Student to School** - When a truant student returns or is returned to school, school personnel should immediately:

- Assess factors contributing to truancy
- Discuss alternative educational options and limitations
- Referral considerations
- Develop a plan for consequences to truancy
- Counsel for reentry to classes/programs
- Discuss student's commitment and responsibility to assist in returning to regular programming
- Follow up on obligations of students and parents/guardians regarding attendance (commitment to joint cooperation)
- Educate staff on the problem(s) the student is encountering

3. **School Interventions and Disciplinary Actions** - The following actions should be taken to serve as a consequence of truancy:

First Truancy

- a. Notification to the parent(s)/guardian of the truancy
- b. Conference with the student
- c. Student compliance with class work make-up procedures

Second Truancy

- a. Notification to the parent(s)/guardian of the truancy
- b. Conference with the parent/guardian, student, school counselor, and District Administrator
- c. Student compliance with class work make-up procedures
- d. Assignment of detention

Third Truancy

- a. Notification to the parent(s)/guardian of the truancy
- b. Conference with the parent/guardian, student, school counselor, and District Administrator
- c. Student compliance with class work make-up procedures
- d. Assignment to an hour of detention
- e. Appointment with school counselor and/or school social worker

Fourth Truancy

- a. Notification to the parent(s)/guardian of the truancy
- b. Conference with the parent(s)/guardian
- c. Student compliance with class work make-up procedure
- d. In-school suspension assigned as authorized by law
- e. Appointment with school counselor and/or social worker
- f. Warning of possible legal action

Fifth and Subsequent Truancies

- a. Habitual truancy notification to parent(s)/guardian
- b. Administrative review of the case to consider parent/guardian input (in person or by telephone), and medical input
- c. Student compliance with class work make-up procedure
- d. Referral to the local truancy court and/or other legal referral

D. Procedures Leading To Legal Referral

Prior to any proceedings being brought against a student for habitual truancy or against the student's parent/guardian for failing to cause the student to attend school regularly, the District Administrator, as the school attendance officer, must provide evidence that appropriate school personnel have, within the school year during which the truancy occurred, done all of the following:

1. Documented the student's truancies and notified the student's parent/guardian of the truancies as required by law and these procedures.
2. Met with the child's parent/guardian to discuss the student's truancy and various options under the law, or attempted to meet with the parent/guardian and received no response or been refused.
 - a. The meeting(s) may also be used to obtain parent consent for any evaluation(s) (e.g., special education) which the District has determined are necessary and which require the consent of the student's parent/guardian.
 - b. This meeting is not required if it is not held within 10 days of the District's initial notice to the parent/guardian that the student is a habitual truant (after the student's fifth unexcused absence during a school semester).
3. Provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy problem, and have considered any appropriate program or curriculum modifications.

- a. The District Administrator or designee should specifically review the compulsory attendance and truancy laws regarding curriculum modification options. The educational counseling may generally be conducted by the school counselor.
 - b. If the student has a disability and either an individualized education program (IEP) or Section 504 plan, the relevant team shall be involved in any decisions affecting the student's curriculum, educational program, or placement.
4. Evaluated the student to determine whether learning problems may be the cause of the student's truancy and, if so, taken appropriate action or made appropriate referrals to overcome the learning problems. However, the student need not be further evaluated for learning problems as a pre-requisite to a legal referral for truancy if tests administered within the previous year indicate that the student is performing at his/her grade level.
 5. Conducted an evaluation to determine whether social problems may be the cause of the student's truancy, and, if so, taken appropriate action or made appropriate referrals.
 - a. A "Social Problem Report" may be completed.
 - b. Assistance from Racine County Social Services may be requested.

With respect to the evaluations identified in items D.4 and D.5 of these procedures:

- The evaluations should include at least a review of the student's records, communication with the student, the student's teacher(s), and the student's parent(s)/guardian(s). Additional steps, such as direct observations may also be considered.
- The evaluations should be conducted with the broad purpose of identifying any type of contributing cause to the student's truancy and are not limited to the question of whether the student may have a disability that, if confirmed, could qualify the student for special education or related services. However, if at any point there is a suspected disability under the Individuals with Disabilities Education Act (IDEA) or Section 504, school personnel shall refer the student to the appropriate disability-related evaluation process.
- If the truant student has already been identified as a student with a disability under the IDEA or under Section 504, then the evaluations shall involve the members of the student's IEP or Section 504 team, and the relevant plan should be reviewed and adjusted if the team concludes that it is necessary or appropriate.

The activities in items D.3., D.4., and D.5. of these procedures need not be carried out if the District Administrator determines and is able to show that appropriate school personnel were unable to carry out one or more of the activities due to the student's absences from school. School personnel shall properly document all of the above-identified activities that occur prior to or in connection with any truancy-related legal proceedings that are brought against a student and/or a parent/guardian. That is, school personnel are expected to maintain documentation related to all notices (including those provided in person or via phone), meetings, evaluations, and referrals, as well as documentation related to any attempts to carry out the-above identified activities that could not be completed due to a refusal, a lack of any response, the student's ongoing absences, etc.

431-Rule
Page 7

If the steps outlined above have been followed, a legal referral may be made in accordance with the Racine County truancy plan(s).

CROSS REF.: Racine County Truancy Plan

REVISION AND NEW APPROVAL: October 31, 2016

REVISED:

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NORTH CAPE SCHOOL DISTRICT

PARENT/GUARDIAN NOTIFICATION REGARDING TRUANCY

[NOTE: When a student is absent from school for all or part of a school day without an acceptable excuse, the school attendance officer or designee shall attempt to notify the student's parent/guardian of the truancy by personal contact or telephone call, keeping a written record of the contact or attempted contact. In the event that contact cannot be made, this letter/notice shall be sent to the parent/guardian by 1st Class mail.]

To the Parent(s)/Guardian(s) of: _____ *[Insert Child's Name]*

Date: _____

Subject: Truancy

Dear Parent(s)/Guardian(s):

I am writing this letter to formally notify you that *[insert child's name]* was absent from school for all or part of the school day on *[insert date]* without an acceptable excuse. You must see to it that the child returns to school no later than *[insert date]* , which is the next school day that school is in session or provide an excuse.

As per section 118.15 of the state statutes and the North Cape School District's student attendance policy (Policy 431), your child is expected to attend school regularly on each day school is in session, unless properly excused under state law or board policy. Failure to attend school regularly may seriously hamper your child's success in school and student achievement. In addition, continued truanies may result in legal action. It is your responsibility, as the child's parent/guardian, to ensure your child's regular attendance during the full period and hours that school is in session.

It is important that your child attend school without further unexcused absences (truanies).

Sincerely,

District Administrator
North Cape School District

NORTH CAPE SCHOOL DISTRICT

TRUANCY CONCERN LETTER

**(For students who have not yet been identified as a habitual truant,
but are beginning a truancy pattern)**

To the Parent(s)/Guardian(s) of: _____ *[Insert Child's Name]*

Date: _____

Subject: Truancy

Dear Parent(s)/Guardian(s):

This letter is to express our concern regarding your child's attendance at school, and to formally notify you that *[insert child's name]* has once again been absent from school without an acceptable excuse for all or part of a school day. Your child has now been truant from school for all or part of _____ school days during this school semester. *(Refer to the attached attendance printout or insert the specific truancy dates here.)* These absences are detrimental to the academic progress of your child.

As per section 118.15 of the state statutes and the North Cape School District's student attendance policy (Policy 431), your child is expected to attend school regularly on each day school is in session, unless properly excused under state law or board policy. Failure to attend school regularly may seriously hamper your child's success in school and student achievement. In addition, continued trancies may result in legal action. It is your responsibility, as the child's parent/guardian, to ensure your child's regular attendance during the full period and hours that school is in session.

We would like to work with you and your child to resolve any issues that may be affecting your child's regular school attendance or contributing to your child's truancy.

I would like to meet with you to discuss this truancy issue on _____ *[insert date]* at _____ *[insert time]* in the School District Office. If this date and time does not work for you, please call the school *[insert phone number]* and reschedule. If attending a meeting in person is not possible for you, please call me and we can have *[or set up]* a phone conference. We need to discuss strategies that could help your child avoid further truancy and help your child succeed in school.

Sincerely,

District Administrator
North Cape School District

Attachment: Current Attendance Printout ***[Include this reference only if it is applicable]***

NORTH CAPE SCHOOL DISTRICT

HABITUAL TRUANCY NOTICE

To the Parent(s)/Guardian(s) of: [Insert Child's Name]

Date: _____

Subject: Habitual Truancy

Dear Parent(s)/Guardian(s):

As of this date, the North Cape School District considers [insert child's name] to be a habitual truant as defined by state law. This means that your child has been absent from school without an acceptable excuse (truant) for part or all of five or more school days on which school was held this semester. Specifically, your child was truant the following school days: [insert the specific dates] .

This notice will help you to understand your responsibilities and alternatives under state law.

- Wisconsin law requires any person having under his/her control a child between the ages of 6 and 18 to require the child 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 child becomes 18 years of age. The only exceptions to the compulsory attendance requirements are if the child: (1) is excused temporarily from school attendance for physical or mental reasons, religious holiday observances or other reasons defined by the North Cape School Board in board policy; (2) has graduated from high school; (3) has been authorized to attend an alternative educational program under state law; or (4) has been excused by his/her parent/guardian prior to an absence in accordance with state law. [Section 118.15(1) of the Wisconsin Statutes]
- The following penalties may be imposed on parents/guardians for failing to cause their child to attend school regularly as required under the compulsory attendance laws:
 - Fine of not more than \$500 or imprisonment for not more than 30 days or both (1st offense).
 - Fine of not more than \$1,000 or imprisonment for not more than 90 days or both (2nd or subsequent offenses).
 - Court-required community service work for a public agency or a nonprofit charitable organization.
 - Court-ordered participation in counseling or attendance at school with their child, or both.

[Section 118.15(5) of the Wisconsin Statutes]

Penalties may also be imposed under other applicable laws and/or municipal ordinances (e.g., Racine County Truancy Ordinance).

- You may request the North Cape School Board to provide your child with program or curriculum modifications. Your child may also request program or curriculum modifications provided you have been notified of their request. [Section 118.15(1)(d) of the Wisconsin Statutes]
- Your child may also be eligible for enrollment in a program for children at risk of not graduating high school in accordance with Section 118.153(3) of the Wisconsin Statutes.

As the parent/guardian of [insert child's name] , you are requested to meet with me, along with other designated school personnel (the school counselor and/or social worker), on [insert date] at [insert time] in the School District Office. If there is any reason you are unable to attend this meeting, please call the school [insert phone number] prior to the scheduled meeting. Per state statute, this meeting must be held within five school days after this notice is sent except that with parent/guardian consent, the date of the meeting may be extended for an additional five school days. If this meeting is not held within ten (10) school days after the notice is sent, court/legal proceedings may be initiated related to truancy in accordance with state law requirements and the District's truancy plan/procedures.

I look forward to meeting with you so that we can work together to resolve the habitual truancy of _____.

Sincerely,

District Administrator
North Cape School District

cc: School Counselor
School Social Worker

NORTH CAPE SCHOOL DISTRICT

HABITUAL TRUANCY NOTICE

To the Parents/Guardians of:

Because of North Cape School's commitment to improving student achievement, we are concerned when a student misses part of a lesson for any reason. The process of education requires instruction that is based on skill building, class participation, learning experiences, and study. Frequent tardies and absences affect your student's learning opportunities.

_____ has been absent ____ times and tardy ____ times during this school year. Regular school attendance is required by State Law. Tardies interrupt the classroom and interfere with the learning environment for all students. Also, when students arrive extremely late, tardies can become absences as defined by State and District attendance rules.

Wisconsin State Statutes (SS. 118.16) defines a Habitual Truant as "*a pupil who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester.*"

Please make sure your student attends school every day and is on time. It is important that he/she be at school no later than **8:20** to be in the classroom and ready to learn when school begins at **8:25**. Do not hesitate to contact us to assist you and your student in any way to improve school attendance.

If you believe that you received this notice in error, or if you have any questions, please contact the school office.

Sincerely,

Superintendent/Principal
North Cape School District

cc: Student File

School Counselor

Policy 434

NORTH CAPE SCHOOL DISTRICT

RELEASE TIME FOR STUDENTS

The District recognizes the needs of the child beyond the normal school setting. In the event a student is required to miss school time for a medical appointment, family emergency or such, it is requested that the school be notified as soon as possible. It is recommended that the student be away from school the least amount of time possible. If the parent/guardian needs to remove the child from school during the school day, the parent/guardian must report to the School Office and sign the student out during the school day. When returning to school during the school day, the parent/guardian must report to the office and sign the student in. This requirement is for the well-being of the child.

LEGAL REF.: Wisconsin Statutes
Section 118.15 [compulsory school attendance]
Section 118.155 [released time for religious instruction]

CROSS REF.: Policy 431, Student Attendance and Truancy
431-Rule, Student Attendance/Truancy Procedures
Policy 434.1, Release Time for Religious Instruction
Policy 491, Children of Divorced/Separated Parents and Parents Not Sharing the
Same Household
Policy 720, Safety Program

POLICY REVISION AND NEW APPROVAL: MAY 22, 2017

REVISED:

Policy 434.1

NORTH CAPE SCHOOL DISTRICT

RELEASE TIME FOR RELIGIOUS INSTRUCTION

The School Board shall permit students with written permission of a parent/guardian to be absent from school at least 60 minutes but not more than 180 minutes per week to obtain religious instruction outside the school during the required school period. The supervisor of the religious instruction shall provide monthly attendance reports. The Board may deny this privilege to any student who is absent from such religious instruction.

LEGAL REF.: Wisconsin Statutes
Section 118.155 [released time for religious instruction]

CROSS REF.: Policy 321, Annual School Calendar and School Hours
Policy 333, Parent Rights and District Programs/Activities
Policy 411, Equal Educational Opportunities
Policy 431, Student Attendance and Truancy
431-Rule, Student Attendance/Truancy Procedures
Policy 434, Release Time for Students

POLICY REVISION AND NEW APPROVAL: MAY 22, 2017

REVISED:

NORTH CAPE SCHOOL DISTRICT

STUDENT CONDUCT AND DISCIPLINE

Students are expected to abide by the District's Code of Classroom Conduct, Board policies relating to student conduct, and other conduct rules and standards established by the District Administrator and teaching staff. The purposes of these policies, rules and standards shall be to establish and maintain an orderly school environment, create learning opportunities for all children, and ensure a safe school.

The District shall not unlawfully discriminate in standards and rules of behavior or disciplinary actions, including suspensions and expulsions, on the basis of a student's sex, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability, or any other legally-protected status or classification. Discrimination complaints shall be processed in accordance with established procedures.

In an effort to achieve a positive learning environment, the Board adopts the following statements as expectations:

Expectations of the District Administrator

The District Administrator is responsible for the day-to-day management and oversight of student conduct and discipline matters in the school. The Board expects the District Administrator to:

- Ensure that time and resources are dedicated to all of the following elements of the process of managing student behavior: teaching expected behaviors to students, notifying students of prohibited conduct, reinforcing positive behaviors, providing appropriate behavioral interventions, supporting the efforts of the classroom teacher and facilitating the use of resources, and imposing/enforcing disciplinary sanctions and other reasonable consequences for misconduct.
- Match discipline to the general philosophy of the school and District. A positive approach in the disciplinary measures shall be used, taking into account the dignity of the student, the seriousness of the infraction, and the need for positive motivation of students.
- Ensure that the District incorporates the management of student behavior as a topic within the District's professional development plan for staff.
- Evaluate practices and data with regard to student conduct and discipline in order to identify strengths and areas for improvement in the District's policies and practices.

Expectations for Staff and Other Adults Who Supervise Students and Student Activities

All District employees and all other authorized agents of the District who teach, supervise, or otherwise work directly with students ultimately share in the responsibility for the day-to-day implementation of the District's policies, procedures, rules, and directives related to student conduct and discipline. In carrying out their respective responsibilities, the Board expects such employees and agents to:

Policy 443
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- Section 118.31 [staff use of physical force; corporal punishment prohibited]
Section 118.305 [use of seclusion and restraint]
Section 118.16(4)(c) [assignment of student to detention/supervised study for truancy]
Section 118.164 [student removal from class]
Section 120.13(1) [requirements for code of classroom conduct; board powers to establish rules of conduct and discipline students, including suspensions and expulsions]
Wisconsin Administrative Code
PI 9.03 (1) [student nondiscrimination in student conduct and discipline policies]
Individuals with Disabilities Education Act (IDEA) [programs and services for students with disabilities, includes requirements related to change of placements]
Section 504 of the Rehabilitation Act of 1973 [Section 504 includes a manifestation determination requirement, similar to the IDEA, in connection with student discipline]

CROSS REF.: 443-Rule, Code of Classroom Conduct
Policy 370, Extracurricular Activities and Programs
Policy 411.1, Student Harassment
Policy 443.1, Student Dress
Policy 443.2, Student Conduct on School Buses
Policy 443.3, Student Possession/Use of Weapons
Policy 443.4, Student Alcohol and Other Drug Use
Policy 443.5, Student Use of Electronic Communication Devices
Policy 443.7, Threats to or by Students
Policy 443.71, Bullying
Policy 443.72, Cyberbullying
Policy 443.8, Gang-Related Behavior
Policy 443.9, Care of School Property
Policy 363.2, Internet Safety and Acceptable Use of Technology
Policy 363.22, Use of Social Media
Policy 365, Response to Intervention
Policy 447.1, Staff Use of Physical Force/Restraint and Seclusion
Policy 447.3, Student Suspension and Expulsion
Policy 831, Tobacco Use on School Premises

POLICY REVISION AND NEW APPROVAL: October 31, 2016

REVISED:

NORTH CAPE SCHOOL DISTRICT

CODE OF CLASSROOM CONDUCT

The District is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning climate for students in their classrooms and to maintain proper order. Students are expected to behave in the classroom in such manner that allows teachers to effectively carry out their lesson plans and students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the School Board, District Administrator and their classroom teachers.

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

This code of classroom conduct applies to all students in grades K-8.

STUDENT REMOVAL FROM CLASS

Students may be removed from class by a teacher for dangerous, disruptive or unruly behavior or behavior that interferes with the ability of the teacher to teach effectively. This type of behavior includes the following:

- Possession or use of a weapon or other item that might cause bodily harm to persons in the classroom
- Being under the influence of alcohol or other controlled substances or controlled substance analogs, or otherwise in violation of the District's student alcohol and other drug use policy
- Behavior that interferes with a person's work or school performance or creates an intimidating, hostile or offensive classroom environment
- Fighting
- Taunting, baiting, inciting and/or encouraging a fight or disruption
- Disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations
- Pushing or striking a student or staff member
- Obstruction of classroom activities or other intentional action to attempt to prevent the teacher from exercising his/her assigned duties
- Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear or disruptive means
- Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work or creates classroom disorder
- Restricting another person's freedom to properly utilize classroom facilities or equipment.
- Repeated classroom interruptions, confronting staff argumentatively, making loud noises or refusing to follow directions
- Throwing dangerous objects in the classroom
- Repeated disruption or violation of classroom rules

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- Excessive disruptive talking
- Behavior that causes the teacher or other students fear of physical or psychological harm
- Physical confrontations or verbal/physical threats
- Willful damage to school property
- Defiance of authority (willful refusal to follow directions or orders given by the teacher)
- Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others
- Repeated use of profanity

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

When a student is removed from class, the teacher shall send the student to the District Administrator or designee and inform him/her of the reason for the student's removal from class. A written explanation of the reasons shall be given to the District Administrator or designee within 24 hours of the student's removal from class.

The District Administrator shall inform the student of the reason(s) for the removal from class and shall allow the student the opportunity to present his/her version of the situation. The District Administrator shall then determine the appropriate educational placement for the student who has been removed from a class by a teacher.

The parent/guardian of a minor student shall be notified of the student's removal from class as outlined below.

PLACEMENT PROCEDURES

1. The District Administrator shall place a student who has been removed from a class in one of the following alternative educational settings:
 - An alternative education program approved by the School Board. State law defines this as an instructional program approved by the Board that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms or regularly scheduled curricular programs that is offered in place of regularly scheduled curricular programs.
 - Another class in the school or another appropriate place in the school.
 - Another instructional setting.
 - The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class and the teacher, the District Administrator or designee determines that re-admission to the class is the best or only alternative.
2. When making placement decisions, the District Administrator or designee shall consider the following factors:
 - The reason the student was removed from class (the severity of the offense).
 - The type of placement options available for students and any limitations on such placements (such as costs, space availability and location).

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- The estimated length of time of placement.
- The student's individual needs and interests.
- Whether the student has been removed from a teacher's class before (repeat offender).
- The relationship of the placement to any disciplinary action (e.g., if a student is suspended from school, is the placement applicable before or after the suspension?).

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

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

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

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

NEW REVISION AND APPROVAL: October 31, 2016

REVISED:

Policy 443.1

NORTH CAPE SCHOOL DISTRICT

STUDENT DRESS

The North Cape School Board would like to encourage in students the idea that the appearance of a person does affect the personal judgment others may make of him/her. These guidelines apply to student dress in the District:

1. Students shall dress appropriately for the school environment. Student attire that causes, or is likely to cause, a material interference with school operations or a substantial disruption to the school or learning environment will not be permitted. School staff shall consider the link between the potential disruption or interference and the student's attire at issue when making decisions under this provision.
2. No student shall be permitted to wear any clothing that depicts, promotes or advertises alcohol, illegal drugs, tobacco or nicotine products, criminal activity that would threaten any person's health, safety or property (including the unlawful possession or use of any weapon), criminal gang affiliation/activity, profanity, pornography, or violence that would constitute a violation of law or school rules.
3. Students shall wear protective clothing and/or safety equipment when working in science labs, tech education, family and consumer education, school cafeterias, and other program areas as required to comply with health and safety codes and regulations.
4. Clothing and/or accessories that cause excessive maintenance problems or cause injury to anyone or damage to property may not be worn.
5. Students participating in activities or events representing the school before the public shall be expected to dress appropriately so as not to detract from the group or the occasion.

Additional school or activity rules concerning student dress may be established but only if they are in line with provisions of this policy, are nondiscriminatory and are reasonably related to legitimate educational concerns.

If a student's appearance disrupts the educational process or is a threat to health or safety, parents/guardians shall be notified. The District Administrator or designee will also take appropriate action to correct the situation.

This policy and any additional school or activity rules established related to student dress shall be published annually in student and staff handbooks.

School staff shall be responsible for enforcing student standards on a fair and consistent basis.

Policy 443.1
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LEGAL REF.: Wisconsin Statutes
Section 118.035 [school uniforms]
Section 118.13 [student nondiscrimination]
Section 120.13(1)(a) [school board power to set rules pertaining to student
conduct and dress]
Section 255.30 [safety eye protective goggles]

CROSS REF.: 443.1-Rule, Student Dress Guidelines
Policy 411, Equal Educational Opportunities
Policy 443.4, Student Alcohol and Other Drug Use
Policy 443.6, Student Possession/Use of Weapons
Policy 443.8, Gang-Related Behavior
Policy 720, Safety Program
Policy 831, Tobacco Use on School Premises

POLICY REVISION AND NEW APPROVAL: MAY 22, 2017

REVISED:

443.1-Rule

NORTH CAPE SCHOOL DISTRICT

STUDENT DRESS GUIDELINES

Good dress and grooming habits contribute to the student's self-esteem and an improved learning environment. Students should be groomed neatly and avoid extreme and inappropriate styles of clothing. Parents/guardians should make sure their children are dressed based upon standards that will enhance the atmosphere for education.

These are the clothes that are not acceptable:

- a. Tight or extremely short shorts or skirts or ill-fitting pants
- b. Extremely loose, baggy, long or ill-fitting pants, shorts, or shirts
- c. Hats, caps, bandanas, scarves, gloves and outdoor apparel (coats and jackets) are not to be worn in school
- d. Non-prescription sunglasses
- e. Boots and shoes with hobnails/cleats or any other item that could damage school property
- f. Excessive high-heeled shoes
- g. Articles of clothing that depict, promote or advertise alcohol, illegal drugs, tobacco or nicotine products, criminal activity that would threaten any person's health, safety or property (including the unlawful possession or use of any weapon), criminal gang affiliation/activity, profanity, pornography, or violence that would constitute a violation of law or school rules.
- h. Tank tops and tube tops that show bare midriffs or undergarments
- i. See-through shirts or open back shirts (T-shirts must be worn under them.)
- j. Jewelry that can be viewed as a safety hazard or which can interfere with the learning environment (e.g., jewelry which identify gang members, gang affiliations or which have come to represent a gang). No jewelry will be worn in gym class, this includes earrings.

Visible tattoos, arm drawings or writings on the student's body are not appropriate for school. Such tattoos/drawings/writings should be covered up while the student is at school or participating in school-related activities.

Students who violate the school dress code will be asked to change into something more appropriate (school clothes available) or, if it is necessary, parents/guardians will be contacted to bring something more appropriate for the student to change into at school.

In the case of jewelry, the students will be asked to remove and store the item. School is not responsible for lost or stolen items. Second offense will result in the jewelry being confiscated until the end of the school year

POLICY REVISION AND NEW APPROVAL: MAY 22, 2017

REVISED:

Policy 443.2

NORTH CAPE SCHOOL DISTRICT

STUDENT CONDUCT ON SCHOOL BUSES

The North Cape School Board has an obligation, along with the bus company, to provide for the supervision of student conduct on school buses.

Students shall conduct themselves while on the school bus in a manner consistent with established student behavior standards. Bus rider rules shall be published annually in the student handbook. School officials and bus drivers may discipline students for failure to abide by established bus rider rules to the extent authorized by law.

During regular school day transportation, the bus driver shall be primarily responsible for the maintenance of order on his/her bus. This supervision authority applies while the bus is in motion and during pick-up and discharge periods.

Buses used for student trips and special school events shall be supervised by a competent adult approved by the District Administrator. The bus chaperone shall reinforce the bus rider rules, be in charge of student discipline on the bus, determine arrival and departure times and other matters relative to proper conduct of the bus riders. The bus driver, in such cases, shall be responsible for the safe driving of the bus and discussing safety and conduct issues with the bus chaperone.

When a student fails to conduct him/herself properly on the school bus, such misconduct shall be brought to the attention of the District Administrator within 24 hours of the misconduct (excluding weekends). Where continuing or serious problems exist, the student's bus riding privileges may be suspended in accordance with established procedures. Students may have their bus riding privileges suspended without being suspended or expelled from school.

LEGAL REF.: Wisconsin Statutes
Section 120.13(1) [school board power to adopt student conduct rules and discipline students]
Section 121.52(1)(b) [school board authority to adopt rules to protect students on school buses and govern bus driver conduct]
Wisconsin Administrative Code
TRANS 300 [state rules governing the transportation of school children, including driver and passenger requirements]

CROSS REF.: 443.2-Rule, Bus Rider Conduct and Discipline Rules
Policy 443, Student Conduct and Discipline
Policy 751, Student Transportation Services
Policy 751.21, Video Cameras on School Buses

POLICY REVISION AND NEW APPROVAL: MAY 22, 2017

REVISED:

NORTH CAPE SCHOOL DISTRICT
BUS RIDER CONDUCT AND DISCIPLINE RULES

A. Bus Rider Rules

Student bus riders are responsible for proper behavior on the school bus and at the bus stops. General bus rider rules include, but are not limited to the following:

1. Loading/Unloading

Bus riders must:

- Get on and off the school bus at their designated pick-up and drop-off points. No student will be let off at any other place than his/her assigned bus stop without written permission of their parent/guardian and office personnel.
- Be on time to the designated bus stop.
- Stay off the road while waiting for the school bus to arrive. Bus riders should conduct themselves in a safe manner while waiting for the bus.
- Refrain from throwing objects while waiting for the bus – this includes snowballs, ice and stones.
- Wait until the bus comes to a complete stop before attempting to board or exit the bus.
- When it is necessary to cross the road to get on or off the bus, wait for the bus driver's hand signal before crossing the road and look to make sure no traffic is coming. Cross the road at least 10 feet in front of the bus.

2. While on the School Bus

Bus riders must:

- Be seated as soon as possible to avoid traffic delay on the highway.
- Keep hands and head inside the bus at all times.
- Refrain from throwing objects while riding on the bus.
- Be polite, talk quietly, and use proper language and gestures.
- Keep books, packages, instruments, and coats out of the aisles.
- Refrain from moving from one seat to another while the bus is in motion.
- Keep absolutely quiet when approaching a railroad crossing stop, while the bus is stopped, and until the bus is safely across the tracks.
- Comply with all applicable student conduct policies and rules, including prohibitions related to tobacco use, alcohol and other drugs, weapons, student harassment and bullying, etc.
- Refrain from eating on the school bus.
- Refrain from damaging the bus in any way or tampering with the bus or any of its equipment. Damages to the bus are to be paid by the person responsible for the damage. Parents/guardians are reminded that they will be held financially responsible for damage caused to the school bus by their child(ren).

B. **Bus Disciplinary Procedures**

The following procedures apply to all students, both public and private, who ride school buses. The procedures are designed to provide a fair and responsible system in dealing effectively with unacceptable bus rider behavior and violation of bus rider rules.

1. General Procedures

- a. The bus driver shall first attempt to talk with the student individually whenever possible to resolve the misconduct. The bus driver shall report the misconduct incident to the bus company and the District Administrator and follow established procedures.
- b. If talking with the student proves ineffective, the bus driver may assign the student to a specific seat for a specific period of time and file a written referral to the District Administrator. The District Administrator shall send a Bus Misconduct Report to the student's parent/guardian informing the parent/guardian of the student's misconduct, with the expectation that the parent/guardian will correct the child's behavior.
- c. For continuing incidents of bus misconduct or a serious violation of the bus rider rules, a bus driver/supervisor will complete a Bus Misconduct Report for each instance. This report must be given to the District Administrator or designee within 24 hours of the offense (excluding weekends). The Bus Misconduct Report shall state the date of the offense, the student's name, the offense committed, and the bus driver's signature. The District Administrator shall forward a copy of the Bus Misconduct Report to the student's parent/guardian.

A conference with the parent/guardian and the bus driver and/or bus company representative may take place with the intent to determine the degree of discipline necessary to deal with the violation and correct the behavior. A student may be subject to possible suspension from bus riding privileges, as well as regular school disciplinary action, for policy/rule violations. If after being contacted about a conference the parent/guardian does not come in for a conference, a written summary of the meeting and the disciplinary actions that will be in place will be sent to the parent/guardian.

2. Suspension of Bus Riding Privileges. Some behaviors are severe enough, or repeated enough, to warrant suspension of bus riding privileges. School bus riding privileges may be suspended in accordance with state law. The severity or frequency of the offense will determine the length of the suspension of bus riding privileges. The length of the suspension can vary anywhere from one day to the remainder of the school year.

If a student is being recommended for suspension from bus riding privileges for more than five school days, an appeal shall be scheduled with the School Board, if parents/guardians want to appeal the decision. Parents/guardians shall be given written notice of the hearing and the hearing shall be conducted in accordance with applicable legal requirements. All decisions of the North Cape School Board are final.

Bus disciplinary action for students with disabilities, including suspension from bus riding privileges, shall be dealt with in accordance with applicable legal requirements.

Students whose bus riding privileges have been suspended, but who have not been suspended from school, are required to be in school.

3. Immediate Removal of a Student from the School Bus. In the event a student has to be removed from a school bus immediately, for the safety of other riders, the bus driver shall contact the bus company who shall contact the appropriate law enforcement agency, the District Administrator, or his/her designee, and the student's parent/guardian.

CROSS REF.: Policy 447.3, Student Suspension and Expulsion
Policy 751.21, Video Cameras on School Buses

POLICY REVISION AND NEW APPROVAL: MAY 22, 2017

REVISED:

Policy 443.4

NORTH CAPE SCHOOL DISTRICT

STUDENT ALCOHOL AND OTHER DRUG USE

The School Board is committed to providing an optimal school environment for student learning and positive youth development. Alcohol and controlled substances use and abuse seriously interferes with that school environment and jeopardizes the health and well-being of students.

With this in mind, the following conduct shall be prohibited by students at all times at school, on school premises, on any District-owned or contracted vehicles, and while engaged in activities under school district jurisdiction and/or supervision:

- use or possession of alcohol or controlled substances (Prescription medications will be exceptions to this policy when used by the student for whom they were prescribed and in the amount prescribed, and in accordance with the District's medication administration policy and procedures.);
- possession of drug paraphernalia (as defined in state statutes);
- being under the influence of alcohol or controlled substances;
- the misuse of prescription medication or nonprescription drug products;
- inappropriate use of hazardous inhalants (for example, huffing) and the possession of paraphernalia associated with the inappropriate use of hazardous inhalants;
- sale, delivery or intent to sell or deliver alcohol, drug paraphernalia or controlled substances;
- sale or distribution of prescription or non-prescription drug products; and
- sale, distribution or intent to sell or distribute look-alike alcohol or look-alike drugs (substances that are represented as a drug or alcohol regardless of the true nature of the substance).

A student may be required to submit to a breath test to determine the presence of alcohol if a designated school official or law enforcement officer has reasonable suspicion that the student is under the influence of alcohol in violation of this policy. Such test shall be administered by a law enforcement officer or trained school official and shall meet state law requirements. A student may be disciplined for refusing to submit to a required breath test.

District staff, including professional and support personnel, shall make referrals to the District Administrator when there is reasonable suspicion that a student is in violation of this policy. Students who violate this policy shall be subject to appropriate disciplinary action, up to and including student suspension and/or expulsion, and referral to law enforcement authorities. In all cases, the District Administrator shall inform the student's parent(s)/guardian, in writing, of (1) District programs designed to provide appropriate student assistance, and (2) drug and alcohol counseling agencies available in the community.

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A copy of this policy and related disciplinary procedures shall be made available to students and their parents/guardians annually through the student handbook and/or through other means deemed appropriate by the District Administrator. In addition, the District shall make grade appropriate alcohol and other drug abuse (AODA) educational programming available for students. This programming should include but is not limited to: (1) signs and symptoms of drug use in adolescents and adults, (2) types of drugs and their effects, (3) laws, rules and regulations related to drug use in society, and (4) resources available to individuals in need of AODA assistance.

LEGAL REF.: Wisconsin Statutes
Section 118.126 [privileged communication related to student alcohol/controlled substances use]
Section 118.257 [liability exemption for referral to law enforcement officials and removal from school premises/activities for alcohol and other controlled substances]
Section 118.45 [tests for alcohol; policy required]
Section 120.13(1) [school board power to adopt student conduct rules and discipline students]
Section 125.09(2) [possession of alcohol on school grounds prohibited]
Section 939.22(15) [definition of hazardous inhalant]
Chapter 961 [controlled substances laws]

CROSS REF.: 443.4-Rule, Enforcement Procedures for Student Alcohol and Other Drug Use Policy Violations
347-Rule, Procedures for the Maintenance and Confidentiality of Student Records
Policy 443, Student Conduct and Discipline
Policy 445, Student Interviews with Outside Agency Personnel
Policy 446, Student Searches (Search of Students and/or Their Belongings)
Policy 446.1, Locker Searches
Policy 447.1, Staff Use of Physical Force/Restraint and Seclusion
Policy 447.3, Student Suspension/Expulsion
Policy 453.4, Administering Medication to Students
453.4-Rule, Medication Administration Procedures

POLICY REVISION AND NEW APPROVAL: MAY 22, 2017

REVISED:

NORTH CAPE SCHOOL DISTRICT

ENFORCEMENT PROCEDURES FOR STUDENT ALCOHOL AND OTHER DRUG USE POLICY VIOLATIONS

The following steps will be taken when the District's alcohol and other drug use policy is violated:

1. Violations

Any disciplinary action taken against a student as a result of a violation of the District's student alcohol and other drug use policy shall be based upon observable behavior, be appropriate to the nature of the offense, and be administered on a nondiscriminatory basis. Upon determining that a violation of District policy has occurred, the District Administrator shall inform the student of the violation and the consequences for the violation and give the student an opportunity to explain his/her account of the incident.

Discipline assigned should be progressive and subsequent violations could result in student expulsion from school for up to one school year. However, the option of expulsion following the first violation is available to the School Board, consistent with state law provisions. The District Administrator may modify the disciplinary action assigned to a student for a student alcohol or other drug use policy violation if the student's parent(s)/guardian voluntarily agrees to (1) arrange for the student to complete a student alcohol and other drug abuse (AODA) assessment, and (2) provide verification of the student's participation in any recommended programming. An assessment is defined as a fact-finding interview(s) conducted by a mental health, alcohol, or other drug certified professional. District employees do not conduct AODA assessments, however, may screen students to determine which students should be recommended for an AODA assessment. An assessment would be appropriate for a student when there is a belief that a treatment or education program is in the student's best interest.

First Violation

- Suspected of using or being under the influence of alcohol, hazardous inhalants or controlled substances or misusing prescription medication or non-prescription drug products (Cases will be handled on an individual basis.):
 - a. Contact the student's parent/guardian or emergency contact (if the parent or guardian is not available).
 - b. If the student denies that he/she is under the influence of alcohol or controlled substances, a breath test to determine the presence of alcohol may be administered to the student in accordance with state law and District policy or the student's parent/guardian will be given the option of securing a student drug screen (urinalysis test) within 24 hours to demonstrate the student's innocence with regard to the policy violation. The drug screen (urinalysis test) must be conducted under an agreed upon supervision plan and funded by the student's parent/guardian. If the alcohol breath test or certified drug screen (urinalysis test) is negative, there will be no disciplinary action.

- c. May suspend a student from school for up to five school days, or not more than a total of 15 consecutive school days if a notice of an expulsion hearing has been sent. Suspensions from school for students with disabilities shall be handled in accordance with legal requirements.
 - d. May contact police.
 - e. Inform the student's parent/guardian, in writing, of (1) District programs designed to provide appropriate student assistance, and (2) available drug and alcohol counseling agencies available in the community.
- Possession of alcohol, drug paraphernalia, controlled substances, look-alike alcohol or look-alike drugs, or paraphernalia associated with the inappropriate use of hazardous inhalants:
 - a. Confiscate the alcohol, paraphernalia, controlled substances, or look-alike alcohol or look-alike drugs.
 - a. Contact police (if the conduct is a law violation).
 - b. Contact the student's parent/guardian or emergency contact (if the parent or guardian is not available)
 - c. Suspend the student from school for up to five school days, or not more than a total of 15 consecutive school days if a notice of an expulsion hearing has been sent. Suspensions from school for students with disabilities shall be handled in accordance with legal requirements.
 - d. May recommend expulsion.
 - e. Inform the student's parent or guardian, in writing, of (1) District programs designed to provide appropriate student assistance, and (2) drug and alcohol counseling agencies available in the community.
- Selling, delivering, distributing and/or intending to sell, deliver or distribute alcohol, drug paraphernalia, look-alike alcohol or look-alike drugs, or prescription medication or non-prescription drug products:
 - a. Contact police (if the conduct is a law violation).
 - b. Contact the student's parent/guardian or emergency contact (if the parent or guardian is not available)
 - c. Suspend the student from school for up to five school days, or not more than a total of 15 consecutive school days if a notice of an expulsion hearing has been sent. Suspensions from school for students with disabilities shall be handled in accordance with legal requirements.
 - d. May recommend expulsion.
 - e. Inform the student and his/her parent or guardian, in writing, of (1) District programs designed to provide appropriate student assistance, and (2) drug and alcohol counseling agencies available in the community.

Second Violation

Second violation of one or a combination of the alcohol or other drug use prohibitions outlined in District policy will result in the following:

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- a. Contact the student's parent/guardian or emergency contact (if the parent or guardian is not available).
- b. Contact police (if conduct is a law violation).
- c. Suspend the student from school for up to five school days, or not more than a total of 15 consecutive school days if a notice of an expulsion hearing has been sent. Suspensions from school for students with disabilities shall be handled in accordance with legal requirements.
- d. May recommend expulsion.
- e. Inform the student and his/her parent or guardian, in writing, of (1) District programs designed to provide appropriate student assistance, and (2) drug and alcohol counseling agencies available in the community.

Third and Subsequent Violations

A third or subsequent violation of the District's student alcohol or other drug use policy will result in the student's suspension from school, notice of an expulsion hearing, and referral to the Board for expulsion.

2. Emergency

- Contact paramedics or contact appropriate health care facility if determined necessary in accordance with the District's emergency care procedures.
- Contact parent or guardian, or emergency contact (if the parent or guardian is not available)

CROSS REF.: 447.3, Student Suspension/Expulsion
453.1-Rule(1), General Emergency Care Procedures
453.1-Rule(2), Emergency Procedures for Field Trips, Sports Activities and Other School Events

REVISION AND NEW APPROVAL: MAY 22, 2017

REVISED:

Policy 443.5

NORTH CAPE SCHOOL DISTRICT

STUDENT POSSESSION AND USE OF PERSONAL ELECTRONIC COMMUNICATION DEVICES

As a privilege and with the primary goal of encouraging students to use technology in a responsible manner for educational purposes, students may be granted limited permission to possess and use personal electronic devices at school (before, during and/or after the normal school day) and/or in other school-supervised settings. Such limited permission shall be consistent with the following general parameters:

1. Any student possessing a personal electronic device capable of accessing the Internet or network through a third-party source must deactivate such device capability while at school and only access the Internet or network through District-provided resources.
3. Personal electronic devices may be used in the classroom or during a student's participation in organized school activities if expressly allowed by the teacher or activity supervisor. As an important exception to all rules and directives that might otherwise limit a student's permission to possess and use a personal electronic device, all students at all grade levels may use a device (at any time of day) to contact a responsible adult in any emergency situation that involves an immediate threat to the health or safety of any person. When carrying out school emergency response plans, however, students may be asked to turn off their personal electronic devices so emergency communication networks are not overwhelmed and emergency response efforts are not jeopardized. When a staff member issues a specific directive or limitation related to the possession or use of any electronic device, students are expected to follow that directive/limitation.
4. The District shall not be responsible for the safety or security of personal electronic equipment that students choose to bring to school. Students who bring any personal electronic device(s) to school do so at their own risk to possible theft, damage, misappropriation of data/equipment, or other loss.
5. The rapid expansion of communication technologies, the increasing prevalence of multi-function devices, and the extent to which numerous electronic devices are now Internet-enabled, lead the School Board to conclude that the regulation of electronic communication devices has become merged with the broader topic of acceptable use of technology within the school setting. Accordingly, the Board delegates to the administration the authority to develop, implement, enforce, and revise as necessary rules that govern students' acceptable use of technology in a manner that incorporates specific expectations related to students' possession and use of communication devices and other personal electronic devices. Consistent with state law requirements, a copy of the District's rules regarding student possession and use of electronic communication devices shall be provided to students on an annual basis.
6. Students who receive limited permission to possess and/or use any personal electronic device receive those permissions as a privilege, not a right. Students who violate any law or any applicable school policy, rule, or directive in connection with their possession or use of personal electronic devices shall be subject to disciplinary action in accordance with established procedures.

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7. Nothing within this policy or in any rules established in connection with this policy shall be construed to limit a student's ability to use an electronic device in a manner that functions as assistive technology necessary for a student's education and that is required under an individualized education program (IEP) or a Section 504 plan.

LEGAL REF.: Wisconsin Statutes
Section 118.258 [student use and possession of electronic communication devices]
Section 120.13(1) [school board power to set conduct rules and discipline students]
Section 947.0125 [unlawful use of computerized communication device]
Section 995.50(2)(a) [intrusion on the privacy of another]
Section 995.55 [access to personal Internet accounts]

CROSS REF.: 363.2-Rule, Student Acceptable Use of Technology Rules
Policy 363.3, Technology Concerns for Students with Special Needs
Policy 731.1, Privacy in Locker Rooms

APPROVED: MAY 22, 2017

REVISED:

Policy 443.6

NORTH CAPE SCHOOL DISTRICT

STUDENT POSSESSION/USE OF WEAPONS

No District student shall possess or use any destructive device, firearm or other dangerous weapon (as defined under section 948.61 of the state statutes) at any time:

- in the school building or other building/facility owned, occupied or controlled by the District;
- on the grounds of a school or on other premises owned, occupied or controlled by the District (including recreation areas and athletic fields);
- while under the supervision of a school district authority, regardless of the student's location;
- in any District-owned vehicle or on any form of District-provided transportation; and/or
- while participating in or attending any District-sponsored program or activity.

The possession and use of facsimile firearms and/or facsimile dangerous weapons is also prohibited.

The only exception to this policy is the possession and use of a facsimile firearm/weapon in a school-approved activity as authorized by the District Administrator. This policy is not intended to prohibit the possession or use of potentially dangerous objects not designed primarily as weapons, provided that such objects have been issued or expressly authorized by the District, and provided that such objects are possessed and used exclusively for their limited and authorized purpose.

District employees are to initiate the Crisis Response Plan when a potential destructive device, a firearm or other dangerous weapon is identified on school premises. Law enforcement officers shall be contacted to help deal with a weapons situation which presents an immediate threat to safety. If the situation does not allow an opportunity to contact law enforcement officials immediately, school staff shall attempt to diffuse and control the situation in the safest manner possible until law enforcement officials can be summoned. Appropriate information and training shall be provided to staff in dealing with weapons situations in accordance with the Crisis Response Plan.

Students violating this policy shall be referred to law enforcement officials and be subject to school disciplinary action in accordance with established procedures. In situations involving a student's possession of a firearm, bomb, explosive or similar destructive device, the District Administrator shall suspend the student and commence expulsion proceedings, and the School Board shall expel the student from school for at least one year. The Board may modify this expulsion requirement on a case-by-case basis, provided that any such modification is documented in writing. Students with disabilities may be removed from school and placed in an alternative educational setting only to the extent authorized by law. Referral to law enforcement is not required for violations involving solely a facsimile firearm/weapon where there was no attempt to threaten, harass, intimidate or harm another person.

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Students shall be informed of this policy annually through the student handbook and through any other means determined appropriate by the administration.

LEGAL REF.:	Wisconsin Statutes	
	Section 118.07	[school safety plans]
	Section 118.31	[use of reasonable force to obtain weapons]
	Section 120.13(1)	[board authority for rule-making and for suspension and expulsion]
	Section 120.13(1)(bm)	[state law suspension mandate for possession of a firearm]
	Section 120.13(1)(c)2m	[state law expulsion mandate for possession of a firearm]
	Section 120.13(1)(g)	[board authority to modify expulsion mandate on case-by-case basis]
	Section 943.13	[criminal trespass law, includes provisions related to carrying firearms]
	Section 948.60	[possession of a dangerous weapon under 18 years of age]
	Section 948.605	[gun-free schools zones]
	Section 948.61	[dangerous weapons other than firearms on school premises]
	Gun-Free Schools Act	[student possession of firearms prohibited; student referral to law enforcement/juvenile justice system required in policy]
	18 U.S.C Sec. 921 (a)	[federal definition of "firearm" (including destructive devices) that is used within the Gun-Free Schools Act and within state law governing suspensions/expulsions for firearms – section 120.13(1)(c)(2m)]
	Individuals with Disabilities Education Act	[programs and services for students with disabilities; includes authority to order change of placement for weapons possession]

CROSS REF.:	Policy 443, Student Conduct and Discipline
	Policy 443.7, Threats to and by Students
	Policy 443.8, Gang-Related Behavior
	Policy 447.1, Use of Physical Force/Restraint and Seclusion
	Policy 447.3, Student Suspensions and Expulsions
	453.1-Rule(1), Emergency Care Procedures
	453.1-Rule(2), Emergency Procedures for Field Trips, Sports Activities and Other School Events
	Policy 720, Safety Program
	Policy 832, Possession and Use of Weapons by Persons Other Than Students on School Premises
	School Safety Plan
	Crisis Response Plan

POLICY REVISION AND NEW APPROVAL: October 31, 2016

REVISED:

Policy 443.7

NORTH CAPE SCHOOL DISTRICT

THREATS TO OR BY STUDENTS

The North Cape School Board will not tolerate threats to or by students on school premises, school buses or at school events.

Any threats to or by students should be reported to the supervisor in charge of the activity and if the situation warrants, the District Administrator, who will investigate the information, take measures to provide for the protection of students and staff, and make the appropriate contacts with parents, guardians, law enforcement, and other community agencies or authorities.

Students who violate this policy shall be subject to school disciplinary measures, including possible suspension or expulsion from school, and may be subject to referral to law enforcement authorities.

LEGAL REF.:	Wisconsin Statutes	
	Section 118.46	[bullying prohibited]
	Section 120.13(1)(b)2m	[authority to suspend student for conduct that endangers health or safety; includes making a threat to health or safety or to damage property]
	Section 120.13(1)(c)	[authority to expel student for conduct that endangered the property, health or safety of others; includes making a threat to health or safety or to damage property]
	Section 943.31	[threats to communicate derogatory information]
	Section 947.015	[terrorist threats]
	Section 948.51	[hazing prohibited]

CROSS REF.:	Policy 411.1, Student Harassment and Bullying
	Policy 443, Student Conduct and Discipline
	Policy 443.9, Gang-Related Behavior
	Policy 445, Student Interviews with Outside Agency Personnel
	Policy 447.3, Student Suspension/Expulsion
	Policy 454, Reporting Child Abuse/Neglect
	Policy 720, Safety Program

POLICY REVISION AND NEW APPROVAL: MAY 22, 2017

REVISED:

NORTH CAPE SCHOOL DISTRICT

GANG-RELATED BEHAVIOR

The North Cape School District recognizes that a school must create and maintain a safe and orderly environment in which learning can take place. The presence of gangs, gang affiliations and gang-related activities within a school disrupts that learning environment by threatening the safety of students, staff and others in the school building and causing a disruption to and interference with the academic process.

As a result of those beliefs, the North Cape School District hereby bars all gangs, gang affiliations and gang-related activities from the school building, school-related activities and school property at all times. "Gang" is defined as any identifiable group or club which exists without the sponsorship of the school or the sponsorship of any recognized adult community or civic organization and which engages in antisocial or criminal behavior.

No gang insignia may be worn, possessed, used, distributed, displayed, carried or sold by a student on school grounds or at school-related activities at any time. This includes:

- Hats, caps, jackets, headbands, shirts or other clothing that have come to be identified with a gang
- Gang-related tattoos or other materials imprinted on the body which are either intended to be permanent or are easily removed (Gang-related tattoos must be covered up on school grounds or at school-related activities.)
- Medallions or other jewelry which identify gang members of gang affiliations or which have come to represent a gang

Students are not permitted to send gang signs either through their body language or in the manner in which they wear their clothing.

Criminal gangs are not permitted to meet or congregate on school premises or at school-related activities at any time. Such meeting or congregation is contrary to, disrupts and interferes with the purpose of an educational institution and will be considered trespassing. Trespassers will be prosecuted to the fullest extent of the law.

Any individuals violating this policy will be subject to disciplinary action and will be reported to the appropriate law enforcement agencies.

All school district employees have a responsibility to report to their immediate supervisor any suspected gang-related activities. Furthermore, the reporting employee shall be without fear of reprisal from the school board and/or administration as a result of such report.

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LEGAL REF.: Wisconsin Statutes
Section 120.13(1)(a) [school board power to set rules pertaining to conduct and dress in order to maintain good decorum and a favorable academic atmosphere]
Section 121.02(1)(i) [school district standard; safe and healthful facilities]
Section 895.035 [parental liability for acts of minor child]
Section 895.444 [injury caused by criminal gang activity]
Section 938.396 [law enforcement records of juveniles; disclosing related records to schools]
Section 939.22(9) [definition of criminal gang]
Section 941.38 [criminal gang member solicitation and contact]
Section 943.017 [graffiti prohibition]
Section 948.51 [hazing]

CROSS REF.: Policy 411.1, Student Harassment and Bullying
Policy 443, Student Conduct and Discipline
Policy 443.1, Student Dress
Policy 443.4, Student Alcohol and Other Drug Abuse
Policy 443.6, Student Possession/Use of Weapons
Policy 443.7, Threats to or by Students
Policy 443.9, Care of School and Personal Property by Students
Policy 445, Student Interviews with Outside Agency Personnel
Policy 446, Student Searches
Policy 446.1, Locker Searches
Policy 447.3, Student Suspensions/Expulsions
Policy 720, Safety Program
Policy 731.2, Vandalism
Policy 832, Possession and Use of Weapons by Persons Other Than Students on School Premises
School Safety Plan

POLICY REVISION AND NEW APPROVAL: MAY 22, 2017

REVISED:

Policy 445

NORTH CAPE SCHOOL DISTRICT

STUDENT INTERVIEWS WITH OUTSIDE AGENCY PERSONNEL

It is the desire of the District to work in close cooperation with law enforcement, social services and other outside agency personnel for the safety and well-being of students and staff.

Law enforcement and other outside agency personnel may interview students at school during the school day at the request of or with authorization from the District Administrator or his/her designee. Every effort should be made to schedule and conduct student interviews with outside agency personnel in a way that minimizes disruption of the student's normal school day, minimizes disruption of the normal functioning of the school, and minimizes the extent to which students may be distracted from their school work and classes.

Parent or guardian notification of student interviews with outside agency personnel is not required but is encouraged. School personnel shall not notify parents or guardians of a student interview conducted for child abuse or neglect investigation purposes without approval of the outside agency personnel conducting the interview.

The District Administrator or designee may be present during a student interview with outside agency personnel, unless the student or his/her parent or guardian requests otherwise. Outside agency personnel conducting child abuse or neglect investigations may, in the exercise of professional judgment and in accordance with department standards, exclude school personnel from the interview.

It is the responsibility of the District Administrator or designee to ensure fair and consistent implementation of this policy.

LEGAL REF.: Wisconsin Statutes
Section 48.981(3)(c) [child abuse/neglect investigations; authority to interview child without parent permission]
Section 118.125(2) [confidentiality of student records; allows record sharing with law enforcement and other agency officials under certain circumstances, including student health and safety]
Section 118.257(2) [liability exemption for student referral to law enforcement officials for alcohol and other controlled substances]
Section 946.40 [refusing to aid officer]
Section 946.41 [resisting or obstructing officer]

CROSS REF.: Policy 411.3, Children in Foster Care
Policy 446, Student Searches (Search of Students and/or Their Belongings)
Policy 446.1, Locker Searches
Policy 454, Reporting Child Abuse and Neglect

POLICY REVISION AND NEW APPROVAL: MAY 22, 2017

REVISED:

NORTH CAPE SCHOOL DISTRICT

**STUDENT SEARCHES
(Search of Students and/or Their Belongings)**

The School Board considers the maintenance of order and safety within the school environment to be of utmost importance. The Board recognizes that to provide for order and safety, it may be necessary for designated school officials to conduct reasonable searches of students while on school premises, on school buses or while participating in school-sponsored activities.

A student or his/her belongings may be searched if:

1. There are reasonable grounds to suspect the search will reveal evidence of violations of the law, Board policy or school rules; and
2. The manner in which the search is conducted is reasonably related to the objectives of the search and is not overly intrusive in light of the age and sex of the student and the nature of the infraction.

To the extent permitted by law, a school official conducting student-related search activities under this or any other Board policy may request the active assistance of a school liaison officer or other law enforcement official. School officials, employees or agents shall not conduct a strip search of any student.

Anything found in the course of a search pursuant to this policy, which constitutes evidence of a violation of a particular law, Board policy or school rule or which endangers the safety or health of any person, shall be seized and utilized as evidence if appropriate. Items seized during a search by school officials will be safeguarded until determination has been made by the appropriate authorities for the disposition of the items. Seized items shall be returned to the owner if the owner may lawfully possess the items. Seized items that may not be lawfully possessed by the owner may be referred to appropriate law enforcement authorities.

The school official conducting a search of a student under this policy will notify the student's parent/guardian of the reason for such a search. The official conducting the search will maintain a record of the search.

School officials will make a good faith effort to notify a student's parent/guardian when law enforcement officials conduct a search of a student or the student's property unless such action would interfere with a police investigation.

LEGAL REF.: Wisconsin Statutes
Section 118.32 [strip search by school employees]
Section 118.325 [locker searches]
Section 948.50 [criminal penalties; strip search by school employees]
Section 995.55(3) [access to personal Internet accounts of students]
U.S. Constitution, 4th Amendment [protection from unreasonable search and seizure]

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CROSS REF.: Policy 445, Student Interviews with Outside Agency Personnel
Policy 446.1, Locker Searches

POLICY REVISION AND NEW APPROVAL: MAY 22, 2017

REVISED:

Policy 446.1

NORTH CAPE SCHOOL DISTRICT

LOCKER SEARCHES

School lockers are the property of the North Cape School District. At no time does the District relinquish its exclusive control of lockers provided for the convenience of students. Lockers may be subject to random or periodic inspection at any time by designated school officials without notice and without student consent. Students are responsible for their assigned locker and its contents.

For purposes of this policy, "designated school officials" include the District Administrator, school custodian or other employee designated by the District Administrator, and law enforcement officers at the request or in cooperation with the District Administrator.

Whenever possible, locker searches shall be conducted in the presence of two school officials as described above.

Any unauthorized item found as a result of a locker search may be given to the parent or guardian of the student, returned to its rightful owner, or forwarded to law enforcement officials as circumstances warrant. The student's parent or guardian shall be notified of items removed from the locker and turned over to law enforcement officials.

The District Administrator shall inform students annually of this policy.

LEGAL REF.: Wisconsin Statutes
Section 118.325 [locker search policy]
U.S. Constitution, 4th Amendment [protection from unreasonable search and seizure]

CROSS REF.: Policy 446, Student Searches (Search of Students and/or Their Belongings)
Policy 445, Student Interviews with Outside Agency Personnel

POLICY REVISION AND NEW APPROVAL: MAY 22, 2017

REVISED:

NORTH CAPE SCHOOL DISTRICT

STAFF USE OF PHYSICAL FORCE/RESTRAINT AND SECLUSION

It is the responsibility of school district personnel to assure that students are provided with an appropriate learning environment. The Board recognizes that there may be times when a student will engage in dangerous or disruptive behavior that requires immediate attention. In such cases, school personnel shall avoid the use of (1) any unlawful behavioral intervention; or (2) any unreasonable and excessively restrictive intervention. Positive behavioral interventions and supports are the District's preferred means of preventing and addressing inappropriate student behavior that does not present a direct threat to safety or to any person's well-being but that does interfere with the student's learning, the learning of others, or school operations..

Students shall not be subjected to the use of corporal punishment at any time. Corporal punishment means intentionally inflicting or causing to be inflicted physical pain for the purpose of punishment or as a disciplinary action. It includes, for example, paddling, slapping or prolonged maintenance of physically painful positions. Corporal punishment does not include actions consistent with an individualized education program (IEP) or reasonable physical activities associated with athletic training.

Subject to the limitations identified below regarding the use of physical restraint and seclusion, a school official, employee or agent may use reasonable and necessary force under the following circumstances:

- to quell a disturbance or prevent an act that threatens physical injury to any person;
- to obtain possession of a weapon or other dangerous object within a student's control;
- for the purpose of self-defense or the defense of others;
- for the protection of property;
- to remove a disruptive student from a school premises or motor vehicle or from school-sponsored activities;
- to prevent a student from inflicting harm on himself/herself, and;
- to protect the safety of others.

A school official, employee or agent may also use incidental, minor or reasonable physical contact designed to maintain order and control.

Seclusion and physical restraint, as defined by state law, shall only be used by authorized school personnel and only when the student's behavior presents a clear, present and imminent risk to the physical safety of the student or others and it is the least restrictive intervention feasible. The use of seclusion or restraint as a behavioral intervention shall also be for the shortest time possible and shall be conducted and documented in accordance with applicable legal requirements. Verbal outbursts and threats do not constitute a threat to physical safety unless the student also demonstrates a means to carry out the threat. The purpose for using seclusion or physical

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restraint as outlined in this paragraph is to defuse a physically dangerous situation, protect the students and others from injury, and regain a safe and productive learning environment. Neither physical restraint nor seclusion should be used as a punishment or as a substitute for appropriate educational/behavioral intervention and support. Only authorized staff members who have received required training may physically restrain a student, except that if a trained staff member is not immediately available due to the unforeseen nature of an emergency situation, then a staff member responding to the emergency who has not received training may physically restrain a student in a manner that is otherwise consistent with the requirements set forth in this paragraph.

All incidents involving the use of student seclusion under this policy and all incidents involving a significant physical encounter between a student and any District official, employee, or agent (including any incident in which a student is physically restrained but not including the use of any incidental, minor, or other reasonable physical contact that was designed to maintain order and control) shall be reported to the District Administrator and to the parents/guardians of the student involved.

The District Administrator shall be responsible for making school district employees and agents aware of this policy annually.

LEGAL REF.:	Wisconsin Statutes	
	Section 115.787(2)(i)	[IEP team duties; use of seclusion or physical restraint]
	Section 115.787(3)(b)1	[IEP team duties; behavioral interventions and supports]
	Section 118.13	[student nondiscrimination]
	Section 118.164	[student removal from class]
	Section 118.305	[use of seclusion and physical restraint]
	Section 118.31	[corporal punishment prohibited; staff use of reasonable and necessary authorized; policy required]

CROSS REF.: Policy 342.1, Programs for Students with Disabilities
Policy 443, Student Conduct and Discipline
Policy 454, Reporting Child Abuse and Neglect
Special Education Handbook

POLICY REVISION AND NEW APPROVAL: October 31, 2016

REVISED:

Policy 447.3

NORTH CAPE SCHOOL DISTRICT

STUDENT SUSPENSION/EXPULSION

Suspension

The District Administrator or his/her designee may suspend a student from school for the period of time authorized by law for any of the following reasons:

1. noncompliance with District policies or school rules;
2. knowingly conveying 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;
3. conduct while at school or under the supervision of a school authority which endangers the health, safety or property of others; or
4. conduct while not at school or while not under the supervision of a school authority which endangers the health, safety or property of others at school or under the supervision of a school authority, or of any District employee or School Board member.

Suspension consists of two types: in-school suspension and out-of-school suspensions. An in-school suspension is where a child is removed from the normal classroom setting and placed in an alternative location in the school to work under the supervision of the District Administrator or designee. In either type of suspension, the student will not be able to attend or be involved in any extracurricular activities during the term of the suspension.

In addition, a student shall be suspended from school when required by law (e.g., possessing a firearm in violation of state law and Board policy).

All student suspensions from school must be reasonably justified and shall be administered in accordance with state law requirements. The parent/guardian of the suspended student will be notified of the suspension and the reasons for it via telephone or letter. Any student considered for suspension from school will be informed of the reasons and be given an opportunity to explain the situation in his/her own words prior to a suspension decision to suspend being made.

Students may be offered an opportunity to voluntarily participate in a particular support program or intervention activity related to their misconduct as an alternative to suspension, or as an alternative consequence to serving a full suspension period, at the discretion of the District Administrator.

Once the term of suspension has been served, the student will be allowed to return to school.

A suspended student shall be permitted to take any quarterly, semester or grading period examinations and complete any projects assigned during the grading period and suspension

period. A suspended student may complete course work missed during the period of suspension in accordance with the District's student attendance and truancy policy and procedures.

Expulsion

Students may be recommended to the School Board for expulsion from school if they have engaged in any of the following type of conduct:

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1. repeated refusal or neglect to obey District policies or school rules;
2. knowingly conveying 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;
3. conduct while at school or under the supervision of a school authority which endangered the property, health or safety of others; or
4. conduct while not at school or while not under the supervision of a school authority which endangered the property, health or safety of others at school or under the supervision of the school authority, or of any District employee or Board member.

The Board may expel a student from school whenever it finds that the student engaged in any of the above conduct and is satisfied that the interest of the school demands the student's expulsion.

Students may be offered an opportunity to voluntarily participate in a particular support program or intervention activity related to their misconduct as an alternative to expulsion.

A student shall be expelled from school for engaging in conduct outlined in state law which requires the student's expulsion from school (e.g., possessing a firearm in violation of state law and Board policy).

All student expulsions, including those involving students with disabilities, shall follow all statutory procedures and requirements.

The Board may specify conditions in a student's expulsion order that would allow the student to be reinstated to school early before the end of the term of his/her expulsion. The early reinstatement condition(s) shall be related to the reason(s) for the expulsion and shall be enforced in accordance with state law requirements.

LEGAL REF.: Wisconsin Statutes
Section 118.127 [use of law enforcement records as sole basis for suspending or expelling students from school prohibited]
Section 118.13 [student nondiscrimination requirements]
Section 118.16(4)(b) [conditions for making up examinations and coursework missed during suspensions as per student attendance policy]
Section 120.13(1) [board power to suspend or expel students from school]

Individuals with Disabilities Education Act [programs and services for students with disabilities; includes requirements related to change of placements and providing continued educational services during period of expulsion]

CROSS REF.: Policy 342.1, Programs for Students with Disabilities
Policy 411, Equal Educational Opportunities
431-Rule, Student Attendance/Truancy Procedures
Policy 443, Student Conduct and Discipline
Policy 443.2, Student Conduct on School Buses
443.2-Rule, Bus Rider Conduct and Discipline Rules

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Policy 443.4, Student Alcohol and Other Drug Abuse
Policy 443.6, Student Possession/Use of Weapons
Policy 443.7, Threats to and by Students
Policy 443.8, Gang-Related Activities

POLICY REVISION AND NEW APPROVAL: MAY 22, 2017

REVISED:

Policy 453.1

NORTH CAPE SCHOOL DISTRICT

EMERGENCY NURSING SERVICES

Emergency nursing services for the North Cape School District are provided with input, direction, and coordination furnished by a registered nurse employed by the District through the Waterford Cooperative. Emergency nursing services shall be available during the school day and during all school-sponsored activities for students, including summer school, field trips, athletic events, and other co-curricular and extracurricular activities.

To ensure the provision of an appropriate emergency nursing services program:

1. The District Administrator shall have primary administrative responsibility for the District's emergency nursing services program, including ensuring that the District conducts an annual review of the emergency nursing program and that the findings and recommendations from the annual review are presented to the School Board.
2. The District shall assign to the registered nurse serving the school (the school nurse) the nursing-related duties identified in this policy.
3. The Board shall act to approve the emergency nursing procedures that are developed (or revised) under the direction of the school nurse pursuant to applicable law and this policy.
4. The District shall arrange for a physician to serve as the District's medical advisor for the emergency nursing services program and in connection with handling other significant student and school health concerns. The District Administrator and the school nurse shall be the primary point of contact with the District's medical advisor on an as-needed basis.
5. The District shall make available the equipment and supplies necessary for providing emergency nursing services in the District. A health room/area shall be designated in the school.
6. In consultation with the school nurse, the District Administrator shall assign direct responsibilities to appropriate school personnel related to the provision of emergency and other health-related services. The District Administrator shall always be among the designated staff who are assigned and trained to serve as first responders in the event of a health-related emergency. As used in District policy and its implementing procedures, the term "first responder" is a local term that should be not equated with a "certified first responder" under state law.

In providing for the coordination and oversight of emergency nursing services, the school nurse shall:

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1. Maintain and coordinate the day-to-day implementation of the District's emergency nursing procedures, including protocols for the administration of medication to students, protocols for dealing with student injury and illness (e.g., first aid protocols and other emergency procedures), and related recordkeeping procedures. These procedures will be developed by school nurse in cooperation with the District Administrator and other appropriate school personnel, and, on an as needed basis, in consultation with the District's medical advisor and/or representatives of the county health department or other community health agencies.
2. Disseminate the District's current emergency nursing procedures and protocols to appropriate school personnel.
3. Provide or arrange for the provision of training of designated school district staff in regard to the District's medical emergency protocols (e.g., general first aid, cardiopulmonary resuscitation (CPR), the administration of medication to students, and the implementation of the District's bloodborne pathogens/exposure control plan. As needed, the school nurse shall also provide or arrange for the training of school personnel related to the District's provision of specialized health-related services to individual students. The District shall maintain appropriate records of all such training.
4. Provide, or provide any necessary nursing-related supervision in connection with, any specialized health-related services that the District provides to individual students with special health care needs.
5. Verify that emergency information forms are on file for all students who are attending school or otherwise participating in any school-sponsored athletic activity in the District, regardless of the student's full-time status, enrollment status, or residency.
6. Monitor and make recommendations to the administration regarding the equipment, supplies, and space needed for the appropriate provision of emergency care and other health-related services.
7. At the end of each school year, coordinate and participate in an annual review of the District's emergency nursing services program and related policies, procedures, and protocols. The review shall be conducted in consultation with appropriate school personnel.

Closely related to the responsibilities identified above, the school nurse shall also:

1. Assist in identifying and in arranging for any necessary services and accommodations for students within the District who have medical or health concerns that may require an individualized health plan, allergy management plan, Section 504 plan, or individualized education program (IEP).
2. Serve as a resource person for the District Administrator and school personnel on student and school health issues, including but not limited to communicable disease control, the District's bloodborne pathogen/exposure control plan, and concussion and head injury management (e.g., for issues that may arise beyond the initial injury).
3. Serve as a resource person for District Administrator and school personnel regarding the District's provision of instruction to students regarding personal health and life-saving skills.
4. Serve as a liaison between the schools and community-based health agencies and services.

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LEGAL REF.: Wisconsin Statutes
Section 118.07(1) [first aid kit requirement]
Section 118.076 [required lifesaving skills instruction for students, including use of CPR and automatic external defibrillators]
Section 118.125 [student records management, including student physical health records and patient health care records]
Section 118.29 [medication administration by school personnel]
Section 118.291 [possession and use of inhalers by asthmatic students]
Section 118.292 [possession and use of epinephrine auto-injectors by students]
Section 118.2925 [plans for the management of life-threatening allergies]
Section 118.293 [concussions and head injuries]
Section 121.02(1)(g) [school district standard; emergency nursing services requirement]
Section 146.81 to 146.84 [confidentiality of patient health care records]
Section 440.01(1)(ad) [automated external defibrillator definition]
Section 895.48 [limited civil liability exemption related to emergency medical care, including the good-faith emergency use of an automated external defibrillator]
Wisconsin Administrative Code
Chapter N 6 [standards of practice for registered nurses and licensed practical nurses]
PI 8.01(2)(g) [school district standard; emergency nursing services policy/procedure requirements]
SPS 332.50(2) [federal bloodborne pathogens/exposure control plan requirements adopted by the state]
29 Code of Federal Regulations (CFR), Part 1910 - Subpart Z [bloodborne pathogens/exposure control plan requirements]

CROSS REF.: 453.1-Rule(1), Emergency Care Procedures
453.1-Rule(2), Emergency Procedures for Field Trips, Sports Activities and Other School Events
453.1-Rule(3), Management of Sports-Related Head Concussions
347-Rule, Procedures for the Maintenance and Confidentiality of Student Records
Policy 453.3, Communicable Disease Control
Policy 453.4, Administering Medication to Students
Policy 720, Safety Program
Bloodborne Pathogens Exposure Control Plan
School Safety/Crisis Response Plan(s)

POLICY REVISION AND NEW APPROVAL: October 31, 2016

REVISED:

453.1-Rule(1)

NORTH CAPE SCHOOL DISTRICT

GENERAL EMERGENCY CARE PROCEDURES

A. Student Emergency Information

1. An emergency information form must be completed for each student upon his/her initial enrollment or attendance in school or his/her participation in any District-sponsored athletic activity for students. The form shall be completed regardless of the student's full-time status, enrollment status, or residency. At least annually, the District shall request that the student's parent/guardian provide any updates to the emergency information that is presently on file. The student's emergency information shall also be updated any time during the school year that a parent/guardian submits a change. The form shall include:
 - a. Emergency contact names and information in the event of an accident, injury, illness, or other emergency.
 - b. Information about any special health concerns or procedures relevant to the student.
 - c. Name of the family physician.
 - d. Authorization to take the student directly to the physician (or other health care provider) in the event of an accident or illness.
2. Upon receipt of a new or amended emergency information form provided by a parent/guardian, the District Administrator or designee shall ensure that the information is reviewed by an appropriate staff member or other representative of the school to determine whether the District may need to follow-up with a further response or inquiry. The registered nurse serving the school (the school nurse) shall be consulted as necessary in connection with the review of emergency information forms.
3. Emergency health information shall be kept in the school office and shall be shared with school personnel as deemed appropriate and necessary, consistent with legal requirements and with the District's student records policy and procedures.
4. When students are involved in school-sponsored activities away from school (e.g., field trips, athletic events), student emergency information will be made available in order to enable activity supervisors to appropriately address any individualized health concerns or possible emergency situations. It is the joint responsibility of the District Administrator and the staff who are planning/supervising the activity to ensure that this information is readily available.

B. Individualized Health/Medical Plans

1. The District develops individualized health/medical plans for students (including allergy management plans) on as-needed basis and in a manner consistent with applicable law. In appropriate cases, individualized planning will occur in connection with the development of a Section 504 plan or individualized education program (IEP).
2. In most cases, a team-based approach will be used to develop any individualized plan, including consideration of relevant medical information and recommendations. The school nurse will generally be involved in the process of establishing and monitoring any such plan.

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3. As needed, the school nurse will provide nursing-related supervision, including but not limited to providing or arranging for appropriate training of designated school personnel, in situations where a student's plan calls for the District to provide specialized health services.

C. Planning for Possible Medical Emergencies in Connection with Activities Held Away from School

1. When students will be participating in a District-sponsored activity that is being held away from school, activity organizers/supervisors are expected to engage in both general and student-specific planning for possible emergency care needs. General planning may involve tasks such as identifying unusual activity-specific risks (e.g., unusually hazardous areas, increased opportunities for student exposure to likely allergens, unusual physical demands, etc.), assessing the availability of medical and emergency services/facilities near the activity location(s), verifying that activity supervisors will have access to students' emergency information, and informing accompanying school personnel and volunteers about what to do in case of a medical or health-related emergency. Student-specific planning involves an assessment of needs related to any special health concerns of the individual students who will be participating in the activity.
2. The extent of emergency care planning for such away-from-school activities should generally be proportionate to the uniqueness of the location and type of activity. For example, general emergency planning can often be less extensive in connection with recurring activities (e.g., away contests for students participating in athletics) when participating staff, students, and students' parents/guardians can be expected to be reasonably familiar with the nature and location(s) of the activity.
3. Activity organizers/supervisors shall consult with the District Administrator and the school nurse on an as-needed basis to assist with emergency care planning for such away-from-school activities.

D. Emergency Equipment and Supplies

1. Basic first aid supplies and equipment will be placed in the following accessible locations within the school building: health room, school science labs, school kitchen, red medical bags in each classroom. Medical bags will contain: 4 x 4 sterile gauze pads (2), gloves, band-aids (5-6), several paper towels, wet wipes, empty plastic bags (2), hand sanitizer, notepad and pencil.
2. A copy of the District's first aid procedures/protocols will be maintained in the health room in the school office.
3. Mobile first aid kits shall be available to take out for recess, on field trips and similar away-from-school activities involving students.
4. The District Administrator shall assign a staff member(s) to maintain a regular inventory of the first aid supplies/equipment and to notify the District Administrator or his/her designee when additional supplies/equipment are needed. The head coach of the sport will be responsible for the first aid kit and supplies for athletic practices and competitions.

5. A copy of the Wisconsin Communicable Disease Chart from the Wisconsin Department of Health Services shall be maintained in the school's primary student health room/area.
6. An automated external defibrillator (AED) will be available in the following school building location(s) in the school: the school cafeteria and gym entrance lobby. The AED shall be used and maintained in accordance with legal requirements, the manufacturer's specifications, and established District procedures.

E. Designation and Training of Emergency Care Providers

1. The District Administrator, in consultation with the school nurse, shall:
 - a. Designate an appropriate number of staff members in the school to serve as "first responders" in case of a medical/health care emergency occurring in the school. As noted in District policy, the term "first responder" is a local term that should be not equated with a "certified first responder" under state law.
 - b. Designate any additional staff members who will receive role-appropriate training and be available to implement relevant emergency care procedures in particular situations (e.g., in connection with school-sponsored activities that take place off school premises or outside of the normal school day, such as field trips, athletic events, and other co-curricular and extracurricular activities).
2. The District Administrator, in consultation with the school nurse, shall also monitor the District's implementation of a role-specific training schedule for the individuals who have been designated to implement elements of the District's emergency care procedures.
3. All individuals designated as "first responders" shall receive broad training related to the District's emergency care procedures, including training in at least the following areas:
 - a. the District's general first aid protocols (e.g., student injury/illness response protocols);
 - b. cardiopulmonary resuscitation (CPR);
 - c. the use of an automated external defibrillator (AED), if applicable;
 - d. the District's policies and procedures concerning the administration of medication to students;
 - e. the District's bloodborne pathogens exposure control plan; and
 - f. the District's policy and procedures concerning communicable disease management.
4. The school nurse shall provide, or assist in arranging for the provision of, first aid training and such other role-appropriate training for designated emergency care providers as may be required by law and/or under District policies/procedures.
5. The District shall maintain records of who has been trained, the specific training provided, and the date of the training. No less often than annually, the District Administrator (or his/her designee) shall provide the School Board with a report of the training completed by school personnel since the last report and a list of any scheduled training that has not been successfully completed as scheduled.

F. General Emergency Care Procedures

In case of an accidental injury or illness occurring on school premises or during a school-sponsored activity, these general procedures shall be followed:

1. Serious Injury/Accident or Illness

- a. Designated school personnel ("first responders" whenever available) shall assess the situation and administer basic first aid as needed to:
 - restore and maintain open airway,
 - restore and maintain breathing,
 - promote adequate circulation,
 - stop severe bleeding, and/or
 - treat for shock.

"First aid" means immediate aid and care and nothing more.

As soon as it is determined to be necessary/appropriate, a call should be placed to 911 to summon professional emergency medical assistance (ambulance, rescue squad, etc.).

If a health care professional (e.g., a registered nurse or physician) or any professional emergency medical assistance personnel are present at the location of an incident, he/she should be immediately summoned to the scene or contacted for consultation if practical.

Based on the nature of the injury or other medical condition, and consulting with a health care professional or emergency response service when practical, school personnel responding to the emergency should (1) identify the first aid protocol(s) that provide further guidance and direction in the particular situation; (2) determine whether or not it is appropriate to attempt to move the individual; and (3) determine the extent to which school personnel should take responsibility for further implementing emergency assistance.

- b. No internal or external medication should be administered to the individual unless specifically prescribed or specifically authorized under the conditions outlined in state law and in the District's medication administration procedures (453.4-Rule).
- c. If the emergency situation involves a student, the student's parent(s)/guardian(s) shall be contacted as soon as reasonably practical under the circumstances. If the parent/guardian cannot be reached, the emergency contact(s) as identified on the student's emergency information form on file with the District shall be called. A responsible adult should remain with the student until the parent(s)/guardian(s) assumes responsibility if possible.

- d. The District Administrator or designee shall be informed immediately if the accident, injury, or illness occurs during the school day. If the accident, injury, or illness occurs outside of the school day or at an activity off school premises, the District Administrator or designee shall be informed as soon as possible, but no later than the next school day.

2. Minor Accidents/Injuries/Illness

- a. Designated school personnel (i.e., the school nurse or other designated "first responders", whenever available) will provide the appropriate intervention/response to any minor injury or illness occurring on school premises or during a school-sponsored activity as deemed necessary for the situation. This may include, for example, administering general first aid, cleaning wounds, applying sterile dressings or cold compresses, or seeking further medical attention.
- b. If a student becomes ill during the school day, school personnel should send him/her to the designated health room/area in the school or, if the health room is not currently staffed, to the District Office to rest or for attention. Office personnel will provide care for the student or make a parent/guardian contact to determine whether the student needs to be sent home. If the parent/guardian is unavailable, the emergency contact person identified on the student's emergency information form will be notified. In making a determination whether to send a student home from school, school personnel shall consider protocols outlined in the District's emergency services and communicable disease management procedures. If it is determined the student is to be sent home, arrangements will be made for the student to leave the school premises. If all contact attempts fail and the student's parent/guardian or emergency contact person are not available, the student is to remain in school, segregated from other students if necessary, and continued attempts will be made to reach the parent/guardian or emergency contact person.

G. Accident Reporting and Recordkeeping

1. The person(s) administering emergency care or assistance under these procedures are responsible for ensuring that the first aid or other emergency care administered in relation to accidents, injuries, or illnesses are properly documented within the designated first aid/emergency care log. This log of emergency nursing services performed shall be maintained in the school office.
2. In addition to completing the first aid/emergency care log, the relevant class/activity supervisor(s) and the school employee(s) who assumed primary responsibility for responding to a specific accident/incident have joint responsibility for ensuring that they promptly (by the end of the school day/work shift or within 24 hours) notify the District Administrator and complete a written accident/injury report for any accident/incident involving an injury, or possible injury, to a student or employee that occurs:
 - a. in school or on school grounds during the school day;
 - b. on school premises, but outside of the school day; or
 - c. at a school-sponsored activity that is held outside of the school day and/or off school premises

The accident/injury report should include at least the following information: the injured person's full name; time and date of the injury; details of the accident including the activity in which the injury occurred; names of witnesses; action taken to assist the injured person; and, corrective action taken – follow through. Accident/injury report forms are available in the District Office. Completed accident/injury report forms shall be kept on file in the District Office. The District Office will also file all necessary reports with the insurance company as applicable.

3. School personnel shall be made aware of and are expected to adhere to relevant confidentiality standards regarding student records and patient health care records as established pursuant to applicable laws, regulations, and District procedures.

H. Annual Review of Emergency Nursing Services

The District shall conduct an annual review of the District's emergency nursing services program and related policies/procedures, including medication administration policies/procedures, at the end of each school year.

1. The review shall be conducted with the involvement of the school nurse and in consultation with appropriate school personnel.
2. Completed accident/injury report forms and first aid/emergency care logs shall be reviewed during the annual process to help evaluate the emergency protocols utilized, the adequacy of the services provided, and the accuracy and completeness of data recorded.
3. On an as needed basis, and maintaining appropriate confidentiality standards, the review team may consult with the District's medical advisor and/or representatives of community health agencies.
4. The findings of the review shall include the identification of any recommended changes to the program that would improve quality, efficiency, or safety. The District Administrator or his/her designee shall ensure that any new or substantive revisions to first aid, injury, illness, or medication administration protocols are reviewed and approved by the school nurse prior to being presented for adoption by the School Board.
5. The Board shall be informed of the findings of the annual review of the District's emergency nursing services program, related policies/procedures.

REVISION AND NEW APPROVAL: October 31, 2016

REVISED:

453.1-Rule(2)

NORTH CAPE SCHOOL DISTRICT

EMERGENCY PROCEDURES FOR FIELD TRIPS, SPORTS ACTIVITIES AND OTHER SCHOOL EVENTS

The designated school district employee in charge of the field trip, sports activity or event shall, to the best of his/her ability, provide for the safety and well-being of student participants. These procedures apply to, but are not limited to, all sporting, social, extracurricular and co-curricular functions sponsored by the North Cape School District.

It will be the responsibility of the designated employee(s) to have in his/her possession the emergency contact information for each participant during an off-campus event or activity, which requires the student to be away from the school district campus.

In the event of a medical emergency involving a student, the designated employee shall, to the best of his/her ability, follow these procedures:

1. The designated employee shall assess the situation and provide the first aid he/she is qualified to provide if necessary. If a health care provider is present, he/she shall be consulted.
2. If, in the estimation of the designated employee or health care provider, the student requires immediate, professional medical attention, the designated employee shall, by the quickest means possible, notify the nearest medical emergency response agency. If the student's parent/guardian is present at the activity, he/she should be contacted.
3. The designated employee shall, after he/she has been advised of the student's condition, call North Cape School. School office staff will then attempt to contact the parent/guardian. If the parent/guardian cannot be located, the emergency designee (as indicated on the emergency contact information form) shall be called. If the school cannot be contacted by the designated employee due to the time of day or day of the week, the designated employee shall then call the parent/guardian or designee directly as noted on the emergency contact information form.
4. The designated employee, upon making arrangements for the supervision of the remaining students, shall, if practical, go directly to the medical facility to which the injured/sick student has been taken and report to the attending health care provider or person in charge.
5. The designated employee shall make a sincere effort to remain with the student until his/her parent/guardian arrives. If this is not possible, the District employee shall give the attending health care provider or person in charge the address and/or telephone number where he/she may be reached.
6. Any student who receives professional medical treatment for his/her injury or illness should only be released to the custody of his/her parent/guardian or parental designee. If, however, because the injury is minor and due to the distance to the medical facility, the parent/guardian may request that the child be released to the custody of the designated employee.

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7. Prior to assuming custody of the student, the designated employee shall receive from the attending health care provider a signed and dated release. The designated employee shall also obtain from the health care provider, in writing, any and all instructions necessary for the proper care of the student until the student returns to his/her parent/guardian.
8. For any injury/illness, the designated employee shall file a District accident/injury report form as soon as reasonably possible (24 hrs.)

REVISION AND NEW APPROVAL: October 31, 2016

REVISED:

NORTH CAPE SCHOOL DISTRICT

MANAGEMENT OF SPORTS-RELATED HEAD CONCUSSIONS

1. Definitions

- a. A "**concussion**" is a brain injury that is caused by a bump or blow to the head or body. It can also result from a fall or from athletes colliding with each other or with obstacles, such as a goalpost. Concussions can occur during practices or games in any sport or athletic activity, although the potential for concussions is greatest in athletic environments where collisions are common (for example, football, ice hockey, soccer, basketball, wrestling, and softball). All concussions are serious. An athlete does not have to lose consciousness ("be knocked-out") to suffer a concussion. If an athlete is allowed to continue to participate in an athletic or physical activity with a concussion, or return to play too quickly following a concussion, he/she will be at risk of further injury or long-term health problems, and even death.
- b. "**Organized youth athletic activity**," for purposes of this rule, means any indoor or outdoor athletic activity organized and held by the District in which the participants, a majority of which are under 19 years of age, are engaged in an athletic game or competition against another team, club or entity, or practice or preparation for an organized athletic game or competition against another team. "Organized youth athletic activity" does not include any physical activity that is incidental to a nonathletic program. It includes Wisconsin Interscholastic Athletics Association (WIAA)-sanctioned, school-sponsored sports teams, Recreation and Community Services programs and league, and any other District-organized youth athletic activities that fall within this definition.
- c. "**Health care provider**," for purposes of this rule, means a person who (1) holds a credential that authorizes the person to provide health care; (2) is trained and has experience in evaluating and managing pediatric concussions and head injuries; and (3) is practicing within the scope of his/her credential.
- d. "**Student**," for purposes of this rule, is used to refer to those individuals who are eligible to participate in any District-organized youth athletic activity, regardless of whether the individual is also actually enrolled in the District as a student.

2. Education and Training

- a. The Athletic/Activity Director and Recreation Supervisor shall distribute a concussion and head injury information sheet to the head coach and assistant coaches of each school sports team and to the coach/supervisor of any other organized youth athletic activity covered by this rule annually. The Athletic/Activity Director and Recreation Supervisor shall review this information sheet at least annually, in relation to the Department of Public Instruction and/or WIAA-developed concussion and head injury guidelines and information, to see if there have been any new developments or changes made regarding concussion and head injury management. If changes have been made, the information sheet should be updated accordingly.

- b. It shall be the responsibility of the coach/supervisor of the sports team or other organized youth athletic activity to distribute the concussion and head injury information sheet to each student who wishes to participate in the sport/organized youth athletic activity at the beginning of the sport/athletic activity season. For students participating in WIAA-sanctioned, school-sponsored sports, this information shall be disseminated to and discussed with student participants at the same meeting at which the Athletic/Activity Code is disseminated and discussed. A coach/supervisor does not have to distribute a concussion and head injury information sheet to any student who has already returned an appropriately signed information sheet for another school-sponsored sport or District-organized youth athletic activity during the same school year.
- c. No student may participate in a WIAA-sanctioned, school-sponsored sport or in any other organized youth athletic activity covered by this rule (including training sessions or practices) unless he/she returns the concussion and head injury information sheet to the coach/supervisor signed by the student and his/her parent/guardian, if the student is under the age of 19. These signed information sheets (one for each sport) shall be collected by the coach/supervisor of the sports team or other organized youth athletic activity and given to the Athletic Department or Recreation Department for proper recordkeeping.

3. Removal of Student with Concussion or Head Injury from Athletic Activity Participation

- a. A student athlete who exhibits signs, symptoms, or behavior consistent with a concussion or who is suspected of having a concussion or other head injury shall be removed from the athletic game, competition or practice by the coach/supervisor of the sports team or other organized youth athletic activity or by any health care provider who is providing support and medical assistance at the athletic event.

The following are examples of the types of symptoms that a coach or health care provider should consider in the totality of the circumstances as likely evidence of a need to remove a student from participation in an athletic activity under these procedures:

Signs, Symptoms or Behaviors Observed by Coaches or Others

- Appears dazed or stunned
- Confused about assignment or position
- Forgets sports plays
- Unsure of game, score, or opponent
- Clumsy
- Slowly answers questions or follows directions
- Change in level of consciousness
- Changes in behavior or personality
- Memory loss/amnesia
- Asks repetitive questions
- Cannot recall events prior to or after hit or fall

Common Symptoms Reported by Athlete

- Headache or pressure in head
- Nausea or vomiting
- Balance problem or dizziness

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- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy or groggy
- Concentration or memory problems
- Confusion
- Ringing in the ears
- Does not feel right

In relation to possible concussions and head injuries, officials involved in any youth athletic activity have the same legal duties to initiate the removal of a student from participating in any such activity as do coaches and health care providers.

- b. First aid will be provided to any student who has been removed from any activity under these procedures as appropriate and necessary in accordance with the District's standard emergency care procedures. The student athlete shall not be left alone and must be carefully observed to be sure the symptoms do not worsen.
- c. While all concussions are serious, some injured athletes will require immediate emergency medical care. Unless the student's parent/guardian is present at the activity and immediately assumes full responsibility for the student's care, the coach/supervisor of the activity shall call Emergency Medical Services or 911 if the coach/supervisor or other person assigned to observe the student observes that the student exhibits or reports any of the following symptoms: loss of consciousness, neck pain, blood or watery leakage from the ears, nose or mouth, persistent vomiting, seizures, persistent severe headache, loss of/slurred speech, excessive drowsiness.
 - (1) The student's parent/guardian shall be consulted if present at the athletic event regarding this decision and the action to be taken regarding emergency treatment.
 - (2) If the student's parent/guardian is not present at the event, the coach/supervisor or designee shall attempt to contact the student's parent/guardian by phone, using the student's emergency information card on file with the District. If the student's parent/guardian cannot be reached, the coach/supervisor or designee shall attempt to notify the emergency contact person identified on the emergency information card.
- d. Every time a student is removed from an activity under these procedures, it shall be the responsibility of the head coach/supervisor of the sports team or other organized youth athletic activity to maintain regular communication with the student's parent/guardian regarding the student's injury and progress toward recovery. He/she shall also be expected to complete all required documentation and reporting regarding the incident in accordance with established District emergency care procedures, including documenting first aid provided in the first aid/emergency care log and completing an accident/injury report.

- e. A major concern with student concussions is that they can interfere with a student's academic and school performance. A student with a concussion may suffer some cognitive problems such as memory loss, unclear thinking, unusual behavior, etc. In the educational and safety interests of the student, it is recommended that parents/guardians work closely with and provide relevant instructional staff with related information for dealing with the situation in the classroom. If deemed necessary and appropriate based on the student's individual needs and circumstances, the school nurse shall communicate with the classroom teachers to assist them in providing reasonable accommodations for the student. Such decisions shall be made on a case-by-case basis. The District encourages the internal sharing of information related to any concussion or head injury among the staff members (e.g., coaches, school nurse, classroom teachers) who have a legitimate educational interest in the information.

5. Return to Play

- a. No student who is removed from an activity under these procedures due to concerns related to a possible concussion or other head injury will be allowed to return to play or practice on the same day as the injury occurred.
- b. A student who has been removed from a game, competition or practice due to a concussion or other head injury may not participate in a WIAA-sanctioned, school-sponsored sport or in any other District-organized youth athletic activity until he/she is evaluated by a health care provider as defined above and receives a written clearance to participate in the activity from the health care provider.

For a WIAA-sanctioned or school-sponsored sport, this documentation is to be submitted to the coach/supervisor, who will forward the documentation to the Athletic Director/Athletic Trainer for proper recordkeeping. The Athletic Director/Athletic Trainer will then forward the documentation to the athletic coach.

REVISION AND NEW APPROVAL: October 31, 2016

REVISED:

Policy 453.3

NORTH CAPE SCHOOL DISTRICT

COMMUNICABLE DISEASE CONTROL

The North Cape School District shall cooperate with state and local public health officials in establishing and maintaining appropriate health standards for the school environment, promoting the good health of students and staff, and educating students and staff in disease prevention methods and sound health practices. State and federal laws and regulations and local ordinances related to communicable disease reporting and control shall be followed.

In an effort to maintain a safe and healthful school environment, the District shall provide information to students and staff regarding measures that can be taken to reduce the risk of contracting or transmitting communicable diseases at school and during school-related activities. District employees shall receive specific training regarding the District's Exposure Control Plan and will be expected to comply with provisions of the plan when they are exposed to blood or other potentially infectious agents or materials.

Students and District employees may be excluded from school and/or school-related activities if they are suspected of or diagnosed as having a communicable disease, including any disease identified within the Communicable Disease Chart for Schools that is published by the Department of Health Services or any other disease expressly defined or identified as communicable by a public health agency, that poses a significant health risk to others or that renders them unable to adequately perform their jobs or pursue their studies. Such decisions will be made on an individual basis and in consultation with one or more health care professionals. Students and employees excluded from school pursuant to this policy may appeal their exclusion as set forth in the administrative procedures implementing this policy.

The District recognizes that an individual's health status is personal and private. Therefore, the District shall handle information regarding students and District employees with suspected or confirmed communicable diseases in accordance with state and federal laws and Board policies governing the confidentiality of student and staff health records.

Schools may be closed for public health reasons by order of a public health officer or agency or as determined to be necessary by the District Administrator.

LEGAL REF.:	Wisconsin Statutes	
	Section 103.15	[restrictions on use of HIV test results in relation to employment]
	Section 111.31	[fair employment law; nondiscrimination]
	Section 115.01(10)	[addressing school closures for public health and other reasons]
	Section 118.01(2)(d)2c	[instructional program goals; teaching about certain health subjects including symptoms of disease and sexually transmitted diseases]
	Section 118.07(3)	[requirement to provide parents of sixth-grade students information about meningococcal disease]
	Section 118.125	[student records management, including student physical health records and patient health care records]
	Section 118.13	[student nondiscrimination]

Section 118.195 [teacher nondiscrimination on basis of handicap]
 Section 121.02(1)(i) [provision of safe and healthful facilities]
 Sections 146.81 – [patient health care records]
 146.83
 Section 252.04 [student immunization requirements]
 Section 252.15 [restrictions on use of HIV test results]
 Section 252.19 [protection of public from communicable diseases]
 Section 252.21 [communicable disease reporting requirements and
 exclusion from school]
 Wisconsin Administrative Code
 DHS 145 [communicable disease control regulations]
 DHS 145 – Appendix A [list of communicable diseases and other notifiable
 conditions]
 SPS 332.50(2) [federal bloodborne pathogens/exposure control plan
 requirements adopted by the state]
 29 Code of Federal Regulations (CFR), Part 1910 Subpart Z [bloodborne
 pathogens/exposure control plan requirements]
 Americans with Disabilities Act of 1990 [nondiscrimination on the basis of disability;
 reasonable accommodations]
 Section 504 of the Rehabilitation Act of 1973 [nondiscrimination on the basis of
 handicap; reasonable accommodations]

CROSS REF.: 453.3-Rule, Communicable Disease Control Procedures
 347-Rule, Procedures for the Maintenance and Confidentiality of Student Records
 Policy 453.31, Head Lice and Nits
 Policy 523.1, Staff Physical Examinations
 Policy 526, Personnel Records
 Bloodborne Pathogen Exposure Control Plan

POLICY REVISION AND NEW APPROVAL: MAY 22, 2017

REVISED:

453.3-Rule(1)

NORTH CAPE SCHOOL DISTRICT COMMUNICABLE DISEASE CONTROL PROCEDURES

A. Educational and Preventive Measures

1. The District will ensure that all immunizations (or related waiver) and health examinations/tests (e.g., tuberculin skin test or chest x-ray) required of students and staff by law and Board policy have been obtained. Staff shall refer to and follow the District's immunization plan and related District policies when carrying out this task.
2. The nurse serving the school (the school nurse) shall be responsible for the maintenance of a health station/area in the school building. The school nurse shall post the Department of Health Services' Communicable Disease Chart for Schools, Day Cares and Other Group Settings for Children in the health station/area for access and use by designated school staff when making decisions under the District's communicable disease control policy and these procedures. This chart includes information on specific diseases, including signs and symptoms, incubation period, periods of communicability, modes of transmission, and control measures/public health response.
3. First aid kits and other supplies and equipment appropriate to reducing the risk of transmission of communicable diseases in the school environment, as determined in consultation with public health officials, will be provided in the school building.
4. Information regarding suppression and control of communicable diseases will be included as a regular part of the District's health curriculum for students.
5. The school nurse shall ensure that the District provides parents/guardians of students in the 6th grade with information about meningococcal disease as mandated by state law.
6. The District Office shall provide general information regarding suppression and control of communicable diseases to all new employees (i.e., substitutes, coaches, professional and support staff). This information will be provided periodically in training programs for all existing staff. In addition to this training, those employees who are occupationally exposed to blood or other potentially infectious materials in the performance of their duties shall receive special training upon initial employment and annually thereafter. Such training shall be provided in accordance with provisions of the District's Exposure Control/Bloodborne Pathogens Plan. "Occupationally exposed" means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.
7. District employees shall comply with provisions of the Exposure Control/Bloodborne Pathogens Plan when they are exposed to blood or other potentially infectious agents or materials in the school setting or during school-related activities.

B. Communicable Disease Reporting

1. The District Administrator or his/her designee shall function as the District's liaison with students and staff, parents and guardians and physicians, public health officials and the community at large concerning communicable disease issues in the school.
2. Any person who knows or suspects that a student or District employee has a communicable disease shall report the facts to the District Administrator or his/her designee. The District Administrator or designee will confer with the nurse serving the school (the school nurse) and, to the extent circumstances warrant and permit, with the subject of the report and, for student subjects, the student's parent/guardian.
3. The District Administrator or designee will report any known or suspected communicable disease that is present in the school to the local public health officer in accordance with state law requirements. Reportable disease categories are as follows:
 - Category I diseases are of urgent public health importance and must be reported immediately to the local public health officer upon identification of a case or a suspected case. In addition to the immediate report, a written report must be made on the required reporting form within 24 hours. Examples of such reportable diseases include, but are not limited to measles, rabies (human), tuberculosis, foodborne or waterborne outbreaks and hepatitis A and E.
 - Category II diseases must be reported on the required reporting form or by other means within 72 hours of identification of a case or suspected case. Examples of such reportable diseases include, but are not limited to lyme disease, meningitis (bacterial and viral), mumps, salmonellosis, sexually transmitted diseases, varicella (chicken pox – reported by number of cases only) and suspected outbreaks of other acute or occupationally-related diseases.
 - Category III diseases include acquired immune deficiency syndrome (AIDS) and human immunodeficiency virus (HIV) infection and must be reported to the state epidemiologist on the required reporting form or by other means within 72 hours after identification of a case or suspected case.

While nuisance diseases like head lice are not required to be reported to the local public health officer, the District Administrator or designee may contact public health officials for information about the prevention, control and treatment of such diseases and request their involvement in recurrent infestations.

4. When an occupationally exposed employee, as defined above, has had an incident of occupational exposure to blood or other infectious agents or materials, he/she should report the incident in accordance with provisions outlined in the District's Exposure Control/Bloodborne Pathogens Plan.

C. Exclusion from School

1. **Students**

- a. Students who are suspected of having a communicable disease that could be detrimental to the health of self or others in the school environment may be sent home from school by any teacher, nurse serving the school (the school nurse) or District Administrator for diagnosis and treatment. Students who are diagnosed as having a communicable disease that renders them unable to pursue their studies or poses a significant risk of transmission to others in the school environment shall be excused from school attendance until their presence no longer poses a threat to the health of themselves or others.
- b. The determination as to whether and under what circumstances a student may be sent home for diagnosis and treatment or excused from school attendance shall be made in consultation with appropriate health care professionals (e.g., the nurse serving the school, local public health officials). If such consultation cannot be completed prior to an initial decision to send a student home, it shall be completed at the earliest reasonable opportunity, and the school's initial decision may be revised as appropriate.
 - (1) The District Administrator or designee may refer this determination to a health care team if the disease in question appears to require a lengthy period of exclusion from school or to pose a serious health threat to the student or others. If a health care team is convened to make this determination, it will consist of the District Administrator, the nurse serving the school, the local public health officer, and—to the extent the cooperation of the individuals can be obtained—the student and/or the student's parent/guardian and the student's physician. The team will confer, as necessary, with the District's medical consultant and legal counsel and with state public health officials.
 - (2) For a student with a disability or a student whose communicable disease may give rise to a disability, the District Administrator or designee, in consultation with the Director of Special Education, may refer this determination to an individualized educational program (IEP) team or to the District's Section 504 coordinator. The normal membership of any IEP team making any such determinations should be supplemented to the extent possible by the student's physician, the local public health officer, the principal, and the nurse serving the school.
- c. Before sending a student home for diagnosis and treatment or making a determination to excuse a student from school attendance due to concern surrounding a communicable disease, the student shall be informed of the reasons for the contemplated action to the extent appropriate for the student's age, and the school shall attempt to contact and provide relevant information to the student's parent or guardian.

- d. A teacher who sends a student home from school under Board policy and these procedures must also notify the District Administrator of the action and the reasons for the action. The nurse serving the school (school nurse) should also be notified when a student is sent home from school with a known or suspected communicable disease.
- e. Alternative educational opportunities will be arranged for students who must be excused from school attendance for a significant period of time.
- f. The District Administrator or designee, in consultation with the nurse serving the school (the school nurse) and, where appropriate, with local public health officials, shall determine when a student who has been excused from school attendance for a communicable disease may be readmitted. The administration may require a medical statement from the local health department or private physician about a student's suitability to return to school, if the disease warrants such a statement.
- g. Appeals: Students who dispute the determinations or actions of the District concerning exclusion from school under these procedures may appeal such determinations or actions to the School Board of the District's initial decision or any subsequent decision that materially changes the extent or conditions of the student's exclusion. The appeal shall be in writing and shall include the following: (1) statement of facts; (2) statement of the relief requested; and (3) any necessary medical information required. The appeal must be submitted to the Board President within five consecutive days of the District Administrator's decision. The Board will afford the complainant a hearing upon request, and will render a written decision within 10 consecutive school days of receipt of the appeal or conclusion of the hearing.

Complaints involving the identification, evaluation, educational placement, or provision of a free and appropriate public education of a student with a disability will be resolved through the procedures contained in the District's Special Education Handbook.

Complaints alleging student discrimination on the basis of handicap or disability will be resolved through the District's student discrimination complaint process.

Except to the extent prohibited by law, a student may be excluded from school during the pendency of any appeal.

- h. Aside from resolving formal appeals, the District shall be willing to consider the effect that any changed circumstances or newly available information may have on a District decision to exclude a student from school under these procedures.

2. **Employees**

- a. Employees who are suspected of having or diagnosed as having a communicable disease that poses a significant health risk to any other person in the school environment or that renders them unable to safely or adequately perform their duties may be excluded from work consistent with District policies and procedures, provisions of the Employee Handbook, and legal requirements. Such decisions shall be made by the District Administrator in consultation with one or more appropriate health care professionals (e.g., the nurse serving the school, local public health officials, etc.).
- b. Before making a determination that an employee should be excused from work, the following actions should occur:
 - (1) The employee should be informed of the reasons for the contemplated action.
 - (2) Any information the employee may choose to offer regarding his/her condition(s) shall be considered.
 - (3) Consideration should be given to whether a reasonable accommodation could eliminate the health risk to others and/or permit adequate performance. An accommodation is not considered reasonable if it results in undue hardship to the District or when the employee poses a "direct threat" to the health or safety of others.

In determining whether the risk to health or safety of others is significant enough to justify exclusion of the employee from school, the following factors will be considered: (a) the duration of the risk; (b) the nature of severity of the potential harm; (c) the likelihood of potential harm; and (d) the imminence of potential harm.

In accordance with state law, school food service employees shall refrain from handling food while they have a disease in a form that is communicable by food handling.

- c. The District Administrator shall provide written notice to any District employee excused from work pursuant to these procedures. Employees so excused may utilize any applicable employment opportunities provided under applicable law, existing Board policies, and/or provisions of the Employee Handbook—which may include sick leave, family and medical leave, applying for unpaid leave of absence, or consideration for reassignment—but are not guaranteed continued or renewed employment except to the extent provided under such policies or provisions or legal requirements. The administration may require a medical statement from the local health department or private physician about an employee's suitability to return to school after having had a communicable disease if the disease warrants such a statement.

- d. Appeals: A District employee who disputes the determinations or actions of the District concerning exclusion from work under these procedures may appeal the determination or action to the School Board. The appeal shall be in writing and shall include the following: (1) statement of facts; (2) statement of the relief requested; and (3) any necessary medical information required. The Board shall render a decision in writing within [insert appropriate time period – e.g., five school days, 10 school days] of receipt of the appeal.

Complaints alleging employment discrimination on the basis of handicap or disability will be resolved through the District's employment discrimination complaint process.

D. Maintenance and Confidentiality of Communicable Disease Records and Information

1. Except as outlined below or otherwise specifically provided by law, information concerning a student's or employee's communicable disease shall be kept confidential and may be released only upon the informed written consent of the employee or student, or if the student is a minor, his/her parent/guardian. Patient health care records, except HIV-related record information, may be released without informed consent to a District employee or agent if any of the following apply:
 - a. The employee or agent has responsibility for preparation or storage of patient health care records.
 - b. Access to the patient health care records is necessary to comply with a requirement of state or federal law.
2. As authorized by federal law, the following individuals may have access to information obtained from required employee medical examinations:
 - a. Supervisors and managers may be informed regarding necessary restriction on the work or duties of the employee and necessary accommodations.
 - b. First aid and safety personnel may be informed, when appropriate, if the employee's disability might require emergency treatment.
 - c. Governmental officials investigating compliance with the Americans with Disabilities Act shall be provided relevant information on request.

REVISION AND NEW APPROVAL: MAY 22, 2017

REVISED:

Policy 453.31

NORTH CAPE SCHOOL DISTRICT

HEAD LICE AND NITS

Because schools daily bring large numbers of children in to close contact, they serve as a focal point for the transmission of communicable diseases, including nuisance diseases like head lice. Control depends on prompt identification, properly handling of each case, effective treatment and treatment of its spread.

The North Cape School District shall implement a “no live lice” policy. If live lice are confirmed on a student, the student will be sent home from school for head lice treatment in accordance with established procedures. If only nits (eggs of the head louse) are found on a student, the student will not be sent home from school. Although the removal of nits will not be required, it will strongly be encouraged.

All adult assistance with any classroom or grade level head lice checks shall be conducted under the guidance and direction of the school nurse. School secretaries and other assigned staff will be trained in the identification of, and screening for live head lice and nits (eggs) by the school nurse.

Head lice shall be treated as a medical issue deserving the same level of confidentiality as any other medical concern. The District shall take measures to avoid isolating or stigmatizing students with suspected or known/confirmed head lice.

LEGAL REF.: Wisconsin Statutes
Section 121.02(1)(i) [school district standard; safe and healthful facilities]
Section 252.21 [communicable disease control]
Wisconsin Administrative Code
DHS Chapter 145 [communicable disease control]

CROSS REF.: 453.31-Rule, Procedures for Dealing with Head Lice and Nits in the School
453.31-Exhibit(1), Head Lice Information Sheet
453.31-Exhibit(2), Letter to Parents/Guardians Regarding Head Lice
453.31-Exhibit(3), Head Lice Treatment Verification – First Treatment
453.31-Exhibit(4), Head Lice Treatment Verification – Second Treatment
347-Rule, Procedures for the Maintenance and Confidentiality of Student Records
Policy 453.3, Communicable Disease Control

POLICY REVISION AND NEW APPROVAL: MAY 22, 2017

REVISED:

NORTH CAPE SCHOOL DISTRICT

PROCEDURES FOR DEALING WITH HEAD LICE AND NITS IN THE SCHOOL

1. Implementation of "No Live Lice" Policy:

- a. If only nits (eggs of the head louse) are found on a student, the student will NOT be sent home. The student's parent/guardian will be contacted by either the school nurse or the school secretary, with the school secretary giving the parent contact information for the school nurse should they have any questions or concerns. The student will be sent home with a "Lice Information Sheet" and "Treatment Verification Form". Although the removal of nits will not be required, it will be strongly encouraged.
- b. If live lice are confirmed on a student, the student WILL be sent home. The student's parent/guardian will be contacted as stated above. A "Lice Information Sheet" and "Treatment Verification Form" will be sent home with the student.
 - Upon return to school, the student will be checked for lice. The "Treatment Verification Form" should be returned at this time also. If the student has been treated and found to still have nits (no live lice) they will be allowed to be in school. Further monitoring for signs of reinfestation is appropriate. The family will be encouraged to continue to remove nits from the child's hair. Although the removal of nits will not be required, it will be strongly encouraged.
 - If an effective lice-killing treatment (pediculocide) is not used to treat the child, the child will be excluded from school until they are nit-free. The school does not consider homeopathic treatments an effective lice-killing treatment.
 - Upon return to school, if the child has been treated but live lice are found, the student will be excluded again. This will be repeated until no live lice are detected.
 - Households unable to afford effective lice-killing treatments will work with the school nurse and school social worker to coordinate community resources to obtain them.
 - Parent/guardian conferences may be appropriate when a student is frequently absent due to head lice infestations. Home visits with the school nurse and school social worker may also be needed. Referrals to community agencies may also be appropriate.
 - When lice/nits are found on a student, the rest of the students in their classroom will then be checked for lice and students from this class will take home a letter from the school nurse to alert parents/guardians to watch for signs and symptoms of lice.
 - If a student is found to have lice or nits, any siblings will also be checked. If they are found to have lice/nits, then their classroom will also be checked.
 - Students should not miss more than one school day due to lice/nits. Excessive absences due to lice/nits may need to be dealt with in accordance with the District's student attendance/truancy procedures (431-Rule).

2. Reporting Cases of Head Lice:

- a. Parents/guardians are requested to report to the school any cases of head lice infestation that they discover at home. The school nurse will determine what interventions are appropriate in the school setting.

453.31-Rule
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- b. The school will report all cases of head lice to the school nurse and local health department. The local health department requests all communicable diseases be reported to them for surveillance purposes.

3. Limiting Outbreaks:

- a. The school district reserves the right to inspect other known household contacts (siblings) and close personal contacts attending school in an effort to stem outbreaks in other classes.
- b. The school nurse shall monitor environmental conditions and be responsible for making recommendations to decrease transmission of head lice.
- c. The custodial staff will be notified when a classroom has a case of lice/nits and they will apply the proper cleaning procedures.

REVISION AND NEW APPROVAL: MAY 22, 2017

REVISED:

NORTH CAPE SCHOOL DISTRICT

HEAD LICE INFORMATION SHEET

Lice can affect anyone. They do not care if hair is clean or dirty. Personal hygiene or cleanliness in the home or school has nothing to do with getting lice. Please inform your child's school if you suspect or find lice on your child.

The Schools in the Waterford Cooperative (Evergreen, Trailside, Fox River, Woodfield, Waterford High School, Washington Caldwell, North Cape and Drought) have a "no live lice" policy. Students need to have had their first treatment with a lice specific product before return to school. This should mean an absence of only one (1) day from school. After the initial lice treatment, students should have their hair checked every day for 7-10 days at home for manual removal of any remaining nits. It is recommended that all nits be removed. The combs that come in the package of lice treatment shampoos are not adequate. The lice specific treatment should then be repeated on day 7-10. The school should be informed of which lice product is used and the dates of the first and second treatments.

There are also many items that must be cleaned and washed at home to prevent the spread of lice. This cleaning can be labor intense and should be done immediately (the same day) after the initial lice shampoo and manual removal of nits. Lice move by crawling. They do not fly or hop. They are spread by direct contact with the hair of an infested person.

Take the following steps to prevent the spread of lice:

- Avoid head-to-head (hair-to-hair) contact during play and other activities
- Do not share clothing such as hats, scarves, coats, sports uniforms, hair ribbons or barrettes
- At school, have students put their hats in the sleeves of their coats. Do not throw hats onto the shelf where they may come in contact with other hats.
- Do not share combs, brushes or towels.

The Centers for Disease Control website has wonderful fact sheets regarding prevention and control of lice, what are lice and the treatment of lice. I encourage you to look at these. If you have any questions or concerns, please contact your friendly school nurse.

_____ School Nurse
Email address
262-424-2868

REVISION AND NEW APPROVAL: MAY 22, 2017

NORTH CAPE SCHOOL DISTRICT

LETTER TO PARENTS/GUARDIANS REGARDING HEAD LICE

Date _____

Dear Parent/Guardian:

- A student in your child's class has head lice or has been treated for head lice.
- Your child has head lice.

Please do not be alarmed. Anyone can have head lice. Head lice are not a sign of poor hygiene or poor housekeeping.

Head lice are small insects that live only on human hair and scalp. Live lice are approximately the size of a sesame seed. Head lice are a nuisance condition and are spread by sharing the same hairbrush, comb, hat or by direct head-to-head contact with an infected person. Head lice move by crawling; they cannot fly or jump.

Nits are lice eggs and are easier to see than live lice. They look like small white or yellowish-brown teardrop shaped specks firmly attached to the hair near the scalp. Nits can be found anywhere in the hair, but are commonly seen behind the ears and at the neckline.

You can help by taking the following precautions:

- Check your child's head for live lice or nits **daily** for the next 7-10 days.
- If you find lice or nits in your child's hair, treat the child with a lice-killing shampoo. Always follow the package directions. Inform the school if you treat your child for head lice. This lice shampoo should be repeated in 7-10 days.
- It is highly recommended that you remove all nits from the hair. Nits are "glued" to the hair. Even with using a fine toothed comb, you will also need to manually remove nits with your fingernails. Nits are hard to remove and this process is very time consuming.
- All schools in the Waterford Cooperative (Evergreen, Trailside, Woodfield, Fox River, North Cape, Washington Caldwell, Drought and Waterford High School) have a "no live lice" policy.
- Children should not miss more than 1-2 days of school due to head lice. Missing more days may be in violation of state compulsory attendance/truancy laws.
- There are many items that must be cleaned and washed at home to prevent the spread of lice. This cleaning is labor intense and should be done immediately (the same day) after the initial lice shampoo and manual removal of nits.
- More information about the treatment and prevention of head lice is available from your physician, local health department and on the school website.

Thank you for your cooperation in keeping this matter under control. Please call the school nurse, _____, 262-424-2868, if you have any questions.

REVISION AND NEW APPROVAL: MAY 22, 2017

REVISED:

453.31-Exhibit(3)

NORTH CAPE SCHOOL DISTRICT

HEAD LICE TREATMENT VERIFICATION – FIRST TREATMENT

Your child MUST bring this note with him/her when he/she returns to school.

Name of Student: _____ has had his/her hair treated with
lice-killing shampoo (pediculocide).

Name of Shampoo: _____

Date of Shampoo: _____

Parent/Guardian Signature: _____

REVISION AND NEW APPROVAL: MAY 22, 2017

REVISED:

453.31-Exhibit(4)

NORTH CAPE SCHOOL DISTRICT

HEAD LICE TREATMENT VERIFICATION – SECOND TREATMENT

The second treatment with a lice-killing shampoo should be 7-10 days after the initial treatment.

Name of Student: _____ has had his/her hair treated with
lice-killing shampoo (pediculocide) for the second treatment.

Name of Shampoo: _____

Date of Shampoo: _____

Parent/Guardian Signature: _____

REVISION AND NEW APPROVAL: MAY 22, 2017

Policy 453.4

NORTH CAPE SCHOOL DISTRICT

ADMINISTERING MEDICATION TO STUDENTS

Medications should be administered to school children at home, rather than at school, whenever possible. School personnel who are authorized to do so in writing by a District Administrator may administer medications to students under the procedures and conditions established to implement this policy that are developed with the assistance of the registered nurse serving the school (the school nurse) and adopted by the Board.

The District Administrator or his/her designee shall be responsible for overseeing the receipt of the written medication instructions and consents, the maintenance of complete and accurate medication administration records, the proper storage of medications, and the disposal of outdated and unused medications in accordance with District procedures. The District Administrator or his/her designee shall be responsible for ensuring that the written medication administration instructions that are on file in the District are periodically reviewed by the school nurse.

No school personnel, other than a health care professional, shall be involuntarily required to administer any medication to a student by any means other than ingestion. Authorized school personnel who voluntarily agree to administer a prescription drug or nonprescription drug product that must be injected into a student, inhaled by a student, rectally administered to a student, or administered into a nasogastric, gastrostomy or jejunostomy tube shall complete all state-mandated and District-required training before administering medication to a student through such means.

Students may possess (carry) and use an inhaler or epinephrine auto-injector (e.g., Epipen®) with the written approval of the student's physician and parent/guardian. In addition, older and responsible students may also possess and self-administer their own prescription drugs and nonprescription medications at school, provided that the student does so in compliance with relevant District policies and procedures.

No District policy or procedure shall be interpreted to limit or detract from the immunities and other limitations on liability available under the law to nurses and other persons who engage in or assist with the administration of medication to students.

LEGAL REF.:	Wisconsin Statutes	
	Section 118.125	[maintenance and confidentiality of student records]
	Section 118.29	[administration of drugs to students by school personnel and emergency care; policies and procedures required]
	Section 118.291	[student possession and use of inhalers]
	Section 118.292	[student possession and use of epinephrine auto-injectors]
	Section 118.2925	[life-threatening allergies in schools; allergy management plan and use of epinephrine auto-injectors]
	Section 121.02(1)(g)	[school district standard; provision of emergency nursing services]
	Section 146.82	[confidentiality of patient health care records]
	Section 146.83	[access to patient health care records]

Policy 453.4
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Wisconsin Administrative Code

N 6.03(3) [supervision and delegation of nursing acts]

PI 8.01(2)(g)2 [required emergency nursing services policies, including protocols for administering medication]

CROSS REF.: 453.4-Rule, Medication Administration Procedures
347-Rule, Procedures for the Maintenance and Confidentiality of Student Records
Policy 443.4, Student Alcohol and Other Drug Use
Policy 453.1, Emergency Nursing Services
453.1-Rule(1), General Emergency Care Procedures
453.1-Rule(2), Emergency Procedures for Field Trips, Sports Activities and Other School Events
453.1-Rule(3), Management of Sports-Related Head Concussions

POLICY REVISION AND NEW APPROVAL: October 31, 2016

REVISED:

NORTH CAPE SCHOOL DISTRICT

MEDICATION ADMINISTRATION PROCEDURES

1. Authorization for School Personnel to Administer Medication to Students

- a. Annually, the District Administrator or his/her designee will determine and compile a list of those school employees authorized to administer medication to students in a manner consistent with all relevant policies and procedures. This list of individuals authorized to administer medication to students shall be on file in the school office.
- b. Employees authorized to administer medication will be provided appropriate training and instruction in the administration of medication by the registered nurse serving the school (the school nurse).
- c. No school personnel, other than a health care professional, shall be involuntarily required to administer medication to students by any means other than ingestion.
- d. If a student requires assistance from school personnel in the administration of any medication or through any means that constitutes the delegation of a nursing act, or any other specialized health care services that constitutes the delegation of a nursing act, it shall be the responsibility of the school nurse to: (1) delegate such tasks to appropriate school personnel, with proper authorization from the District Administrator; and (2) ensure that school personnel engaging in such activities receive appropriate training, instruction and supervision.
- e. Under no circumstances shall school personnel, other than the school nurse with the student's parent/guardian's permission, provide aspirin or any other medication to students without meeting all the criteria in Board policy and these medication administration procedures.
- f. Diagnosis and treatment of illnesses and prescribing medications are never the responsibility of the school and should not be practiced by any school personnel.

2. Completion and Submission of Required Form(s)

Parents/guardians requesting that medication be administered to their child at school or during school-sponsored activities should complete the applicable district "Medication Administration Request" form and/or "Medication Administration Consent" form" as soon as possible. The "Medication Administration Request" form and "Medication Administration Consent" form require the same information: the student's full name, date, name of the medication, the dose required, days and times of administration, administering instructions, reason for medication, and any side effects. The difference between the documents is the signatures that are needed. These forms can be obtained in the school office or on the school's website. Completed medication administration and consent forms should be given to the District Administrator's administrative assistant, who in turn, will provide them to the District Administrator.

453.4-Rule
Page 2

- a. Written instructions and consents can be generated and sent electronically if school personnel maintain the student's privacy and confidentiality with all transmitted communications.
- b. No school employees, other than a registered nurse, can accept telephone or other verbal prescription or nonprescription medication orders from health care practitioners. All verbal requests from health care practitioners must be followed up by written authorization the next school day.
- c. "Medication Administration Request" forms must be renewed annually at the beginning of each school year or when medication is re-ordered.

3. Administration of Prescription Medication

Except for the specific emergency situations identified below, authorized school personnel will administer a prescription drug (approved by the Food and Drug Administration – FDA) to a student only if all of the following conditions are met:

- a. The school has received written instructions from the student's health care practitioner and consent from the student's parent(s)/guardian(s), via a completed and signed "Medication Administration Request" form, for designated school personnel to administer medication to the student in the dosage prescribed by the health care practitioner. "Health care practitioner" is defined as any physician, dentist, optometrist, physician assistant, advanced practice nurse prescriber or podiatrist.
- b. The prescription medication is supplied to the school in the original pharmacy-labeled package and it specifies the name of the student, the name of the prescriber, the name of the prescription drug, the dose, the prescription number and effective date, the directions in a legible format, and the pharmacy name and phone number.
- c. If the prescription medication is required to be injected into the student, inhaled by the student, rectally administered to the student, or administered into a nasogastric tube, a gastrostomy tube or a jejunostomy tube, the school personnel designated to administer the medication to the student have completed all state-mandated and District-required training required for administering medication through that particular means prior to administering the medication to the student. Such additional training is not required for health care professionals (e.g., registered nurses). The authorized and trained personnel must be able to demonstrate to the school nurse proper administration procedures.

Students are responsible for reporting for their medication at the appropriate time. If the student does not show and the medication is not administered within the 30 minutes before or after the prescribed time, the incident shall be documented on the "Medication Administration Incident Report" form and reported to the student's parent/guardian, the District Administrator, the school nurse and the student's health care practitioner. If an issue arises where a student continues to refuse to report for their medication administration, the school nurse will be notified.

Changes in any instructions for medication administration (dose, time, extension, disruption, etc.) throughout the school year require a new "Medication Administration Request" form to be completed by the student's health care practitioner and an original pharmacy labeled medication container to be provided to the school office. It is the obligation of the student's parent/guardian to provide written instructions from the health care practitioner of any changes in dosage or discontinuation of medication.

4. Administration of Glucagon or Epinephrine by School Personnel in Emergency Situations

School personnel who have been authorized to do so in writing and who have received all state-mandated and District-required training may administer glucagon or epinephrine to a student in an emergency situation if all of the requirements for the administration of a prescription medication, as defined in the previous section, have been met, or under the following additional special circumstances:

- a. With respect to epinephrine, a school employee or school bus driver may use an epinephrine auto-injector to administer epinephrine to any student who appears to be experiencing a severe allergic reaction if, as soon as practicable, the employee or school bus driver reports the allergic reaction by dialing 911.
- b. With respect to glucagon, a school employee or school bus driver may administer glucagon to any student who the school employee or school bus driver knows is diabetic and who appears to be experiencing a severe low blood sugar event with altered consciousness if, as soon as practicable, the employee or school bus driver reports the event by dialing 911.

5. Administration of Nonprescription (Over-the-Counter) Drug Products

Authorized school personnel will administer nonprescription drug products (approved by the FDA) to a student only if all of the following conditions are met:

- a. When a nonprescription drug product is to be given for 10 days or less, the parent/guardian has provided the appropriate school personnel with written consent and instructions via a completed "Medication Administration Consent" form. If the nonprescription drug product is to be given more than 10 consecutive days, a "Medication Administration Request" form is required to be completed in its entirety and signed by both the student's parent/guardian and health care practitioner. Parents/guardians will have up to 48 hours to submit a completed "Medication Administration Request" form to the school, however, written consent and instructions from the student's parent/guardian must be provided prior to school personnel administering any nonprescription drug product to a student.
- b. The nonprescription medication is supplied by the student's parent/guardian in the original manufacturer's package, and the package lists the ingredients and recommended therapeutic dose in a legible format. School personnel may administer nonprescription medication to a student in a dosage other than the recommended therapeutic dose only if the request to do so is accompanied by the written approval of the student's health care practitioner.

- c. If the nonprescription medication is required to be injected into the student, inhaled by the student, rectally administered to the student, or administered into a nasogastric tube, a gastrostomy tube or a jejunostomy tube, the school personnel designated to administer the nonprescription medication to the student has completed any state-mandated or District-required training for administering medication through that particular means prior to administering the medication to the student. Such training is not required for health care professionals (e.g., registered nurses). The authorized and trained personnel must be able to demonstrate to the school nurse proper administration procedures.

Students are responsible for reporting for their medication at the appropriate time. If the student does not show and the medication is not administered within the 30 minutes before or after the prescribed/designated time, the incident shall be documented on the "Medication Incident Report" form and reported to the student's parent/guardian, the District Administrator, the school nurse and the student's health care practitioner (as applicable). If an issue arises where a student continues to refuse to report for their medication administration, the school nurse will be notified.

6. Conditions for Self-Administration of Prescription Medications and Nonprescription Drug Products

- a. An asthmatic student may possess (carry) and use a metered dose inhaler or dry powder inhaler while in school or at a school-sponsored activity under the supervision of a school authority if all of the following conditions are met:
 - the student uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate symptoms;
 - the student has the written approval of the student's physician and the written approval of the student's parent/guardian (via the "Medication Administration Request" form); and
 - the written approval(s) are on file in the school records.
- b. A student may possess (carry) and use an epinephrine auto-injector (e.g., EpiPen®) if all of the following conditions are met:
 - the student uses the epinephrine auto-injector to prevent the onset or alleviate the symptoms of an emergency situation;
 - the student has the written approval of his/her physician and the written approval of the student's parent/guardian (via the "Medication Administration Request" form); and
 - the written approval(s) are on file in the school records.

If an EpiPen® is self-administered, the student must immediately report such use to a staff member, who will notify the school office. The office will immediately call 911 and then continue to follow the Allergy Action Plan.

- c. Students will be allowed to carry other prescribed medications to self-administer only if the required "Medication Administration Request" form is on file that includes the written permission of the student's parent/guardian and health care practitioner. Students are not allowed to possess any other medications on their person or in their locker/desk.
- d. Each student who self-administers medication as authorized above will demonstrate to the school nurse the proper administration procedures.
- e. Students shall never share any medications with another student or provide or sell any medications to another student. Students engaging in any of these prohibited activities, or any other prohibited drug-related activities under Board policy 443.4, shall be subject to appropriate disciplinary action in accordance with established District procedures.
- f. Any permission granted under this section may be revoked by the District, or withdrawn by the parent/guardian, at any time. When this permission is revoked, all medications will be administered to the student through the office by trained staff.
- g. The District does not accept any responsibility for the self-administration of prescription medication and/or nonprescription drug products, including, but not limited to the administration, supervision, or documentation thereof.

7. Conditions for Administering Nutritional Supplements

Nutritional supplements are encouraged to be given during non-school hours to the extent possible. In the rare event that nutritional supplements are to be administered at school, the written instructions and signature of the student's health care practitioner and written consent of the student's parent/guardian shall be required. The District's "Medication Administration Request" form must be completed and on file. As with all medications, this does not prohibit parents/guardians from coming to school to administer these supplements.

8. Medication Storage and Disposal

- a. All prescription and nonprescription student medication in the District's possession shall be kept in a safe and secure location(s) (e.g., locked drawer or cabinet) where only authorized staff will have access. Medication will be stored to maintain quality in accordance with the manufacturer's or health care practitioner's storage instructions. Medication which needs to be accessible to the student will be stored in an appropriate location per student need.
- b. Only limited quantities of prescription medications should be kept at the school. The supply should not exceed an amount sufficient to last through the termination date as identified on the "Medication Administration Request" form. If the student receives medication at school throughout the school year, the parent/guardian must replenish the supply by providing additional medication to the school office in an original pharmacy-labeled container.

- c. Supplies of nonprescription medications (Tylenol, Advil, Midol, etc) will not be kept at school for occasional use by the student throughout the year unless a health care practitioner authorization ("Medication Administration Request" form) is received.
- d. For field trips and other co-curricular or extracurricular activities held off school premises, student medication will be stored in a secure location determined appropriate by the activity supervisor, keeping in mind the manufacturer's or health care practitioner's storage instructions.
- e. Parents/guardians will be asked to pick up any unused portions of prescription and nonprescription medications within one week after the student's medications have been discontinued or the last day of school in the school year, unless prior arrangements have been made. Unused medications will not be sent home with students.
- f. Student medications that have reached their expiration date and medications that have not been picked up by the student's parent/guardian will be disposed of in a safe and proper manner in accordance with DPI's Guidelines for Disposal of Medications in the Schools. Each medication disposal shall be documented (name of medication, date, time, and amount left) and have the signature of two school employees.

9. Recordkeeping

An accurate and confidential system of record keeping shall be established for students being administered medication by authorized and trained personnel with the exception of self-administered medications.

- a. The District Administrator or his/her designee is responsible for maintaining written records of the school personnel who have been authorized to administer medication to students and of documentation of staff completion of all required medication administration training (including the dates on which such training occurred).
- b. All "Medication Administration Request" and "Medication Administration Consent" forms shall be filed in the school office and shall be reviewed periodically by the school nurse.
- c. An individual record for medication administration will be kept for each student receiving medication and will include: full name of student, medication name, dosage, route, time, specific instructions, description of reactions experienced by the student to the medication (unusual behavior or side effects), and attached individualized procedure. The amount of medication and date the medication was received will also be documented. The signature and initials of the individual administering medication is required on this form. The school nurse will review with all trained and authorized personnel any side effects they may observe with each of the medications administered, if any.
- d. A "Medication Administration Incident Report" will be completed if an error is made in the administration of any medication and shall be filed in the school office. Medication errors will be documented and reported to the student's parent/guardian, the District Administrator, school nurse and the student's health care practitioner.

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- e. School personnel shall maintain the confidentiality of student health and medication administration-related records in accordance with applicable state and federal laws and regulations and the District's student records policy and procedures.

REVISION AND NEW APPROVAL: October 31, 2016

REVISED:

Policy 453.5

NORTH CAPE SCHOOL DISTRICT

STUDENT PHYSICAL EXAMINATIONS

The District advises that all students, especially those participating in sports, obtain a physical examination each year

The District may recommend and require physical examinations of any public school student when deemed necessary and consistent with applicable legal requirements, or upon the request of local health department officers or the county nurse.

Students entering kindergarten in the District shall also be requested to provide evidence that they have had their eyes examined by an optometrist or by a physician.

LEGAL REF.: Wisconsin Statutes
Section 118.125 [student records law]
Section 118.135 [eye examination for students entering kindergarten]
Section 118.25(3) [authority to require student physical examinations and health screenings]
Sections 146.81 – 146.84 [maintenance and confidentiality of patient health care records]
Family Educational Rights and Privacy Act [maintenance and confidentiality of student records]
Individuals with Disabilities Education Act [law provisions dealing with students with disabilities, including related record-keeping requirements]

CROSS REF.: 333, Parent Rights and District Programs/Activities
347-Rule, Guidelines for the Maintenance and Confidentiality of Student Records
Policy 370, Extracurricular Activities (including Interscholastic Athletics)
Policy 420, School Admissions
Policy 431, Student Attendance and Truancy
431-Rule, Student Attendance/Truancy Procedures
Policy 453.1, Emergency Nursing Services
Policy 453.3, Communicable Disease Control
Policy 453.31, Head Lice/Nits

POLICY REVISION AND NEW APPROVAL: MAY 22, 2017

REVISED:

NORTH CAPE SCHOOL DISTRICT

REPORTING CHILD ABUSE AND NEGLECT

The School Board is concerned with the health, safety and welfare of all children and recognizes the legal and ethical obligations that school employees have to report suspected or threatened child abuse or neglect. Therefore, the Board expects school employees to carry out those obligations with due diligence in accordance with state law requirements.

Any school employee having reasonable cause to suspect that a child seen in the course of their professional duties has been abused or neglected or having reason to believe that a child has been threatened with abuse or neglect and that abuse or neglect will occur, shall report that suspicion or belief to the appropriate authorities. At all times it shall be the aim of the school employee to make the report to county child protective services or law enforcement personnel as quickly as possible. Any delay would not be in the best interests of the child and is not the policy of the District.

No District employee may attempt to delay, modify or prevent any report of suspected or threatened child abuse or neglect. It is not the responsibility of school personnel to investigate child abuse or neglect reports or to prove that abuse or neglect has occurred or will occur. Investigation of child abuse and neglect reports is the legal responsibility of trained county child protective services and/or law enforcement personnel.

All information pertaining to a child abuse or neglect report shall be kept confidential, including the identity of the reporter, and shall only be shared with those individuals specifically authorized by law to have access to that information.

The District shall not take any disciplinary action against a school employee, discriminate against an employee in regard to employment, or threaten an employee with any such treatment for making a child abuse or neglect report in good faith under this policy. School employees may be subject to school disciplinary action, as well as penalties under state law, for failure to report suspected or threatened child abuse or neglect which they have knowledge of or for divulging confidential child abuse and neglect report information to an unauthorized person.

If a school employee or student is suspected of misconduct under this policy, the District shall conduct its own internal investigation to determine appropriate school disciplinary and other actions.

The District Administrator shall establish any necessary procedures to implement this policy and to comply with state law requirements. To maintain awareness on the part of school employees of their child abuse and neglect reporting responsibilities under this policy and state law, each school employee shall participate in required training in identifying and reporting child abuse and neglect. In addition, school employees shall be informed of this policy and its implementing procedures annually through the Employee Handbook and through other means deemed appropriate by the District Administrator.

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LEGAL REF.: Wisconsin Statutes
Section 48.02 [definitions of child abuse and neglect]
Section 48.981 [child abuse and neglect reporting requirements, including confidentiality]
Section 115.31 [reporting certain types of staff misconduct to state superintendent of public instruction]
Section 118.01(2)(d)8 [protective behavior instruction]
Section 118.07(5) [school employee training related to child abuse and neglect reporting]
Section 118.125 [confidentiality of student records]
Section 118.126(1) [privileged communication regarding student alcohol and drug use and related problems; exception for required child abuse/neglect reporting purposes]
Family Educational Rights and Privacy Act [federal law on confidentiality of student records]

CROSS REF.: 454-Rule, Child Abuse/Neglect Reporting Procedures
Policy 411.1, Student Harassment and Bullying
Policy 447.1, Staff Use of Physical Force/Restraint and Seclusion
Policy 512, Employee Harassment and Bullying

POLICY REVISION AND NEW APPROVAL: October 31, 2016

REVISED:

NORTH CAPE SCHOOL DISTRICT

CHILD ABUSE/NEGLECT REPORTING PROCEDURES

A. Definitions

1. **"Abuse"** is defined as any of the following:
 - physical injury inflicted on a child by other than accidental means (When used in referring to an unborn child, serious physical harm inflicted on the unborn child, and the risk of serious physical harm to the child when born, caused by the habitual lack of self-control of the expectant mother of the unborn child in the use of alcohol beverages, controlled substances or controlled substance analogs, exhibited to a severe degree.);
 - sexual intercourse or sexual contact under sections 940.225, 948.02, 948.025, or 948.085;
 - sexual exploitation of a child under section 948.05;
 - permitting, allowing or encouraging a child to engage in prostitution under section 944.30;
 - causing a child to view or listen to sexual activity under section 948.055;
 - for purposes of sexual arousal or gratification, either causing a child to expose genitals or pubic area or exposing genitals or pubic area to a child under section 948.10;
 - manufacturing methamphetamine in violation of section 961.41(1)(e) under any of the following circumstances: (1) with a child physically present during the manufacture; (2) in a child's home, on the premises of a child's home, or in a motor vehicle located on the premises of a child's home; or (3) under any other circumstances where a reasonable person should have known that the manufacture would be seen, smelled or heard by a child; or
 - emotional damage for which the child's parent, guardian or legal custodian has neglected, refused or been unable for reasons other than poverty to obtain the necessary treatment or to take steps to ameliorate the symptoms.
2. **"Emotional damage"** means harm to a child's psychological or intellectual functioning. "Emotional damage" shall be evidenced by one or more of the following characteristics exhibited to a severe degree: anxiety, depression, withdrawal, outward aggressive behavior, or a substantial and observable change in behavior, emotional response or cognition that is not within the normal range for the child's age and stage of development.
3. **"Neglect"** is defined as failure, refusal or inability on the part of a caregiver, for reasons other than poverty, to provide necessary care, food, clothing, medical or dental care or shelter so as to seriously endanger the physical health of the child.

B. Reporting Procedures

1. Reports of suspected or threatened child abuse or neglect shall be made immediately by phone or personally to the Racine County Department of Social Services – Child Protective Services. If a report to that department is not possible, or if the person making the report suspects that the health or safety of a child is in immediate danger and wishes to request an immediate investigation, the school employee should make the child abuse or neglect report to the Racine County Sheriff's Department or the local police department.

School employees may consult with student services staff prior to making a report but may not delay the report beyond the time the student leaves the supervision of school staff on the day that the suspicion of abuse or neglect or threatened abuse or neglect arises. It is not the responsibility of school personnel to obtain definitive proof that abuse or neglect has occurred, and school personnel shall not further investigate a child abuse or neglect situation following the making of a report, except in cases where an administrator has a responsibility to conduct an independent internal investigation into alleged misconduct by a student, school employee, agent of the District, etc. For example, school personnel shall not contact for investigative purposes a caregiver, or other person in the community, who is suspected of or who potentially may be responsible for the suspected abuse or neglect.

2. When making a child abuse or neglect report, the reporter should be prepared to provide as much of the following information as possible:
 - a. The employee's name, phone number, relationship to the child, and school phone number.
 - b. The name, home address, and age of the child suspected of or threatened with being abused or neglected.
 - c. The name, home address(es) and work place(s) of the child's parent(s)/guardian.
 - d. The names and ages of the child's siblings, if relevant to the report.
 - e. A description of why he/she believes the child has been abused or neglected or has been threatened with abuse or neglect, statements allegedly made by the child to others, and any relevant circumstances or conditions in the home or elsewhere of which the reporter is aware.
3. In all cases, the District Administrator, school social worker or counselor shall be informed that a child abuse or neglect report has been or will be filed. The District Administrator, school social worker or counselor shall support the employee in their action(s) and shall not attempt to delay, modify or prevent any report of suspected child abuse or neglect. Informing the District Administrator, school social worker or counselor of any suspected or threatened abuse or neglect does not eliminate a school employee's independent responsibility to make a report to county child protective services or the appropriate law enforcement agency.

4. The county agency charged with responsibility for investigating child abuse or neglect reports may generally contact, observe or interview a child at any location, including school, to determine if the child is in need of protection or services. School personnel may not require parent notification before allowing such interviews to take place at school when the department or agency is exercising its investigative authority under state law. County child protective services or law enforcement personnel may request the cooperation of a school teacher, counselor or other person whose presence would aid in the interview process. They may also, in the exercise of professional judgment and in accordance with department standards, exclude school personnel from the interview.
5. School personnel shall keep in mind state and federal laws and school district procedures regarding the confidentiality of student records when disclosing information from a student's school records to child protective services or law enforcement personnel. Student records may be disclosed under state and federal laws to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of a student or other individuals. School personnel should take into consideration the totality of the circumstances pertaining to the threat to health or safety. When student record information is disclosed in this situation, school personnel shall record: (1) the threat to the health or safety of the student or other individuals that formed the basis for the decision; and (2) the parties to whom the student record information was disclosed.
6. To provide for compliance with state law requirements, school personnel should keep child abuse and neglect reports and any information obtained from child protective services or law enforcement personnel regarding a child abuse or neglect report in a confidential file that is separate from the student's regular school records file(s). Such information can only be disclosed to the persons and for the purposes specified by law.

C. Staff Inservice Training

1. Every school staff member in the North Cape School District will be provided with annual inservice training regarding:
 - a. The North Cape School District child abuse/neglect reporting policy;
 - b. Child abuse/neglect reporting procedures;
 - c. Identification of child abuse/neglect; and
 - d. The school employee's role in child abuse/neglect issues.
2. Inservice training will occur by October 15th of each school year. The school social worker and/or counselor will work with the District Administrator in completing this inservice training.

REVISION AND NEW APPROVAL: October 31, 2016

APPROVED:

Policy 455.1

NORTH CAPE SCHOOL DISTRICT

SUPERVISION OF STUDENTS

When students are in school, engaging in school-sponsored activities, or traveling to and from school on school buses, they are responsible to the school, and the school is responsible for them. School personnel assigned to their supervision serve in loco parentis.

The School Board expects all students to be under assigned adult supervision when they are in school, on school grounds, engaging in school-sponsored activities, or traveling under school auspices, except as noted below. School personnel assigned this supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge.

In keeping with this expected prudence, no teacher or other staff member shall leave his/her assigned group unsupervised except when an arrangement has been made to take care of an emergency.

LEGAL REF.: Wisconsin Statutes
Section 118.24(1)(a) [district administrator authority for the general supervision and management of the professional work of the school, under direction of board]
Section 120.12(2) [school board duty; general supervision over the school]
Section 121.02(1)(l) [school standards; provide safe and healthful school environment]

CROSS REF.: Policy 352, Field Trips
353.1-Rule(2), Field Trip Chaperone Guidelines and Responsibilities
Policy 370, Extracurricular Activities (including Interscholastic Athletics)
Policy 443, Student Conduct and Discipline
Policy 443.2, Student Conduct on School Buses
443.2-Rule, Bus Rider Conduct and Discipline Rules
453.3-Rule(2), Emergency Procedures for Field Trips, Sports Activities and Other School Events

POLICY REVISION AND NEW APPROVAL: MAY 22, 2017

REVISED:

Policy 460

NORTH CAPE SCHOOL DISTRICT

STUDENT SCHOLARSHIPS AND AWARDS

The District shall not unlawfully discriminate in the acceptance and administration of scholarships and other aids, benefits or services to students from private agencies, organizations or persons on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap.

Discrimination complaints shall be processed in accordance with established procedures.

LEGAL REF.: Wisconsin Statutes
Section 118.13 [student nondiscrimination]
Wisconsin Administrative Code
PI 9.03(1)(d) [requirement to address nondiscrimination in policy on awards and scholarships]

CROSS REF.: 411-Rule, Student Discrimination Complaint Procedures

POLICY REVISION AND NEW APPROVAL: MAY 22, 2017

REVISED:

NORTH CAPE SCHOOL DISTRICT

**CHILDREN OF DIVORCED/SEPARATED PARENTS AND
PARENTS NOT SHARING THE SAME HOUSEHOLD**

The District recognizes the importance of parent participation and involvement in the education of their children. When parents are involved in a legal action affecting the family such as divorce or legal separation, it is important for the District to have the information necessary to make appropriate decisions regarding their child(ren)'s educational program and parent involvement in the schools.

The District shall maintain strict neutrality between parents who are or have been involved in a legal action affecting the family, unless otherwise directed by a court order or other legally binding document. It is the responsibility of a student's parent(s) to notify the District Administrator of any court document restricting a parent's rights. Upon receipt of such document, the District Administrator shall inform classroom teachers and other staff, as appropriate, of any restrictions placed on a parent's access to a student, access to a student's school records, or participation in school-related activities.

The parent of any student enrolled in the District may be provided all report cards, notices of school activities, disciplinary reports, conference appointments or summaries, or other student records, unless otherwise expressly curtailed or restricted by a provision of a court order or other legally binding document that has been provided to the District. It is the parent's responsibility to provide the school with his/her current contact information (address and telephone number). The parent may participate in all school activities related to their child, including conferences, unless a court order or other legally binding document provides otherwise. The school generally will conduct only one conference meeting for parents at appropriate times in which both parents of a student will be permitted to participate. Exceptions may be permitted as agreed to by school personnel.

A student enrolled in the District may be released from school to either parent, unless a court order or other legally binding document has been provided to the District that prohibits such a release. The District Administrator or designee shall not allow a parent to remove a student from school if the school has been notified that the parent has been denied periods of physical placement with the student. If such parent requests to remove his/her child from school during the school day, or takes other action to do so, local law enforcement authorities shall be contacted immediately by the District Administrator or designee.

Each parent is individually responsible for observing his/her respective parenting rights, obligations, and restrictions in all of the parent's interactions with the District. As a general rule, if one parent believes that the other parent is acting in a manner that is inconsistent with such rights, obligations, or restrictions, his/her primary method of obtaining recourse is to seek enforcement of applicable laws, court orders, and applicable agreements by involving law enforcement and/or the courts. Further, if parents disagree with one another about their respective rights, obligations, or restrictions, it is the responsibility of the parents to obtain appropriate clarifications of, or modifications to, any applicable agreements or court orders through the family court system.

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Parents of students enrolled in the District shall be informed of this policy annually via student and parent handbooks or through other appropriate means as determined by the District Administrator.

LEGAL REF.: Wisconsin Statutes
Section 118.125(2)(m) [access to student records by parents denied periods of physical placement]
Section 767.41 [child custody and physical placement]
Section 767.41 (7) [parent access to records]
Family Educational Rights and Privacy Act [parent rights regarding access to educational records]

CROSS REF.: Policy 333, Parent Rights in District Programs/Activities
347-Rule, Guidelines for the Maintenance and Confidentiality of Student Records
860-Rule, School Visitor Rules

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