

2026-2027 South Milwaukee K-12 Student Handbook



DISTRICT MISSION

The School District of South Milwaukee acts with a relentless commitment to remove barriers and care for all students so they feel accepted and will learn without exception.

DISTRICT VISION

The South Milwaukee School District, in collaboration with our community, is committed to offering every student genuine opportunities to cultivate curiosity, empathy, and a lifelong love of learning. Our goal is to empower learners to explore their passions, develop essential skills, and build the confidence needed to successfully achieve their aspirations

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DISTRICT ADMINISTRATION

901 Fifteenth Avenue
Phone: 414-766-5000
Fax: 414-766-5005
<http://www.sdsm.k12.wi.us/>

Superintendent- Deidre Roemer
Director of Personnel, Administrative & Legal
Services- Jen Sielaff
Director of Business Services- Dan Arnold
Director of Instruction—Christie Gajewski
Director of Pupil Services- Carrie Stollenwerk

SOUTH MILWAUKEE HIGH SCHOOL

801 Fifteenth Avenue
Phone: 414-766-5100
Fax: 414-766-5131

Michael Arendt, Principal
David Shaw, Associate Principal
Emily Wesley, Associate Principal
Ryan Stoltz, Dean of Students
Donna Krasovich, Academic Dean
Ante Udovicic, Activities, Athletics & Recreation
Coor.
Kevin Kempen, Athletics Administrator

SOUTH MILWAUKEE MIDDLE SCHOOL

1001 15th Ave
Phone: 414-766-5800
Fax: 414-766-5803

Megan Butler, Principal
Jodi Newell, Associate Principal

BLAKEWOOD ELEMENTARY

3501 Blakewood Avenue
Phone: 414-766-5900
Lee Waechter, Principal

E. W. LUTHER ELEMENTARY

718 Hawthorne Avenue
Phone: 414-766-5326
Eric Wightman, Principal

LAKEVIEW ELEMENTARY

711 Marion Avenue
Phone: 414-766-5252
Chris Sepersky, Principal

RAWSON ELEMENTARY

1410 Rawson Avenue
Phone: 414-766-2904
Nick Anton, Principal

NON-DISCRIMINATION AND EQUAL EDUCATIONAL OPPORTUNITIES & COMPLAINT PROCEDURES

The School District of South Milwaukee 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 discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, sexual orientation, race, national origin, ancestry, religion, creed, pregnancy, marital or parental status, any physical, mental, emotional or learning disability, or any other legally-protected status or classification.

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), 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), the Age Discrimination Act of 1975 (age), and the civil rights provisions associated with the Elementary and Secondary Education Act and the District's participation in federal meal programs".

The District's commitment to nondiscrimination and to responding appropriately to any report, allegation, or confirmed incident of unlawful discrimination against any student is further addressed in the School Board's policies, including but not limited to Board Policy 300 and Board Policy 411. These Board policies can be accessed online at <https://www.sdsm.k12.wi.us/>. As further required by the Board's policies and applicable law:

- The District provides legally-required accommodations and appropriate educational services or programs for students who have a qualifying disability, regardless of the nature or severity of the disability. The District also provides for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements.
- As mandated by the current provisions of Title IX of the Education Amendments of 1972 and under the regulations set forth in Part 106 of Title 34 of the Code of Federal Regulations, the District does not unlawfully discriminate on the basis of sex and prohibits all forms of unlawful sex discrimination in any education program or activity that the District operates. Title IX's requirement not to discriminate on the basis of sex in any education program or activity includes, but is not limited to, discrimination affecting students. A more comprehensive notice covering the application of Title IX to the District is available on the District's website at <https://www.sdsm.k12.wi.us/>. The District's Title IX notice identifies each of the District's designated Title IX Coordinators and includes additional information on how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment under Title IX, and the manner in which the District will respond to such reports or complaints. Inquiries regarding how Title IX and the federal Title IX regulations apply to the District may be referred to a District Title IX Coordinator (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both.
- The District shall provide children of homeless individuals and unaccompanied homeless youth, as identified under federal law, with equal access to the same free, appropriate public education, including the provision of comparable services, as the District provides to other children and youth who reside in or otherwise attend school in the District. The Director of Pupil Services, who can be contacted at 414-766-5041, is the District's designated liaison for homeless children and youth.
- All District career and technical education opportunities are offered to students on a nondiscriminatory basis. Additional information regarding such program offerings and the applicable admission/participation criteria can be obtained on the District's website or by contacting any school's guidance office.

Nondiscrimination Coordinator(s) – The following employee serves as the District's primary nondiscrimination coordinator for student matters.

Jennifer Sielaff
Director of Personnel, Administrative & Legal Services
901 15th Ave.
South Milwaukee, WI 53172
jsielaff@sdsd.k12.wi.us
(414) 766-5011

Carrie Stollenwerk
Director of Pupil Services
901 15th Ave.
South Milwaukee, WI 53172
cstollenwerk@sdsd.k12.wi.us
(414) 766-5051

The student nondiscrimination coordinators identified above also serve as District-designated Title IX Coordinators and as District-designated ADA/Section 504 Coordinators.

How to Report or Make a Complaint of Student Discrimination – Any person (including a person who is not claiming to have been personally harmed/victimized by the alleged conduct or by a challenged policy) may report information about or, if eligible, a person may submit a complaint alleging any type of student discrimination that is prohibited pursuant to state or federal law (including any allegation of prohibited retaliation) to the District’s student nondiscrimination coordinator, as identified with their contact information, above.

Formal complaints alleging Title IX sexual harassment must be submitted in writing as further detailed in Board Policy 300 and will be processed using the District’s designated Title IX grievance process for such complaints. Unless applicable laws require the use of other processes (e.g., for certain special education matters), any other reports or complaints of prohibited student discrimination (including prohibited retaliation) will normally be processed under the complaint procedures that the District has established under Board Policy 411. For a complete copy of such complaint procedures, refer to Board Policy 411 on the District’s website at sdsd.k12.wi.us.

Questions concerning this notice, the District’s nondiscrimination policies, the application of student nondiscrimination laws to the District, or the District’s complaint procedures may be directed to either of the nondiscrimination coordinators identified in this notice.

By following all required procedures and timelines of the applicable non-District entity, complaints of unlawful student discrimination may also be filed externally with an appropriate state or federal court or state or federal agency. Such courts and agencies independently determine the extent to which any given complaint falls within their scope of authority.

PREAMBLE TO STUDENT HANDBOOK

Students have a fundamental right to free public education. You have a corresponding responsibility to join with other members of your school community in establishing a climate for learning within the school. This handbook represents portions of school policies and guidelines that are essential to the efficient operation of the school district. It summarizes your basic rights and responsibilities as a student at the School District of South Milwaukee. These rights and responsibilities are complex issues, and you are cautioned that this handbook is only a guide; you should not use it as a final statement of your legal rights.

Students' Role and Responsibilities

- Attend school regularly.
- Complete schoolwork in a thoughtful, timely manner that is reflective of your best effort.
- Prepare for assignments and assessments in order to develop knowledge, skills, understandings, and work habits.
- Take ownership for the honesty and integrity of all assignments/assessments.
- Respond to feedback in order to further develop knowledge, skills, understandings, and work habits.
- Seek to maintain a balance in all of the learning activities in life.
- Take initiative to check personal progress and communicate concerns and questions with teachers.
- Advocate for variety and flexibility in assignments and assessments.
- Ask questions, seek additional support, and try new learning strategies as necessary.
- Review and monitor progress over time.
- Contribute to a productive learning environment.
- Take responsibility for one's learning.

Parent/Guardians' Role and Responsibilities

- Ensure good attendance.
- Understand and reinforce expectations for quality student work.
- Throughout the learning process, place more emphasis on learning by students that focuses on the development of skills, (analyzing, synthesizing and evaluating), content knowledge, understandings, and work habits.
- Monitor student progress in meeting course learning objectives in a manner that empowers students to develop personal responsibility and autonomy.
- Promote using feedback as an important part of the learning process.
- Support and model a balance in all of the learning activities in life.
- Provide current contact information (work, home phone numbers, email) and contact teachers with concerns regarding progress.
- Advocate for variety and flexibility in assignments and assessments.
- Encourage students to ask questions, seek additional support, and try new learning strategies as necessary.
- Review and monitor progress over time.
- Attend parent-teacher conferences.
- Encourage and model appropriate behaviors.

SCHOOL CALENDAR

High School - Check the [high school website](#) for the most up-to-date calendar information.

Elementary & Middle School - Check the [Calendar link on our district's website](#) for the school year calendar.

DAILY CLASS SCHEDULES

High School - [Click here to see the full Schedule including special schedule days is on the website.](#)

Middle School - [Click here to see full schedule](#)

Elementary School - All four of our Elementary Schools have the same schedule each school day, 4K-5th grade:

8:15 - Students must be in the building (tardy if arriving after 8:15)

3:20 - Students are dismissed

- Specials - Students have a 4-day rotation that provides 1 hour/day of specials. Specials include art, music, Physical Education, and STEM (Science, Technology, Engineering, and Math). In addition, students have 30 minutes of library once every four days outside the specials block.

STUDENT GUIDELINES

Accidents and Injuries

Elementary, Middle and High School: All accidents and injuries must be reported immediately to the teacher, coach, advisor, or other adult in charge. You must also report it to the Office to fill out an Accident Report as soon as it happens. An insurance company may deny a claim if the report is not filed promptly. At the Elementary School, the adult to which the student reported the injury may send the student to the health room for further evaluation and the health room visit will be documented. All accident reports will be communicated to parents as soon as possible.

Advanced Placement Courses (AP) - High School

High School Advanced Placement (AP) courses are offered at the high school in many content areas. AP courses are more demanding than the accelerated courses, include a weighted grade, and are designed to better prepare students for success in college. As part of the AP courses, students are expected to take the College Board AP examinations held in May, which is used by some colleges and universities to grant advance credits. There is a fee for each exam (check website for current fees). See your School Counselor if you are interested in choosing AP courses.

Please note: AP classes will not be dropped once scheduled.

AP website: <https://apstudents.collegeboard.org/>

Age of Majority - High School

Students who have reached the age of majority (18 or older), **and** have completed the Age of Majority form through the Associate Principal's Office and been approved, have the following rights and responsibilities:

1. To make decisions about their educational programming.
2. To submit excuses on their own behalf for absences. Students may be asked to provide a doctor's medical excuse or other justification for excessive absences.
3. If suspended, students may be accountable for their own re-admission following the suspension.
4. Parents/Guardians are no longer responsible for the actions of their children when they turn eighteen; however, debts incurred by students prior to age eighteen are still the responsibility of the parents/guardians.
5. Those completing the Age of Majority form may choose to not have information or communication sent to parents/guardians. Parents/Guardians will be notified if a student chooses this option. However, if the student is still living with a parent/guardian, important information may be shared by the school with the parent/guardian.

Arrival, Departure, and School Property

High School Procedures - These procedures are set up for a normal school day. (Also see Parking on p. 37).

- All high school students are required to enter the High School building through Door 29 (Gym entrance) from 7:00-7:55 a.m. No other doors will be open for students to enter the building. Families dropping students off will need to use the Oak Creek Parkway, proceed to the East side of the building and enter through the circle drive (2nd entrance @Rocket John Way) to drop students off. When exiting Rocket John Way, **you must turn right** onto the Oak Creek Parkway. Please also note that anyone traveling West of the Oak Creek Parkway may not make a Left turn onto 15th Avenue from 7:00-7:45AM and 2:50-4:00PM on school days.
- Students who are parking in the student lot for the day will need to enter through the athletic field driveway (3rd entrance).
- Students who are walking to school, must walk around to the East side of the building and enter through Door 29 (Gym entrance).
- At 7:55 a.m., Door 29 (Gym entrance) will be locked and any late students will then have to enter through Door 9 (Main Entrance). No student admission will be allowed at Door 9 prior to 7:55 a.m.
- Students and parents are not permitted to drive, or drop off and pick-up, behind the 6-12 campus by Rawson Woods at any time. This is not a thoroughfare.
- The drive into the student parking lot from the parkway is two-way, except after school from 2:50-3:15pm when the East exit (by the football stadium) is used for exit only to turn right and left.
- Students not involved in activities or meetings after school should leave the building by 3:30pm and not

loiter.

- Respecting the rights of surrounding private property owners is expected at all times. Students are to refrain from loitering, littering, trespassing, and smoking on neighboring private property. Violators will be reported to the police and prosecuted.

Middle School Procedures- The procedures are set up for the normal school day.

- Students must not be dropped off or picked up in the loading zones before school (7:00-7:30am) or after school (2:50-3:20pm).
- Parents and students are not permitted to drive, or drop off and pick-up, behind the 6-12 campus by Rawson Woods at any time. This is not a thoroughfare.
- Students arriving in the morning after classes begin at 7:30am should report to class and will be marked tardy. Students arriving after 8:00am must report directly to the Attendance Office.
- The building is open to students from 7:15am-3:10pm, except on days when the schedule includes an early dismissal or if students are involved in a school-sponsored activity and/or under the supervision of a staff member. Students may not wait in the building for an after school or evening activity to start unless they are supervised. Students not involved in activities after the end of the school day should be out of the building by 3:15pm and may not loiter.
- Middle School students who meet high school students after school should do so on 15th Avenue or in the high school student parking lot. Middle School students are not allowed to use Door 34 unless they have prior approval from Middle School administration. High school students are not allowed to loiter on middle school grounds before, during and after school.
- Use the main entry off the circle drive on 15th Avenue for entry and exit.
- The staff parking lot is for staff use only. Students are not permitted in the staff parking lot at any time.
- Use the sidewalks and crosswalks. Do not walk on the grass.
- No students allowed behind the building during the school day without staff supervision.
- Middle School policies and procedures will be appropriately applied to all students on the premises, including high school students who may be in the building for class or other functions.
- Students may not use the alley south of the Middle School that runs toward Rawson Elementary School and may not go on Rawson property until after 4:00PM on school days. Only students that are on the pre-approved list at Rawson and the Middle School for picking up a sibling will be allowed onto Rawson property before 4:00PM. Students needing to go to Rawson School should walk down 15th Avenue and enter from the Rawson Avenue main entrance. Students waiting on Rawson's playground must be respectful of parents, other students, and the Rawson staff.
- Poor conduct at any elementary school or the high school may lead to consequences as outlined in our Code of Conduct.

The green space on the corner of 15th and Rawson, Rawson Woods & Park is school district property and regular school rules apply.

Elementary School Procedures- Plans vary between school sites. Please watch for communication from your Elementary school with specific arrival/departure procedures.

Assembly Procedures

Elementary, Middle, and High School students are required to attend assemblies. At the High School, students who have regularly scheduled work study may be excused.

- Students must enter the assembly quietly and report to their assigned areas immediately.
- Students are not allowed to use personal communication devices as this is instructional time.
- Respect the speaker and subject.
- Applaud to show appreciation.
- Refrain from making distracting noises.
- Students who exhibit inappropriate behavior may be removed and/or denied assembly privileges.

- Applaud to show appreciation at the end of a show

Attendance Policies and Procedures

Regular attendance is expected for K4–12 students and essential to their academic and social success. Missing just two days a month can cause students to fall behind in key subjects. When students attend school on time every day, they:

- **Stay on track:** Avoid learning gaps and keep up with daily lessons.
- **Build community:** Form strong friendships and feel a sense of belonging.
- **Develop routines:** Build lifelong habits of punctuality and responsibility.

Please notify the main office promptly if your child must miss school. If your family is facing challenges with attendance, please reach out to us—we are here to support you. Please see reporting absence procedures below.

Maintaining positive attendance is a shared obligation between students, parents/guardians, and the school. When attendance expectations are not met, the district will initiate progressive attendance interventions and administrative procedures as outlined below:

Attendance Guidelines & Expectations

- **Understanding Absences**
 - **Excused Absences:** Include school-sponsored activities, religious holidays, medical appointments, and illness.
 - *Note:* If your student requires an extended absence due to a medical condition, please contact the school nurse to establish a health care plan.
 - **Unexcused Absences:** Occur when a student misses school without an approved reason or when a parent/guardian fails to report the absence to the main office.
- **Tardies & Arrival Expectations**
 - **Excused Tardies**
 - **Morning Arrival:** Students arriving after the start bell with a parent/guardian explanation or valid excuse will be marked **Tardy**.
 - **Class Transitions:** Students arriving at class with a valid pass within a reasonable timeframe will be marked **Tardy**. We encourage students to head straight to class so they do not miss valuable instructional time.
 - **Unexcused Tardies**
 - **Definition:** Occurs when a student arrives late to class without a pass from a staff member, or when a student takes an unreasonable amount of time to reach class (even with a pass).
 - **Significant Delays:** A student who misses **more than 50% of a class period** will be marked as an **Unexcused Absence** for that period rather than a tardy.
- **Attendance Letters**
 - **Five-Day Attendance Notification:** A courtesy notification sent to the parent/guardian when a student has missed the equivalent of five (5) school days (40 class periods at the middle/high school level).
 - **10-Day Attendance Notices:** Under state law (WI Stat. § 118.15), parents may excuse up to ten (10) total school days per year. Upon reaching ten missed days (or 80 class periods), families receive an attendance notification providing a snapshot of cumulative absences. While preliminary updates are purely informational to help prevent academic gaps, crossing the 10-day threshold transitions routine tracking into active support. In these instances, caregivers will be asked to connect with building administration to set up a meeting where school staff and families can partner together on a tailored success plan.
 - **Excessive Tardy to School and/or Class Notification:** Sent to a parent or guardian when a student accumulates a high number of tardies to school or individual class periods. This letter highlights the

impact of tardiness on academic success and offers district support to resolve any underlying barriers. Continued excessive tardiness or truancy may lead to a collaborative action meeting and could impact Open Enrollment status pursuant to Wisconsin State Statute § 118.51(11).

- **Next Steps & Attendance Support Meeting**

- **Goal of the Mandatory Meeting:** Our priority is to work together to help your student succeed.

During this meeting, we will:

- Identify and address any barriers preventing regular attendance.
- Create a supportive attendance contract and action plan.
- Establish a timeline to review your student's progress.
- **Important Notice Regarding Continued Absences:** If attendance does not improve and absences continue without administrative approval, the School District of South Milwaukee (SDSM) is legally required to initiate formal truancy proceedings.
 - Missing this mandatory meeting or continuing unexcused absences may lead to:
 - **Home Visits** to facilitate communication and check on student well-being.
 - **Referral to the District Truancy Officer** and potential issuance of a **Habitual Truancy Citation**.
 - **Open Enrollment Revocation** (if applicable).
 - **Legal Action:** Under Wisconsin State Statute § 948.45, contributing to the truancy of a minor is a legal violation that may result in penalties from local authorities.

Leaving School Grounds / Early Release Policy

To ensure student safety and legal compliance, students may not leave school grounds during the school day without prior authorization.

- **High School & Middle School:** Students departing early must officially check out through the Attendance Office prior to leaving. Leaving without permission constitutes truancy, results in disciplinary action, and high school students will not be permitted to re-enter the building.
- **Elementary School:** Parents or guardians must report to the main office to present photo identification, sign the student out, and wait in the office for release. Students will only be released to individuals listed in Infinite Campus unless written permission from a parent/guardian is provided.

School Board Policy

REQUIRED BY [WIS.STAT.SEC. 118.16\(4\)\(D\)](#)

The District shall abide by and implement student compulsory attendance laws. State law requires each child between the ages of six and 18 residing in the District to be in school attendance (religious holidays excepted) unless the student:

1. Is excused temporarily for physical or mental reasons;
2. Has graduated;
3. has been authorized to attend an alternative educational program;
4. Has been excused by their parent/guardian prior to an absence in accordance with state law; or
5. Has been excused by the building principal by their designee.

Any violator of the compulsory school attendance law shall be subject to penalties outlined in state law.

Reporting an Absence

When a student is absent, a parent or guardian must notify the school on the day of the absence using one of the following methods by 9:00 AM:

- **Infinite Campus Parent Portal:** Submit an online absence request.
- **Attendance Phone Line:**
 - Blakewood Elementary School: (414)766-5900

- E. W. Luther Elementary School: 414)766-5326
- Lakeview Elementary School:414)766-5252
- Rawson Elementary School:414)766-2904
- South Milwaukee Middle School: 414)766-5820
- South Milwaukee High School: (414) 766-5100

Important Guidelines & Requirements:

- Required Information: All absence notifications must include the student's full name, reason for absence, and estimated duration.
- Unverified Absences & Follow-Up: If no notification is received by 9:00 AM, automated and/or personal phone calls will be made to parents/guardians at home or work. Unverified absences will be recorded as unexcused.
- Medical Appointments: A note from a medical provider should be submitted to the office for any health-related appointments, upon returning to school.
- Missing Work: Students are responsible for contacting their teachers directly via in person, email or Google Classroom to request schoolwork during an absence.

Students Age 18-20

Students age 18-20 may continue to attend school provided they meet school attendance requirements and are making progress toward achieving a diploma. The failure to demonstrate a good faith effort in attendance and achievement may be cause for their dismissal from school.

Truancy

Truancy means any absence of part or all of one or more days from school during which the school attendance officer, principal, or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil. Truancy also means intermittent attendance carried on for the purpose of defeating the intent of [s.118.15](#). At the High School and Middle School, students who are habitual truants will not be able to participate in special activities including, but not limited to: school dances (i.e. Homecoming, Winter Formal, and Prom).

1. "Habitual Truant" [118.16\(1\)\(a\)](#) means a pupil who is absent from school without an acceptable excuse under sub.(4) and [s.118.15](#) for part or all of five or more days on which school is held during a school semester.
2. Habitual Truancy Follow-Up Procedure: When a student is identified as a habitual truant, the school shall notify the parents/guardian by registered or certified mail. The notice shall include:
 - a. a statement of the parent's/guardian's responsibility under [s.118.15\(1\)\(a\)](#) to cause a child to attend school regularly.
 - b. a request that the parents/guardians meet with appropriate school personnel to discuss the child's truancy*.

*At the meeting the parent/guardian or child may request program or curriculum modifications for the child and that the child may be eligible for enrollment in a program for children-at-risk.
- c. a statement of the penalties under [s.118.15\(5\)](#), that may be imposed on the parent/guardian if they fail to cause their child to attend school regularly.
3. Make-up Policy for Unexcused Absences:
 - a. A student must fulfill all course requirements to pass the course.
 - b. The school may not deny a student credit in a course or subject based solely on the student's unexcused absences. Students will be awarded credit for make-up work completed during a detention period [\[s.118.16\(4\)\]](#).

Bicycles, Skateboards, Rollerblades, and Scooters

Elementary Schools

For the safety of our school community, bicycles, skateboards, rollerblades, scooters, hoverboards, and all other motorized or non-motorized modes of personal transportation are prohibited to be operated on the playground and blacktop areas around any Elementary School. Additionally, these devices may not be operated on any school

walkways. This will be enforced during elementary school hours (8 a.m.- 4 p.m.) to ensure the well-being of all students, staff, and visitors. Students should use the bike racks on school grounds to store bicycles during the school day.

Middle School

For the safety of our school community, bicycles, skateboards, rollerblades, scooters, hoverboards, and all other motorized or non-motorized modes of personal transportation are prohibited from operation on the blacktop areas around school. Additionally, these devices may not be operated on any school walkways. This will be enforced during school hours to ensure the well-being of all students, staff, and visitors.

Bicycles must be placed in bike racks provided by the school district and locked. High school students may not use the middle school bike racks. Bicycles must be walked on school property. The school is not responsible for damaged, lost, or stolen bicycles left on school property.

High School

For the safety of our school community, bicycles, skateboards, rollerblades, scooters, hoverboards, and all other motorized or non-motorized modes of personal transportation are prohibited from operation on the blacktop. Additionally, these devices may not be operated on any school walkways. This will be enforced during school hours to ensure the well-being of all students, staff, and visitors.

Bicycles must be placed in bike racks provided by the school district and locked. High School students may not use the Middle School bike racks. The school is not responsible for damaged, lost, or stolen bicycles left on school property.

Bookbags, Backpacks and Purses

At elementary, middle and high school bookbags, backpacks or purses are allowed in the classroom. They may need to be stored in a particular location for safety reasons in some classrooms. School administration will have discretion for use in all common areas of the building.

Bullying

The Centers for Disease Control defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths, who are not siblings or current dating partners, that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. Bullying may inflict harm or distress on the targeted youth including physical, psychological, social, or educational harm” (Gladden et al., 2014, p. 7).

It is common to mistake a conflict between peers or classmates for bullying. The following are common differences between the two, but not all aspects will always be present.

Conflict	Bullying
Equal power	Imbalance of power
Happens occasionally	Happens repeatedly
No intent to harm	Purposeful intent
Equal emotional reaction	Victim reacts strongly
Not seeking power or attention	Bully is seeking power or control
Remorse for behavior– takes responsibility	No remorse for behavior– blames victim
Effort to solve problem	No effort to solve problem
Spontaneous reaction to an action	May be planned or unplanned

Definition of bullying

Bullying is defined as any unwanted aggressive behavior(s) by another youth or group of youths, who are not siblings or current dating partners, that involves:

- An observed or perceived power imbalance,
- That is repeated multiple times or is highly likely to be repeated, and
- Inflicts harm or distress on the targeted youth including physical, psychological, social, or educational harm.

Procedure for Reporting/Retaliation

Students, parents, guardians, staff members or others who observe or become aware of acts of bullying are required to report these acts to the classroom teacher or activity supervisor for resolution. If the issue is not resolved, the concern may be submitted directly to the building principal, associate principal or pupil services staff member.

Reports of bullying may be made verbally or in writing and may be made confidentially. (Please note that while all efforts will be made to keep matters confidential there are legal limits to the use of confidentiality. Anonymous reports may receive less attention and investigation.) All such reports, whether verbal or in writing, will be taken seriously. Reports should be made using the Bullying/Conflict Incident Reporting Form if possible.

Report a concern related to bullying by printing and submitting [this form](#) to your principal or [fill out the form online](#). For more information see the [SDSM Bullying Complaint and Investigation Procedures](#).

Cases Not Covered By Specific Rules

It is understood that the rules contained in this handbook are not all inclusive. The administration and teachers may take such action as is necessary and not forbidden by law to insure the discipline and operation of the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school or which affects the safety and welfare of students either individually or collectively regardless of the existence or non-existence of a rule covering the offense. Acts that are crimes outside of school are also considered crimes in school, and they will be treated similarly.

This handbook represents portions of school policies that are essential to the efficient operation of the school district.

Change of Address/Phone Number/Emergency Contact

At elementary, middle, and high school, families need to inform the office at your student's school if there is a change of address, telephone number, and/or family emergency contacts. It is very important to contact the school any time there are changes in emergency contact information.

Child Find

The School District of South Milwaukee must locate, identify, and evaluate all resident children with disabilities, including children with disabilities attending private schools, regardless of the severity of their disabilities. The school district has a special education screening program to locate and screen all children with suspected disabilities who are residents of the district and who have not graduated from high school. Upon request the school district will screen any resident child who has not graduated high school to determine whether a special education referral is appropriate. A request may be made by contacting Molly Gallegos, School Social Worker, South Milwaukee School District at (414) 766-5041 or in writing at 901 Fifteenth Avenue, South Milwaukee, WI 53172.

A physician, nurse, psychologist, social worker or administrator of a social agency who reasonably believes a child brought to them for services is a child with a disability has a legal duty to report the child to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made. The referral must be in writing and include the reason why the person believes the child is a child with a disability. Others who reasonably believe a child is a child with a disability may also refer the child to the school district in which the child resides. A referral of a child residing in the School District of South Milwaukee may be sent to Pupil Services Office, 901 Fifteenth Avenue, South Milwaukee, WI 53172.

Closing Procedures

The decision to close school due to weather or other emergency situations is made by the Superintendent of the School District of South Milwaukee. We are the School District of South Milwaukee, which is distinct from Milwaukee

Public Schools and any other public school district. Official announcements for any school closing will be communicated through the phone calling system, posted on the District website, sent through ParentSquare, and may be reported to TV Stations, including but not limited to: WTMJ, Channel 4; WITI, Channel 6; WISN, Channel 12, and WDJT, Channel 58.

Conferences with Families

For elementary, middle and high school conferences will be scheduled by appointment in the fall and in late winter. The format of conferences will be determined by the school district each year. Families may make appointments to meet with a teacher at times other than regularly scheduled conference days by contacting the teacher or their child's school counselor. Teachers cannot be released from their teaching assignments for unscheduled conferences. Check the calendar for details on dates and times for conferences throughout the school year.

Copied, Plagiarized Work, or Cheating

At elementary, middle and high school a student who submits work that is not their own, allows another student to copy their work, or is caught cheating will be subject to disciplinary and academic consequences. A student may be required to resubmit work for credit. Incidents of copying, plagiarism or cheating will be examined on a case-by-case basis, and appropriate consequences will be assessed. The district is working on guidance for Artificial Intelligence (AI) and its use in student work. Students are expected to follow the guidance of teachers and administrators in the use of AI for student work.

Corporal Punishment/Use of Physical Force

School District employees and officials may not use corporal punishment in any of its forms. School officials and employees are not prohibited, however, from using reasonable and necessary force:

1. To quell a disturbance or prevent an act that threatens physical injury to any person;
2. To obtain possession of a weapon or other dangerous object within a student's control;
3. For the purpose of self-defense or the defense of others or for the protection of property in accordance with state statutes;
4. To remove a disruptive student from school premises, a motor vehicle or school-sponsored activity;
5. To prevent a student from inflicting harm on themselves; or
6. To protect the safety of others.

Further, school officials and employees are not prohibited from using incidental, minor or reasonable physical contact designated to maintain order and control. The building principal shall be notified immediately after any application of force. Parents/Guardians of the student(s) involved shall be contacted by school officials and informed as to why their child was restrained.

Counseling Program

The school counseling program provides diverse and comprehensive services both individually and in group settings and is designed to help students with their academic and/or personal issues. Students and parents can make appointments with their counselor, the school social worker, or school psychologist. Counselors, Social Workers, and School Psychologists respect the confidentiality of their contacts with students. Students and parents/guardians should be aware that there are situations in which this confidentiality must be broken. These situations would be, but are not limited to, reports of abuse, suicide attempts or threats, and other life or property threatening situations.

At the high school, the counselors help all students select suitable courses, complete programs, and register for classes. Information on many post high school educational institutions is available through your school counselor. Meetings with college and technical school representatives are scheduled throughout the year and are open to Juniors and Seniors. Information on financial aid may also be obtained through the Student Services Office. Students are assigned a school counselor on an alphabetical basis in grades 9-12. Change of counselor assignments may be arranged by parental request to the Principal.

Course Offerings- High School

The South Milwaukee High School [Academic & Career Planning Guide](#) serves as a resource to assist students and parents in establishing a course of study that serves as a springboard for post-high school goals. The links on the website contain valuable information that can be used to guide students through the process. In order to receive credit for a course, a student must attain a grade of “D-” or better, and complete all course requirements.

Crossing Guards

Whenever possible, please have your child cross the street where there are crossing guards. For the safety of the children, the South Milwaukee Police Department hires and maintains school crossing guards at intersections in the city where a large number of children are crossing streets with heavy traffic. Parents driving children to school are asked to use extreme caution around the schools because many children are entering or leaving automobiles. Vehicles are not allowed on the playgrounds. If you are interested in becoming a crossing guard, please contact the South Milwaukee Police Department for information. In addition to the crossing guards, student safety cadets may be used at school crossings near each Elementary School.

Cumulative Records

Cumulative records contain a complete record of each student’s educational progress. These records are maintained throughout each student’s tenure in the South Milwaukee public schools. Upon graduation, part of the record is microfilmed for reference. Students and a parent/guardian may request to see their cumulative records at any time with their school counselor.

Student records shall be maintained to assist the school in providing the student appropriate educational experiences. Student records shall include all records relating to an individual student, regardless of format, other than notes or records maintained for personal use by teachers or other certified personnel who are not available to others and records necessary for and available only to persons involved in psychological treatment of a student. Student records shall be maintained in accordance with state and federal laws and established guidelines.

Parents and students have the right to: (a) inspect, review and obtain copies of student records; (b) request the amendment of the student's school records if they believe the records are inaccurate or misleading; (c) consent to the disclosure of the student's school records, except to the extent state and federal law authorizes disclosure without consent; (d) deny the release of information which has been designated as directory data; and (e) file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Curriculum Modifications

In accordance with Wisconsin Statute 118.15 (1), the School District of South Milwaukee may provide program and curriculum modifications for a child under certain guidelines. The parent or guardian should first talk with the principal and/or Student Learning and Technology Coordinator regarding the specific program or curriculum modifications requested. The parent or guardian should then speak with the superintendent if a solution is not obtained. Finally, any child’s parent or guardian, or the child if the parent or guardian is notified, may request the school board, in writing, to provide the child with program or curriculum modifications.

The school board shall render its decision, in writing, within 90 days of a request, except that if the request relates to a child who has been evaluated by an individualized education program team under s. 115.782 and has not been recommended for special education, the school board shall render its decision within 30 days of the request. If the school board denies the request, the school board shall give its reasons for the denial.

Any decision made by a school board or a designee of the school board in response to a request for program or curriculum modifications shall be reviewed by the school board upon request of the child’s parent or guardian. The

school board shall render its determination upon review in writing, if the child's parent or guardian so requests.

Dance Expectations

Elementary Schools: All school policies, guidelines, rules, and regulations apply during any school dance. The following guidelines also apply:

- Students must have an adult that stays at the dance the entire time.
- Participants at the dance must be currently enrolled students of the particular elementary school that is hosting the dance. This means older siblings and extended family are not allowed to participate, and if present, must remain with the adult chaperone from their family.
- Students are to respect the decorations
- Students are to remain in the areas that are supervised
- Students will follow rules for electronic devices the same as during the school day.

Middle School: Dances are held from 3:00-4:45pm.

- If you leave the building during the dance, you may not return without permission from the chaperones in charge.
- You are not allowed in other parts of the building during or after the dance.
- School dances are for South Milwaukee Middle School students only. A current school ID is required for admission.
- Students who do not follow the school rules (including dress code) will be sent home.
- Dance movements or practices that suggest or simulate sexual activity are prohibited.
- All regular school rules apply including those related to electronic devices.

High School: All school policies, guidelines, rules, and regulations apply during any school dance. The following guidelines also apply:

- Students, and their guests, should be prepared to present a current school, or other valid picture ID, when entering the dance.
- Students must not have any unexcused absences for two weeks prior to the dance. If a student has an unexcused absence during this time, they will not be allowed to participate in the dance. Student overall attendance must be 85% or better for the year.
- Administration has the discretion to disqualify students due to excessive failing grades and/or truancy.
- Students cannot be assigned an in-school or out-of-school suspension during a two-week time period prior to the dance. If the student receives an in-school or out-of-school suspension during this time, the student will not be allowed to participate in the dance.
- Students must remain in designated areas.
 - Administration reserves the right to deny access to any guest who is not a student of South Milwaukee High School.
- Students who leave will not be permitted to re-enter.
- Guests must be pre-registered before the day of the dance.
 - Guests from other schools must submit a signed permission slip from an administrator from their school by the deadline established for the specific event. Students may only bring one outside guest. Only High School students or grads up to age 20 may attend (no Middle School students).
 - A South Milwaukee High School administrator must approve all other guests.
- Students are expected to wear appropriate attire, according to the clothing guidelines outlined in this Student Handbook.
- Students must enter within 30 minutes of the starting time.
- Students upon entry to the dance will be subject to searches of belongings, metal detection and an alcohol breathalyzer test.
- Students are required to leave the building within 30 minutes of the ending time.
- Dance movements or practices that suggest or simulate sexual activity are prohibited. Avoid excessive bending at the waist. Hands should be kept in appropriate areas. Students may dance front to back, but in a

manner appropriate for a school event (swaying, remaining upright, hands in appropriate places).

- Students asking to have a guest form signed for attending a dance at another school will be held to the same expectations as a dance at South Milwaukee High School.
- Dancing determined by administration to be inappropriate (highly sexual in nature and/or uncomfortably provocative) will result in the following progressive discipline. A warning for the individuals involved. The warning will be indicated by the wristbands, for those involved, being cut off.
- If students are approached for a second time and warned about their inappropriate dancing they will be removed from the dance.

Detentions

At elementary, middle and high school a detention is a period of time assigned to students for unacceptable behavior or failure to follow school rules. Detentions assigned by teachers are to be served with the teacher in a timely manner. Failure to serve a teacher's detention may result in a referral to an administrator's office. If a student should get more than one detention in the same day, the detentions must be served in the order assigned. An administrator can assign office detentions. Students are expected to follow the instruction of the administrator or detention supervisor. Failure to serve detentions may result in a suspension or other disciplinary actions.

Disabled Access and Services

At elementary, middle and high school accommodations will be made as necessary for those students with temporary or permanent physical disabilities. See your school Counselor for more information.

District-Managed Land

School rules and policies apply on all district-managed land. Examples of those properties include the entire 6-12/Rawson Campus, the Blakewood wooded areas, the E. W. Luther soccer fields, and the baseball field at Lakeview. Therefore, all policies, rules and regulations apply to these properties.

Dress Code- Elementary, Middle, and High School

Purpose

Responsibility for the personal appearance of students enrolled in the District normally shall rest with the students themselves and their parents/guardians. Student dress or grooming should not affect the health or safety of students or substantially disrupt or materially interfere with the learning process or contribute to a hostile or intimidating environment within the classroom or school. Students shall not be unnecessarily disciplined for their choice of attire, jewelry or personal items. Students, parents and school personnel are expected to cooperate in efforts to ensure an emotional and physical safe learning environment free of disruption.

Definitions

Substantial Disruption or Material Interference. A substantial disruption or material interference of the educational process may be found to exist when the District reasonably forecasts that a student's conduct or attire may substantially disrupt the school setting or materially interfere with the rights of others.

Implementation

General Requirements

- Each student has the right to determine personal dress.
- Clothing must be suitable for scheduled classroom activities including physical education, science labs, technical education, and other activities where unique hazards exist. Safety or special purpose equipment shall be worn when required.
- Students must wear clothing including a shirt with pants, skirt, shorts or the equivalent, or a dress and footwear. All clothing must appropriately cover body parts and undergarments, and not be transparent.
- Footwear such as shoes, sandals or boots shall be worn in the school buildings. Footwear must have a hard

sole, and be safe and non-destructive to school property.

- Reasonable variations from these requirements may be permitted by a building principal to accommodate student participation in approved activities such as for physical education classes (e.g., swimming) or other student activities (e.g., student theatrical productions).

Prohibited Apparel and Items

Students shall not be permitted to wear the following:

- Clothing may not cover a student's face to the extent that the student is not identifiable, including sunglasses, face masks and hoods that cover the face. (except clothing worn for religious or medical purposes or a mask worn for health reasons).
- Any clothing, jewelry, or personal items that display symbols, lettering or insignia that are associated with a hate group, violence, gang affiliation, white supremacy, or that promotes hatred, intimidation or harassment.
- Any clothing, jewelry or personal items that use or depict hate speech or targeting groups based on sex; age; race; religion; color; national origin; ancestry; creed; pregnancy; marital status; parental status; homelessness; sexual orientation; gender identity; gender expression; gender non-conformity; physical, mental, emotional or learning disability/handicap; or any other legally-protected status or classification.
- Any clothing, jewelry or personal items that contain pictures and/or writing referring to alcohol, tobacco products, nicotine, sexual references, nudity, profanity, obscenity, unlawful use of weapons, and/or controlled or illegal drugs.
- Any clothing, jewelry or personal items that threaten the health or safety of any other student or staff member.

Headwear

- Headwear, including hats, hoods and bandanas may be permitted in school buildings.
 - Students may not wear hoods if the student is required or chooses to wear a mask for health reasons.
- Headwear must allow the face to be visible and not interfere with the line of sight to any student or staff (except clothing/headwear worn for religious or medical purposes.)
- Students may wear headwear for religious or medical reasons.

Enforcement, Notice and Sanctions

This guidance shall apply to the instructional day and all District and/or school sponsored events and activities.

Staff will use reasonable efforts not to discuss with a student a dress code violation in the presence of others. Any student whose attire does not meet the requirements of this handbook may be asked to remedy the matter by covering, changing or removing the non complying clothing, jewelry or personal item where appropriate.

Students shall not be disciplined or removed from class as a consequence for wearing clothing, jewelry or a personal item in violation of this handbook unless the item causes a substantial disruption or material interference to the educational environment or process, poses a hazard to the health or safety of others or contributes to the harassment, intimidation or bullying of another student or staff member. However, a student may be instructed to leave the classroom briefly to change clothes. Consequences may be imposed if a student is insubordinate after a discussion.

In the event such item(s) may cause a safety or security concern, the item(s) may be taken away from the student. Any item taken from a student should be promptly delivered to the main office. A parent conference may be required before an item is returned.

The District assumes no responsibility for the loss or theft of, or for any damage to, any personal attire, jewelry or items that a student chooses to bring to school or to a school activity regardless of when the loss, theft, or damage occurs or where the personal attire, jewelry or item is located/possessed at the time the loss, theft, or damage

occurs.

The District is permitted, but not obligated, to investigate or otherwise resolve the loss or theft of, or any damage to, any personal attire, jewelry or items.

Electronic Devices-Personal- Elementary, Middle and High School

Including Cell Phones, headphones, watches, and any other personal electronic devices. Please review [Policy 911.1](#) for the full details of the policy.

We want our classrooms to be places of deep learning, focus, and connection. To help everyone do their best, the School District of South Milwaukee has clear, family-friendly guidelines for personal electronics.

Understanding Our Device Categories:

Device Category	What is Included?	The General Rule
Restricted Devices	<ul style="list-style-type: none">• Cell phones & smartphones• Smartwatches & tablets• Laptops & handheld gaming systems• Headphones, earbuds, & MP3 players	Off and Away during school hours. They must be powered completely off and stored in a school-approved spot (in a locker or backpack at elementary; in a Yondr pouch on the 6-12 campus).
Prohibited Devices	<ul style="list-style-type: none">• Smart glasses / VR headsets• Action cameras or drones• Smart speakers / smart displays• Any large electronic device that must be plugged into a wall outlet to work	Do not bring these to school or school activities at all, unless you have written permission from the principal in advance or it is required in an official learning/health plan.

When and Where Does This Apply?

The "Off and Away" rule applies during all official **school hours**—meaning from the morning bell when a student would be marked tardy until the final dismissal bell at the end of the day.

- **It's a Full-Day Rule:** This includes instructional time *and* non-instructional times like lunch, recess, and passing periods.
- **Off-Campus School Events:** The same rules apply if students are on a school-supervised field trip during the day unless devices are required as a part of the field trip experience as noted on the field trip application and permission slip.
- **School Buses:** Students are usually allowed to use restricted devices on school buses outside of school hours, as long as they use headphones, don't distract the driver, and stay aware of their surroundings.

Important Safety & Privacy Rules

- **Locker Rooms & Bathrooms:** Using cameras, video, or audio recording features is strictly banned in these private spaces. Violations will result in immediate confiscation and disciplinary action.
- **At Your Own Risk:** Bringing personal tech to school is entirely voluntary. The District is not responsible for lost, stolen, or damaged personal electronics.
- **Device Searches:** School staff will *not* look through a student's private phone data unless there is a serious, legally justified reason to suspect an immediate threat to school safety.

Are There Any Exceptions?

Under the statute, a student may use a restricted device during the school day under these four specific circumstances:

1. **Direct Adult Permission:** A teacher or administrator may give permission to use a device for a specific classroom project. These need to be approved by the building principal in advance of the learning activity.
2. **Learning & IEP Plans:** If a device is part of a student's written Individualized Education Program (IEP) or Section 504 plan as assistive technology, it is fully permitted.
3. **Medical & Health Needs:** Students who use devices to monitor medical conditions (like blood sugar) are allowed to use them as outlined in their official school health plan.
4. **Emergencies:** If there is a safety emergency or an immediate threat to health, students may use their devices to protect themselves or report the issue. Students can report emergencies to the nearest adult, with their school email, and by using the SUSO tipline that also goes directly to the school administration and the South Milwaukee Police Department.

Note on School Flexibility: Because elementary, middle, and high school students have different needs, principals are allowed to make additional, specific rules for their buildings, but they will always follow these core safety guidelines.

If a student violates a law or a District or school-level policy, rule, or supervisory directive regarding the possession, storage, and/or use of electronic devices, the student is subject to District-imposed consequences, which may involve disciplinary sanctions. If a student brings a non-required personal electronic device or a related personal electronic item to school or to any District-sponsored or District-supervised activity, the student does so

- (1) subject to all applicable laws and District policies, and
- (2) at the student's and any separate device owner's own risk.

Electronic Devices or Social Media Account Search

At elementary, middle, and high school the contents of a student's cell phone will not be searched unless there exists a potential significant threat to the safety of a particular student, group of students, or school as a whole. Contents of electronic devices may also be searched with student or parental permission.

The District may view, access, or use information obtained from a student or prospective students that can be obtained from a social media account without access information or that is available in the public domain.

The District may not:

1. Request or require a student or prospective student, as a condition of admission or enrollment, to disclose access information for the personal Internet account of the student or prospective student or to otherwise grant access to or allow observation of that account.
2. Expel, suspend, discipline, or otherwise penalize any student for refusing to disclose access information for, grant access to, or allow observation of the student's personal Internet account, opposing a prohibitive practice with respect to personal Internet accounts, filing a complaint or attempting to enforce a right protected by the statute ([Wisconsin Statute Sec. 995.55](#)), or testifying or assisting in any action or proceeding to enforce such right.
3. Refuse to admit a prospective student because the prospective student refused to disclose access information for, grant access to, or allow observation of the prospective student's personal Internet account.

The District may request or require a student to disclose access information to the District in order for the District to gain access to or operate an electronic communications device supplied or paid for in whole or part by the District, or in order for the District to gain access to an account or services provided by the District, obtained by virtue of the student's admission to the District, or used for educational purposes.

Emergency Procedures

Any time emergency procedures are enacted, guardians will receive a same day electronic communication from the building or district administrator.

Emergency Procedures – Building Evacuation

When the school administration deems it necessary to evacuate a building, an announcement will be made over the Public Address system. The following procedures must be followed during a building evacuation.

1. When evacuating the building, teachers should have a list of those students assigned to them at the time of the evacuation.
2. Evacuation does not automatically mean that school is being dismissed for the day.
3. All school rules are still in effect.
4. Once students arrive at the evacuation site, no student under the age of 18 will be released from the site without permission from a parent/guardian. An administrator or their designee must speak to the parent/guardian directly before approval will be given to be released. Students will remain at the site until a parent, guardian, or designated individual comes to pick them up. The School District requires all parents to update emergency contact information at the beginning of each school year and if it changes throughout the year.

Emergency Procedures – Fire

Evacuation is required any time the building fire alarm sounds. Teachers are responsible for acquainting each of their classes with the detailed directions for their room as posted. This should be done within the first week of school. Exit doors are listed on the sign in each room. Fire drills are held once each month during the school year.

- Walk briskly; never run.
- Stop all talking.

- Leave books and other materials in the classroom.
- Exit according to the directions posted in each classroom.
- The first students out should hold open all doors at the exit.
- The last one to leave the room must turn off the lights and close the door.
- Everyone must leave the building.
- Walk away from the building until you reach the designated outside area.
- Do not return to the building until you hear the “All Clear” from an administrator.
- High school classrooms that exit into the staff parking lot should move to 15th Avenue and/or the NW corner of the lot.
- When evacuating the building, teachers will have a list of those students assigned to them at the time of the evacuation.
- Evacuation of students with disabilities must be provided by the staff member supervising that student at the time of the evacuation. Assist the student to an area designated as “Area of Safe Refuge”.
- An activated fire alarm will require the evacuation of the entire 15th Avenue Campus, however, if the source of the alarm can be confirmed to be localized to one campus a full evacuation may not be necessary. An administrator will notify students and staff via the Public Address system for the campus that needs to be evacuated. Students and staff of the affected campus will remain aware of the situation until the “All Clear” signal is given.

Emergency Procedures – Standard Response Protocol (SRP)

An announcement will be made over the Public Address system to initiate one of the five (5) student actions of the [Standard Response Protocol](#) (SRP). In each action there are specific student and staff steps to take. All schools will train and drill on the SRP's throughout the school year. Please become familiar with the general concepts of the SRP.

Emergency Procedures – Tornado

A Tornado Drill is usually performed once each school year. In the event a tornado warning is issued, administrators will take responsibility for initiating the emergency plan of action via the Public Address system. Once the announcement is made, the following procedures should be followed.

1. All students are to stay indoors, or move indoors if outdoors. Wind-driven objects are a great danger to anyone outside.
2. The safest places in our school are those rooms away from outside windows. Students will move directly to the designated areas, which are posted in each room.
3. Students are to sit or kneel on the floor, with heads held down, close together, faced away from any glass, outside wall, or door.
4. Students should remain calm and quiet.
5. The plan of action will remain in effect until an administrator announces the “All Clear” over the P.A. system.
6. Evacuation of disabled students must be provided by the staff member supervising that student at the time of the evacuation. Assist the student to the designated area for that classroom.
7. After Dismissal: If a tornado warning is issued, students are required to go to a designated safe area and WILL NOT be released until the tornado warning has expired. A student may be released from a safe area prior to an “all-clear” only through parent/guardian authorization or self-authorization if the student has completed an age of majority form.

Tornado Watch: means conditions are such that a tornado might develop.

Tornado Warning: means that a tornado has been sighted.

Exam Policy - High School

Semester exams are assessments facilitated by the teacher to measure each student's academic growth and acquisition of the skills/standards taught throughout the semester. A semester examination or appropriate culminating activity will be given in all high school courses and must be based on the skills/standards identified through your department for that course and semester.

Students must remain in the exam classroom for the duration of the testing period. There is no circumstance where students may be dismissed early.

Students arriving 10-minutes late for semester exams may not be allowed to take the exam. It is the teacher's discretion if they will allow students into the room to complete the semester exam. Students who miss an exam will need to make arrangements with their teacher to make-up the semester exam during the allotted times during exam days.

Makeup semester examinations or activities are permitted only in the case of a student whose absence is excused or has other extenuating circumstances. A student whose absence from the semester examination or activity is unexcused will receive an F for that examination. Exceptions to this must be approved by the administration.

Semester exams are not eligible for retakes. Key exam information:

- Semester exams may include assessments, labs, rubric-based assessments, collaborative projects, long-term writing projects, research papers, standards-based portfolios, or performance-based projects.
- Semester exams will be administered at the end of each semester, during January and June.
- Semester exams must be a rigorous academic activity or display of knowledge gained through standards-based coursework completion.
- Semester exams will factor in 15% of a student's grade.

Exam Exemption Policy

To qualify for semester exam exemptions students must meet the eligibility requirements. Each course syllabus will include information informing students whether semester exams can or cannot be exempted (transcripted credit or advanced standing agreements may impact this decision.) The criteria to allow or not allow a student to exempt a semester exam will be consistent among all teachers teaching the same course. Students who become ineligible after the initial sign-up may be denied exemption privileges up to the day of the semester exam. Administrators will notify students who become ineligible after being notified of the reason by the teacher.

Students who take Advanced Placement classes are expected to take the applicable AP exam, per the student handbook. Students who take the AP exam will be able to exempt the semester exam for the second semester. Additionally, students who take certification eligible classes and achieve certification in those courses will also be eligible to be exempt from the school-based semester exam for the semester in which they achieve the certification.

Courses include: all AP courses, and the certification eligible courses

High School Standardized Test Exemption

If a student achieves the benchmark on their composite score on Horizon in the spring testing session, then they are eligible for an additional exam exemption, if they otherwise meet the criteria for exempting that exam. They can also earn the exemption if they demonstrate two points of growth toward the benchmark from the fall to spring tests. Students must take all three Horizon tests to be eligible for this additional exam exemption.

Semester Exam Exemption Eligibility Requirements

- A student's class average at the time of the request must be a B(82.5%) or above, as defined by the grade percentage in Infinite Campus, and the average must be maintained for the remainder of the course.
- A student must have attended no less than 90% of all classes, unless absent for a pre-approved school based activity or event or a medically approved health plan.
- The faculty will check academic records and notify students who qualify. Students will be notified of their exemption status from their teachers.

Allowed Exemptions

- **FRESHMEN, SOPHOMORES and JUNIORS** may choose to exempt one (1) semester exam for one (1) class that ends in January, and one (1) class that ends in June, provided qualifications are met and maintained.
- **SENIORS** may choose to exempt any semester exam, provided qualifications are met and maintained. Seniors may only exempt semester exams in January for courses that end in January.

Additional Exemption

- If a student achieves the benchmark on their composite score on Horizon in the spring testing session then they are eligible for an additional exam exemption, if they otherwise meet the criteria for exempting that exam. They can also earn the exemption if they demonstrate two points of growth toward the benchmark

from the fall to spring tests. Students must take all three Horizon tests to be eligible for this additional exam exemption.

Expulsion

The school board may expel a student from school whenever it finds that the interest of the school demands the student's expulsion and finds the student:

1. Is guilty of repeated refusal or neglect to obey the rules; or
2. Knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy school property by means of explosives; or
3. Engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety of others; or
4. While not at school or while not under the supervision of a school authority, engaged in conduct which endangered the property, health or safety of others at school or under the supervision of a school authority or engaged on conduct which endangered the property, health or safety of any employee or school board member of the district; or
5. Is at least age 16 years and repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority, and such conduct does not constitute other grounds for expulsion under [Section 120.13\(l\)\(c\)](#) of the Wisconsin Statutes; and/or
6. While at school or while under the supervision of a school authority, possessed a firearm [as defined by [18 U.S.C. 921\(a\)\(3\)](#)].

([Policy 447.3](#); [Wisconsin Statutes Section 120.13](#))

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, requires that you be advised of your rights concerning your education records and of certain categories of public information which the school has designated "directory information". Students have the right to inspect and review all records that meet the definition of "Education Records". A request for this review should be made to the Guidance Counselor.

The School District of South Milwaukee designates the following personally identifiable information contained in a student's education record as "directory information" and may disclose that information without prior written consent:

- The student's name, school of enrollment, and grade level.
- The student's participation in officially recognized activities and sports.
- The student's weight and height if the student is a member of an athletic team.
- The student's photograph.
- The student's honors and awards.

At the beginning of each school year, the school district shall publish in the official district newspaper the above directory information list. Students who enroll after the notice is published will receive notification of this list at the time and place of enrollment.

After the parents or eligible students have been notified, they will have two weeks to advise the school district in writing (letter to the district administrator's office) of any or all of the items they refuse to permit the district to designate as directory information about that student.

Each student's record will be appropriately marked to indicate the items the district will designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

([Policy 347](#); [Wisconsin Statutes Section 118.125](#))

Fees and Financial Obligations

All students are required to pay annual school fees.

Fees will be assessed for lost or damaged Library or classroom books, Chromebooks, Yondr pouches, and other materials provided by the school. Locks for students in Physical Education classes and for athletics will be issued free of charge. A replacement lock for any damaged, lost, or stolen lock will be issued at a charge of the current lock replacement cost as established by the School District.

Payment of school fees can be made online by credit/debit card through Infinite Campus, or by cash or check in the school office. Parents can notify the school office to make arrangements to pay fees on a payment plan as needed. An instructional materials fee is charged for each student. These fees are payable at the beginning of each trimester or can be paid in full at the beginning of the school year. This fee partially covers textbooks, workbooks and other instructional materials. Please be prompt in payment of these fees.

<u>Grades: Early Childhood, 4K</u>	<u>Grades: 5K-5th</u>	<u>Grades 6-8</u>	<u>Grades 9-12</u>
\$35.00 per year	\$55.00 per year	\$65 per year	\$90.00 per year

Field Trips

At elementary, middle, and high school all field trips must be approved by the school's administration. Students participating in a field trip must submit a completed permission form signed by a parent/guardian, and each of their classroom teachers, and pay all appropriate fees prior to the field trip. The South Milwaukee School Board must approve all overnight out-of-state/country field trips at least six (6) months in advance of the trip, or as soon as possible.

Students may be denied the privilege of participating in any field trip if they have a previous school record of violations that indicates they may be detrimental to the school if they were a part of the trip. This may include records of past substance abuse, poor attendance, excessive discipline records, or inappropriate conduct in classrooms. Appeals should be made to an administrator.

All school rules and regulations apply while on a field trip. Students are responsible for taking care of any make-up homework/class work when classes are missed during a field trip. We do not recommend that students participate in more than one field trip per week.

Upon return from a field trip before the end of the school day, students must either return to class or stay with a parent chaperone as directed by the field trip advisor.

Chaperone Guidelines for Field Trips:

Being a chaperone is a fun experience for both the adult chaperone and students. SDSM does have a few guidelines for chaperones on a day field trip.

- Chaperones must successfully complete a background check prior to the field trip.
- Chaperones will help ensure that the students on the trip comply with the specific rules and requirements established for the activities on the field trip and standard school rules.
- Chaperones should follow the directions of the teachers or administrators.
- Chaperones may not drink alcohol, smoke, vape, or consume illegal drugs during the time period of the field trip.

- Chaperones shall be mindful of the confidentiality of other students. Please do not share what would be considered confidential information about other students to other adults. Examples of this may include what you consider to be not-compliant behavior of students, personal information shared with you by the student, etc.
- Please do not post pictures of other students on your social media if requested not to by the teacher.
- Chaperones may be asked to leave the field trip and find their own transportation home if their behavior is disruptive to the students based on the judgment of the teachers on the field trip. If this occurs, SDSM will not reimburse the chaperone for any costs of returning home or missed activities.

Food and Beverages

Food and beverages should be consumed in a responsible manner. Teachers have the discretion to allow or not allow food and/or beverages in their classroom. **Beverages outside of the Commons/Cafeteria must be in a sealable and spill-proof container** when being transported through the halls or in classrooms. Be aware that this is a privilege that can be revoked in the event that students do not treat the school environment with respect such as not disposing of garbage in a responsible manner.

During the scheduled lunch times, students must eat lunch in the Cafeteria/Commons. Eating lunch outside the Cafeteria/Commons, such as in classrooms, pods or the library is prohibited, unless they have prior approval from administration.

Special food deliveries (GrubHub, Uber Eats, McDonalds, etc.) will not be allowed during the school day unless there are pre-approved special circumstances. Food delivered to the main office or any school entrance will be denied and will not be delivered to the student.

When students arrive late to school with food/beverages purchased on the way to school, it shows that they could have arrived earlier if they had not stopped to purchase those items. They will be required to turn the product over to office staff upon entering the building and will be sent to class.

Fundraising

At elementary, middle, and high school all fundraising activities must follow the guidelines listed in the “[Activities & Athletics](#)” section of this handbook. ([Fundraising Policy 852](#))

Graduation Policy

In order to graduate, students must successfully earn sufficient credits. Detailed information is available in the high school’s [Career & Planning Guide](#) course offering information on the High School website.

Graduation and Early Graduation

Early graduation may be allowed if a student has completed the required credits. Students may graduate early at the end of their 7th semester. Students who graduate early may participate in the June Graduation ceremony. The [Early Graduation application](#) is available on the High School website.

Early Graduation Requirements

- Meets all credit requirements
- A documented plan
 - If going to work: Job must be secured with a letter from the employer indicating start date of full time employment
 - If going to college: Student must provide acceptance letter indicating spring semester start date

- If going to military: Letter from military branch/recruiter indicating basic training start date
- An exit interview must be conducted prior to Winter Break in December with the student and Principal to discuss the student's Academic and Career Plan (ACP).
- Students need to declare early graduation status by **June 1st** of junior year.
 - ***For requests that come in after June 1st: in the event of an extenuating circumstance (significant life change and/or need that requires early graduation):***
 - *Student must meet directly with counselor/social worker/psychologist and administrator to discuss their personal situation;*
 - *Letter written by student explaining the situation is required prior to the meeting*
 - If under 18, parent/guardian must approve the early graduation

Graduation Ceremony

A student shall be allowed to participate in the graduation ceremony if they complete all required 25 credits for graduation, submit and defend a portfolio of learning (Class of 2029 and beyond) and meet the attendance and behavior requirements for participation. Students that are within 1 credit of graduation and have an approved plan in place to complete the remaining requirements may apply to the Principal to participate in the graduation ceremony. All students intending to participate in the commencement ceremony are required to participate in all scheduled practices and observe established behavioral and dress guidelines.

Graduation Honors

The approval criteria for establishing honor students is as follows.

Valedictorian(s): The valedictorian is the student with the highest cumulative GPA.

Salutatorian(s): The salutatorian is the student with the next highest cumulative GPA to the hundredth decimal point without rounding.

Top 10%:

Determined by using a list of students' cumulative GPA's by cohort year.

If necessary, the hundredth decimal point will be used with no rounding.

Exchange students will not be included in the top 10%.

Honor Cords (Senior Honor Awards Program):

- Fifteen (15) quarters cumulative GPA is used to determine eligibility.
- Honor cords are given to any student who has a 3.00 cumulative GPA or above.
- High honor - white and gold honor cord (3.50 and above)
- Honor - double gold honor cord (3.00 to 3.49)
- Exchange students will not be included in the top 10%.

Graduation Requirements

Students are required to attend the high school for four years in grades 9–12 (8 semesters), and must successfully complete all of the established requirements. Special education students must meet requirements as identified by their Individual Education Plan (IEP). A student must have attended South Milwaukee High School for at least one full semester to be eligible for a South Milwaukee High School diploma. Exceptions may be granted upon recommendation of the principal.

In order to graduate, students must successfully earn 25 credits and submit and defend a portfolio of learning (2029)

Credit Key:

1.0 Credit Awarded for the successful completion of a course that meets for two (2) Semesters or Full Year

0.5 Credit Awarded for the successful completion of a course that meets for one (1) Semester

(exceptions: Youth Apprenticeship, Internship, Co-op, Office Aide, Mentor)

Required Credits

4 credits	English
.5 credit	Personal Finance

.5 credit	Health
3 credits	Mathematics
1.5 credits	Physical Education*
3 credits	Science
3 credits	Social Studies
9.5 credits	Electives

Detailed information about required & elective courses are available in the [Academic & Career Planning Guide](#).

Per WI Act 55, all students are required to meet/pass a civics exam requirement for graduation.

Students are allowed to repeat a course; however, they may only receive credit for the course once. The grade the student receives in the second course will replace the grade earned the first time if the first grade was a, C, D, F or Incomplete.

***Note:** Students unable to participate in regular physical education courses may be scheduled for adaptive physical education upon the recommendation of a physician or IEP. If a student cannot be programmed for an adaptive physical education class, a waiver for medical reasons upon recommendation of a physician will be accepted. The credits must be made up in other areas.

[\(Graduation Requirements Policy 345.3\)](#)

Hall Passes

At the Elementary School, students must have a pass to leave the classroom. Passes and procedures for obtaining permission are at the discretion of the administration at each Elementary School. Administration and teachers may place limits on how many students can leave a classroom at a time and times during instruction when students will not be allowed to request a pass. Students will be provided ample opportunities to use the restroom throughout the day, and if a student has a medical need associated with personal care, please contact the office.

At the Middle School, students must have an electronic pass to be in the hallway. Any student without an appropriate pass will automatically be sent back to class. ***No hall passes will be issued during the first five or last five minutes of any class period.***

At the High School, during the school day, students must have an electronic "Pass" to be in the hallway. Any student without an appropriate pass will automatically be sent back to class. ***No hall passes will be issued during the first five or last five minutes of any class period.*** All student aides must carry an office pass when performing assigned duties outside of the area they are assigned to work.

Health Services

Nurse

School nursing services support students by managing health related barriers to learning. Direct services are provided to students through the combined efforts of the District Nurse, South Milwaukee Health Department, school office assistants, designated teachers, and health room/instructional paraprofessionals.

The District Nurse provides direct health services to students and works to promote a healthy school environment, student health, and learning. This person also trains our staff to care for students when the nurse is not in the building, how to use emergency rescue medications such as EpiPens, albuterol, and diastat.

When registering your child for school, completing the "health concerns" section is the first step for assuring appropriate care will be provided for your child while attending school. If your child's health professional has ordered a special healthcare procedure to be performed during the school day, Authorization Forms for Healthcare Procedures (general, catheterization, and g-tube feedings) are available from a District Nurse. Knowing something about your

child is just the first step, however; we will want to work with you to develop a plan so your child can be safe and successful in school.

Medications

Please do not send medication to school with your child or have them transport medication, including in their backpack. A Parent/Guardian is required to drop off all medication to be in accordance with board policies and Wisconsin state laws.

No school employee may dispense any medications, prescription or non-prescription, without written consent from a parent or legal guardian. Prescription medications may not be dispensed without additional written approval and instructions from the physician who prescribed the medication. Students found to be in possession of prescription medications may be subject to disciplinary action. Medication must be provided to school in the appropriate container. Medication may not be shared by siblings.

When students must take medication (including inhalers and EpiPens) during school hours for a chronic or temporary health problem, it is necessary to have the required written authorizations on file in the Health Office prior to the medication being dispensed. This written permission must state the amount of medication and the time it is to be administered. It is further understood that this must be done for each individual student with a health problem and each individual illness of a student.

All prescribed medications are kept in a locked area except as otherwise directed by the physician. All medication is to be taken under school supervision. **School personnel cannot provide any medicine to students without written authorization from a parent/guardian.** All medications not picked up on the last day of the school year will be destroyed.

At the Middle and High School, students are responsible for remembering to take their medication according to the schedule set up by the school nurse. The school nurse and/or administration will meet with families if students are not consistently taking prescribed medication while at school.

At the Elementary Schools, either the student will come to the health room on their own, or the health room paraprofessional will find the student within the timeframe for taking the medication and administering.

***Note:** Students with inhalers used for asthma, or EpiPens are allowed to carry them while at school, under the following conditions:

1. The pupil must use the inhaler or EpiPen for the symptoms for which they were prescribed.
2. The pupil must provide the school with written approval of their physician and, if the pupil is a minor, the written approval of the parent or guardian.
3. The student must show competency in use of an inhaler or EpiPen.
4. The inhaler or EpiPen is written into the student's health plan.

Pupils may, at their option, provide the inhaler/EpiPen to a staff member when engaged in physical activity; in the alternative, the pupil may possess the inhaler on their person during such activities. If the student retains the inhaler upon their person, it is the responsibility of the student to advise the staff member that the student has retained possession of the inhaler when engaged in such physical activities. ([s118.291](#))

Homebound Instruction

At elementary, middle, and high school students who are unable to attend school because of health reasons for a minimum period of 30 days are eligible to receive homebound instruction. Parental and doctor's request forms for Homebound Instruction must be completed and returned to a building administrator before instruction can be provided.

Homeless Students

The [McKinney-Vento Act](#) defines homeless children and youth (twenty-one years of age and younger) as:

- Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are:
 - sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as double-up);
 - living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
 - living in emergency or transitional shelters; or
 - abandoned in hospitals
- Children and youth who have a primary nighttime residence that is a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory children who qualify as homeless because they are living in circumstances described above.

Please contact the Pupil Services Director, homeless liaison for the School District of South Milwaukee, at 414-766-5041, for additional information about homeless issues.

Honor Roll

At the high school, students with a Grade Point Average (GPA) of 3.0 to 3.49 will receive recognition as honor students. To achieve high honor status, students must obtain a GPA of 3.5 or above.

Identification Cards

Students receive a picture identification card at the beginning of the school year.

At the Elementary Schools, I.D. cards are only used for lunch purchases.

At the Middle School, I.D. cards should be in the lunch line to expedite food purchases. They are also required to purchase dance wristbands.

At the High School, I.D. cards are needed to check out library materials, to use school computers, to attend school activities, and for use with lunch/breakfast accounts. Students are required to be in possession of their I.D. cards while at school and present them for identification when requested by a staff member. Failure to have an ID or refusal to identify yourself when asked will be considered insubordination and the student will be sent to their appropriate administrator. Replacement of a lost, stolen, or damaged I.D. is \$1.00. Go to the High School Student Services Office for all I.D. card needs.

Illness During School Hours

At elementary, middle, and high school: Except in an emergency, students must obtain a pass from their teacher before going to the Nurse's Office for medical assistance or to call a parent/guardian to come and pick them up due to illness or injury while at school. An agent of the school will only release a student after speaking to a parent/guardian and receiving permission to release the student.

Immunization Requirements

Proof of immunizations is required by State law upon school entrance. The following are the minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor or local health department. A waiver signed by a parent/guardian must be provided if the immunization schedule listed below is not completed.

Table 144.03-A
Required Immunizations for the 2021-2022 School Year and the Following School Years

Age/Grade	Required Immunizations (Number of Doses)							
5 months through 15 months	2 DTP/DTaP/DT		2 Polio			2 Hep B	2 Hib	2 PCV
16 months through 23 months	3 DTP/DTaP/DT		2 Polio	1 MMR		2 Hep B	3 Hib	3 PCV
2 years through 4 years	4 DTP/DTaP/DT		3 Polio	1 MMR	1 Var	3 Hep B	3 Hib	3 PCV
Kindergarten through grade 6	4 DTP/DTaP/DT		4 Polio	2 MMR	2 Var	3 Hep B		
Grade 7 through grade 11	4 DTP/DTaP/DT	1 Tdap	4 Polio	2 MMR	2 Var	3 Hep B		1 Mening
Grade 12	4 DTP/DTaP/DT	1 Tdap	4 Polio	2 MMR	2 Var	3 Hep B		2 Mening

By law, all contagious diseases or conditions including chicken pox, measles, etc., must be reported to the Health Department. A written release slip must be obtained from the family doctor or the Health Department following any contagious disease. Parents and guardians have the primary responsibility for their child's health. Sick children should not attend school for their own protection as well as that of their classmates. Children with a persistent cough or a temperature over 100.4 degrees F should be kept at home. Schools/Principals, by law, can exclude a sick child.

The South Milwaukee Health Department conducts regular immunization clinics. Parents are urged to keep permanent family immunization records. The South Milwaukee Health Department directs activities toward the improvement of individual, family and community health. The school health program is part of the generalized public health program and provides services for all public and parochial schools in the city. Nurses and/or local organizations periodically visit the schools and services to the schools include vision and hearing screening. Questions may be directed to the South Milwaukee Health Department at 768-8055.

Please Note: All other health related services are provided by the district health nurse and/or their designee.

Incomplete Grades - High School

At the High School, when a teacher determines that a student does not have enough evidence to communicate students' achievement levels in a course, a teacher may give an incomplete that is carried onto the transcript. Students will have an opportunity to replace the "incomplete" with a grade by completing and demonstrating proficiency on the required assessments within a **two-week period** for the current course. If the student fails to complete the work in the **two-week period**, the teacher will submit a grade change with the final grade reflecting both the grades earned for the work that was completed and the grades for the missing work (i.e. the final grade).

Note: Exceptions will be made with students for extenuating circumstances and will be up to teacher discretion with administrator approval. It will be up to the teacher and student to identify an appropriate timeline for work completion and grade change updates.

In School Suspension (ISS)

At the elementary, middle and high school placement of a student in the In School Suspension (ISS) will be at the discretion of the administration. Each case will be evaluated individually; the nature, number and seriousness of the offenses will be factors considered for placement. The administration may seek the input of school counselors, special services personnel, and classroom teachers in reaching this decision.

- Students assigned to the ISS will be in an environment that isolates them from their peers. Students will receive academic support, and be able to progress academically through involvement and support of staff.
- Students may be assigned for a part or all of a school day. Students must complete all time assigned to the ISS.

- Students may be required to write a reflection regarding the incident that led to their placement in the ISS, and how they may act differently in similar situations in the future.
- Students will not be allowed to sleep while in the ISS. They will be engaged in work.
- When all schoolwork is completed, other reading assignments will be available.
- All other school rules apply during ISS.

Kindergarten Application for 4K - Elementary

4K is for students who turn 4 years of age on or before September 1 of each year. There is a limited exception for students born from September 2 to October 1 with testing for potential early-entry to 4K as described in board policy 421, however there are deadlines for application to early entry ([policy 421](#)). Registration will be available at the elementary schools and online in late winter/early spring. Please watch for specific information regarding these dates and times on our website and district social media.

Laser Pointers

No student may use or possess a laser pointer while on school grounds or at a school-sponsored activity or event ([Policy 443.8](#)).

Library Media Center

The library is a shared space for all stakeholders.

- Teachers are encouraged to reserve the library spaces for their classes when not in use.
- During the school day, students may use their building library without a teacher ONLY if they have a pass from a classroom teacher or administrator.
- Before and after school, students may use the library if a librarian or library assistant is in the library.
- All library furniture should be returned to its original place after rearranging for class, team, or group use.

Library Materials

- Items are checked out for a predetermined amount of time.
- Library materials may be renewed as necessary, as determined by teachers and the librarian.
- Notices for overdue materials will be emailed regularly. Printed notices may be distributed on an as-needed basis.
- All users are encouraged to return overdue items. The library assistant and librarian will discuss lost materials with students and their parents to determine the next steps that will be taken.
- Users who have excessive numbers of items checked out and/or lost may lose their library privileges.

Libraries and Chromebooks

- Students who are experiencing issues with their Chromebooks should first talk to their teacher. If the teacher cannot resolve the Chromebook issues, then the students will take the device to their school library. The library assistant will determine the next steps to resolve the Chromebook issue and ensure the student has a working device.
- The library assistant may decide to replace the Chromebook. This may take place within 24 hours.
- The students are issued Chromebooks that are owned by the district; it is the student's responsibility to take care of the device.
- Costs for Chromebook repair or replacement will be determined when the device is repaired. These costs are placed on students' Infinite Campus accounts.

Lockers and Locks

Street Lockers: A street locker will be assigned to students at the elementary and high schools. Lockers can be requested at the middle school. All locks and lockers remain the property of the school. At the Elementary Schools, a locker may be replaced with a cubby or coat rack, depending on the availability in each building.

- **Students assume all responsibility for the contents of their locker whether content belongs to them or not.**

The School District of South Milwaukee is not liable for any losses that they may incur; therefore, never leave a locker unlocked, tell others your combination, or share your locker with another student.

- Nothing packaged in a glass container, special ink, or cosmetic items should be kept in your locker. Lockers should be kept clean and orderly at all times.
- A fee may be assessed if additional cleaning is necessary. Students may not deface lockers in any manner. Permanent marking of lockers inside and outside is strictly prohibited.
- Students should minimize locker usage during classes.
- Students may not use empty lockers without prior permission of an administrator.
- Students are not allowed to share lockers. Contents may be confiscated for anyone in an unassigned locker.

Lockers are cleaned out the week after school gets out, or, in the case of a withdrawn student, a week after the withdrawal date. Items not picked up within one week will be donated to a charitable organization.

Physical Education Lockers (Middle and High Schools only): A physical education locker is assigned to each student during the time period the student is enrolled in physical education. All locks and lockers remain the property of the school.

- **Students assume all responsibility for the contents of their locker whether they are yours or not.** The School District of South Milwaukee and the Physical Education Department are not liable for any losses that they may incur; therefore, never leave a locker unlocked, tell others your combination, or share your locker with another student.
- Students are expected to clean out their locker when they are no longer scheduled in a physical education class.
- Students will have a one week period to collect personal belongings. If items are not recovered they will be placed in Lost & Found and donated to charity.

Locker Searches

At elementary, middle, and high school: All school lockers (including street, physical education, etc.) are the property of the school district. The district will at all times have exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by school authorities as determined necessary or appropriate at any time, without notice, without student consent, and without a search warrant. Personal belongings of the student found within the locker may be searched by the building principal or designee if there is reasonable suspicion that the search will turn up evidence that a particular law, school policy or school rule has been or is being violated. ([Policy 446.1](#); [Wisconsin Statutes Section 118.35](#)).

Loitering

At elementary, middle, and high school students are not allowed to go to other school district property at any time during the school day without permission from the office. No person shall loiter in or about any school or public place at or near which children or students attend or normally congregate. As used in this section, "loiter" means to delay, to linger or to idle in or about any said school or public place without a lawful purpose for being present. This section applies to students during the school day loitering in areas of school property without permission.

Lost and Found

A lost and found service is maintained at each school. If an item is thought to be stolen, you may report a loss or theft to the school office for potential investigation. Unclaimed property is donated to charity throughout the school year.

Make-Up Work

At elementary, middle, and high school: When students have been absent from class, they should discuss and agree on a reasonable make-up date with their teacher. Length of absence, reason for absence, and course load should all be considered when setting the date. The teacher has a responsibility to give students any needed help and direction, but it is the student's responsibility to see that all work is completed and turned in on time. See a building

administrator if there are special circumstances.

Students are required to request homework directly through their teacher through email or Google classroom to keep up with their work during an absence.

Pre-Arranged Absences

If a student knows they will be absent from school for two or more days for a non-school activity, the student must complete a pre-arranged absence form. These forms are available from attendance and should be completed and returned to the student's Associate Principal at least three (3) days prior to the absence.

Make-up Policy for Suspended Students

By state law ([120.13b](#)), students suspended shall not be denied the opportunity to take any examination missed during the suspension period.

Make-up Policy for Unexcused Absences

A truant student will receive a zero or an incomplete for all routine class work missed. The opportunity to make up major exams or projects will depend on the record of the student and the nature and frequency of the offense. No public school may deny a pupil credit in a course or subject solely because of the pupil's unexcused absence from school [118.16\(4\)\(b\)](#).

Nutrition Services Guidelines

Nutrition Services Program

The School District of South Milwaukee utilizes a computerized debit system for its food service program. Each student receives an identification card at the beginning of the school year. Students scan their ID card, or type in their pin number in the breakfast/lunch line to pay for the meal, whether the student is paying in cash or on account. Theft of a student ID card or pin number should be reported to an administrator immediately.

Payment Options

1. It is recommended that parents pre-pay into a student's meal account. This is easily done online at www.myschoolbucks.com, which is linked on the school district website www.sdsm.k12.wi.us. Parents may also send a check with a student to school, or by mailing a check to School District of South Milwaukee, Attention Food Service, 901 15th Avenue, South Milwaukee, WI, 53172. One check may cover all students in the family, if preferred, regardless of which South Milwaukee school they attend. Simply include student names, ID numbers, and indicate the amount to be deposited in each account on check or deposit slip.
2. Students may make payment into their account in the breakfast or lunch line, after scanning their ID card.

Special Notes

Cashiers will notify students when their meal account falls below \$10.00, and will continue to remind them until payment is made.

Students approved for free or reduced priced meals will also use their ID card to purchase meals. The computer program is set to recognize a student's meal status. There is no identification of their meal status to others. Applications for free and reduced priced meals are available at student registration or upon request as needed. Families may apply for meal benefits at any time during the school year when financial or household circumstances change - please reach out to the building secretary and/or school nutritional services for more details.

Parents have the ability to view their student's account balance and print a copy of their eating history, which shows all dates and times that the student has purchased a breakfast or lunch within the past thirty days, online at

www.myschoolbucks.com. **There is no fee for this service.** Reports may also be requested from the Nutrition Services Department for further history by calling 414-766-5023.

Balance in full must be paid at the end of the current school year. If your child graduates or withdraws from the South Milwaukee public schools, you may request a refund of the balance, or transfer the funds to the account of a younger sibling.

Meal Prices

All prices are subject to change.

School	Meal	Full Pay	Reduced	Free	Milk Only/ Extra Milk
Elementary	Breakfast	\$1.75	free	free	\$.50
	Lunch	\$3.05	\$.40	free	\$.50
Middle School	Breakfast	\$1.85	free	free	\$.50
	Lunch	\$3.40	\$.40	free	\$.50
High School	Breakfast	\$1.95	free	free	\$.50
	Lunch	\$3.40	\$.40	free	\$.50
Adult (in student cafeteria)	Breakfast	\$2.75	n/a	n/a	n/a
	Lunch	\$4.85	n/a	n/a	n/a

More information about Meal Deal, a la carte, and nutrition can be found on the school district website at www.sdsm.k12.wi.us.

Bad Checks Policy

The School District of South Milwaukee does not absorb the Non-Sufficient Funds (NSF) service fee charged by the bank for checks written to the district/school that bounce. Individuals who bounce a check will be contacted to make their food services payment in cash, and will be charged for the NSF service fees. Make sure that you have sufficient funds in your checking account before writing a check to the district/school to avoid having to pay this additional amount. [MySchoolBucks](http://www.myschoolbucks.com) will block future online use for non-sufficient payments, as well.

Unpaid Meal Charges Procedure

The goal of the Nutrition Services department is to provide healthy meals to students during the school day. To do so, it is important that student accounts remain funded. Therefore it is generally understood that:

- If a student brings enough money for a meal for that day, then the student will be able to receive a regular meal.
- All students with negative accounts will be prohibited from purchasing a la carte items.
- Parents/Guardians can add money to a Student's Account by:
 - Sending a payment with the student
 - Paying via the My School Bucks [online portal](http://www.myschoolbucks.com).
- Parents will make a good faith effort to keep their students account in good standing and if the account is not in good standing the parents will send a cold lunch with their student or make a deposit to the account.
- Student nutrition needs will be satisfied while in attendance at school.
- Accounts that remain unpaid may be escalated to collections.

Free or Reduced Priced Meals

If you think your family may be eligible for free or reduced priced meals, you are encouraged to apply at MySchoolApps.com. If you do not have access to a computer, please contact your school office or Amy Jacyna at ajacyna@sdsdm.k12.wi.us or 414-766-5023 for a paper application. More information regarding Free & Reduced Meals can be found on our district website for current pricing as well as more information about Free or Reduced payment options.

Year End Balances

Must be resolved at the end of the current school year. If your child withdraws from the School District of South Milwaukee you may request a refund of the balance or a transfer of funds to the account of a sibling by calling (414)766-5023.

Cafeteria Expectations- All schools

1. Students must be in the cafeteria/ Commons throughout their lunch period, until dismissed to class.
2. Food and beverages are not allowed anywhere other than the cafeteria/Commons.
3. Place all litter in the trash containers and return all dishes to the dish return window.
4. Practice good manners.
5. Do not wear jackets/coats, backpacks, or large purses in the food lines.
6. Do not go to street lockers during the lunch period.

Elementary

At the Elementary Schools, parents/guardians should be prepared to 1.) Send packed meal(s) from home, 2.) provide funds to purchase meal(s) at school, or 3.) establish eligibility for free or reduced priced meals. At breakfast, all children are offered at least four food items from three food components (grain, fruit, and fluid milk) and at lunch they are offered five food components (grain, protein, fruit, vegetable, and fluid milk). Students must take at least three food items for breakfast, one of which is $\frac{1}{2}$ cup fruit or vegetable and must take at least three different food components for lunch, one of which is $\frac{1}{2}$ cup fruit or vegetable.

There is a cost for second meals, a la carte items, milk only (\$.50), or meals that do not meet the requirements described above. Please be sure there are funds available in your student's meal account. MySchoolBucks.com is our convenient online payment portal. Setting up this account allows you to monitor purchases & balances of your student as well as make payments. There is no fee for this service.

Menus and nutrition information are posted on our district website and can be found at nutrislice.com.

Breakfast in the Classroom

Parents are asked at the time of registration to sign up for their student's breakfast preference. The choices are "Register for Breakfast", "Register for Milk [only]", or "Decline". You may change your preferences by contacting School Nutrition at 766-5023, your school's office, or your student's teacher.

Classroom Celebrations

Homemade treats are no longer allowed. We know you are busy so let us help you take care of your child on their birthday or other special occasion. You can order individually wrapped snacks, safely, from our "peanut aware" kitchens. Your order will be delivered to the classroom at any school you wish between 10:00am-11:00am.

Please see our District website at <https://www.sdsdm.k12.wi.us/> for more information about SDSM School Nutrition Services. From the School District of South Milwaukee Home Page, click on the "For Families" link, and then click the "School Nutrition" link. If you have any specific questions regarding the meals, menus or the program in general, you may contact John Xynos, School Nutrition Director (414)766-5135 or jxynos@sdsdm.k12.wi.us. Questions regarding

meal accounts, online deposits, or eligibility for free or reduced priced meals can be directed to Ms. Amy Jacyna, School Nutrition Secretary (414)766-5023 or ajacyna@sdsd.k12.wi.us.

Self-Serve Cafeteria Line- Middle School & High School

Students are asked to consider their choices carefully. Students should ask servers if they have any questions about any offered dishes. Please note that if a student touches a food item, due to school nutritional standards, the student must purchase said item.

Office Referral

At elementary, middle, and high school, students who are removed from class, athletic teams, or activity groups because of disruptive behavior must report to their Principal, Associate Principal, Activities, Athletics, and Recreation Coordinator, or Athletics Administrator. Disciplinary action will be taken and parents will be informed. Reinstatement in the class, team, or activity group may be preceded by a conference with an administrator, a counselor, a parent and/or a teacher. If repeated referrals occur other steps may include but are not limited to detention, suspension, placement on a probationary behavioral contract, or drop from a class with a failing grade. See code of conduct for more information.

Parking and Parking Lot-High School

Students are required to park in the student parking lot on the east side of the high school. Students wishing to park in the student lot must pick up a parking permit from the Associate Principal's office and get their assigned parking space. Students are required to park in their assigned space. Vehicles without a permit may be ticketed and/or towed at the owners expense.

Loitering in cars or in the parking lot is not allowed at any time. Students who park their vehicles on school property do so at their own risk. The School District of South Milwaukee is not liable for any damages that may occur.

School officials may search any vehicle parked on school property if they have reasonable suspicion that the vehicle contains weapons, drugs or other illegal items.

All students must enter and exit the lot via the parkway. No traffic is permitted in the staff parking lot, including drop off and pick up before and after school and after activity/athletic events. Traffic from the parkway is two-way, except after school from 2:40-3:15pm when the East drive is used for exit only. There is no left turn onto 15th Avenue from the Oak Creek parkway from 2:40-4:00pm on days school is in session. Parents must drop off or pick up students in the student parking lot or on 15th Avenue. Students are not permitted to drive through the staff parking lot at any time. Violators may have their permit suspended or revoked.

Students may not park in the lot without a registered state license plate displayed.

Phone Calls

At elementary, middle, and high school: Phone calls to students during the school day are discouraged, except in case of an emergency, in which the student can use a stationary phone in the main office under the supervision of the teacher.

Physical Education Rules

Elementary Schools- it is recommended that all students have a pair of gym shoes that can be kept at school for use during physical education periods only. Please try to avoid black sole shoes that mark up floors. If a student has

an injury that prevents them from participating in Physical Education class, the family must communicate with the office at school. Families will provide medical documentation when needed so arrangements can be made.

Middle School- Students are required to change clothes in all grades for Physical Education. Every student will be issued their own lock and locker.

Required Uniform for PE (store in locker):

- Top: Red T-Shirt of your choice (or available for purchase \$8.00)
- Bottoms: Shorts, Yoga Pants, or Joggers
- Footwear: Athletic Tennis Shoes & Socks - NO CROCS, NO BOOTS, NO SANDALS/FLIP FLOPS
- Optional: Deodorant

If a student does not meet the required PE Uniform, they will not be allowed to participate. The student will complete an alternative assignment given by their teacher and not earn participation points toward their daily grade. Administration will be notified if a student continues to violate the policy. Clothes should be stored in the locker for the week to make it easier-with A/B day classes they only have PE for 2 or 3 days. At the end of each week, we will encourage students to take home their uniform on the weekend to wash and bring back the next week.

High School- at the beginning of each semester, students participating in a physical education class will receive classroom policies and procedures from their teacher both in written form and verbally in group settings. Students will be asked to meet face-to-face with their teacher to verbally commit their understanding of the dress codes, jewelry rules, and swimming procedures. Students and parents will be asked to sign a copy of the written policies and procedures to acknowledge that they have read and understand them.

Physical Education – Excused From Class

1. Single day request to be excused from class should be made by the student with their teacher. The teacher will send the student to the school nurse if the condition warrants. If a student feels ill, but not enough to go home, the student will be asked to dress in uniform and will moderate their activity level. (No student will remain in street clothes in physical education class.)
2. If the medical excuse is for a period of time less than 10 school days, a short-term Action Plan will be implemented.
3. If the medical excuse is 10 school days or more, the student will be required to re-take the physical education class.
4. In the case of a permanent medical excuse, the graduation requirement of one and one-half credits must be earned through a Medical Action Plan. This plan notifies the students Counselor, Associate Principal, School Nurse and Parent/Guardian of the guidelines to follow for credit completion.
5. Students may not participate in intramural or interscholastic athletic events if medically excused from Physical Education.
6. A physician must issue a medical excuse. It must include the following:
 - a. Specific illness or injury and specific activities that the student is ALLOWED to participate in.
 - b. Date to return to activity.

All Schools - Physical Education and Students protected under [Section 504](#) - Certain health and/or medical conditions may require the district to determine whether a child is eligible for specialized physical education under a provision of the law titled Section 504. To be protected under section 504, a student must be determined to: have a physical or mental impairment that substantially limits one or more major life activities. Section 504 requires that South Milwaukee School District provide a free appropriate public education to qualified students in their jurisdictions who have a physical or mental impairment that substantially limits one or more life activity. After a referral for Section 504 eligibility is made, an evaluation is conducted. Students qualifying for Section 504 would then have an accommodation plan developed detailing the child's educational program including physical education.

Police Liaison

We are proud to partner with the South Milwaukee Police Department (SMPD) on our efforts to keep our schools safe. As part of our safety plan, the SMPD will assign two officers as School Resource Officers to work with students and staff. The liaison officer will be present in the school building in an effort to build positive relationships with the students and the police department, to intervene in legal issues that occur during the school day, and to work in conjunction with school personnel on safety mitigation and prevention.

Postings

At all schools, permission in the form of a signature from a school administrator is required before posters, flyers, campaign banners, etc. may be placed only on designated Announcement Boards.

Religious Beliefs

The District shall provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements, upon written request, and with approval of the building principal. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, and release 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.

If any student believes this policy was not followed correctly the student should first attempt to resolve the situation through the building Principal or Associate Principal. Formal written complaints may be directed to Jennifer Sielaff, Director of Personnel, Administrative & Legal Services, 901-15th Avenue, South Milwaukee, WI 53172. The phone number is 414-766-5011. (Please see [Policy 411 and Rule 411](#) for specific steps and timelines).

Reporting Grades

Elementary Schools- report cards are issued electronically in a family's Infinite Campus Parent Portal two times during the year (at the end of each semester). If you need help accessing your Infinite Campus Parent Portal, contact the office at your child's school. Conferences are held in Fall and Spring to personally communicate student growth and achievement. Conferences are one of the best ways we know to help you understand your child's progress in school. Please plan to attend your child's scheduled conference.

Middle School- a grade report will be emailed to students following the close of each grading period. Parents have live access to the grade book of each of their child's teachers through Infinite Campus. Parents should plan to periodically monitor the academic progress of their child through Infinite Campus prior to the end of each grading period and contact the teacher with any questions. Academic achievement will be reported using letter grades. The letter grades are defined as follows.

- (100-92%) A = assessments indicate an advanced level of proficiency in understanding concepts and skills. The essential standards for this course are fully and consistently met and frequently extended.
- (91-83%) B = assessments indicate a proficient level of understanding concepts and skills trending toward advanced. Most of the essential standards for this course are fully and consistently met and occasionally extended.
- (82-74%) C = assessments indicate a proficient understanding of concepts and skills. Most of the essential standards for this course are met.
- (73-65%) D = assessments indicate a minimal understanding of concepts and skills. Few of the essential standards for this course are fully or consistently met.
- (less than 65%) F = assessments indicate failure to show evidence of meeting the essential standards for this course.

- I = insufficient evidence available to assess the essential standards for this course.

High School- a grade report will be issued to students following the close of each grading period. Academic achievement will be reported using letter grades. The letter grades and corresponding grade point are defined as follows:

- A+ = 97-100= 4.0
- A = 93-96= 4.0
- A- = 90-92= 3.7
- B+ =87-89= 3.3
- B = 83-86=3.0
- B- = 80-82= 2.7
- C+ = 77-79= 2.3
- C = 73-76= 2.0
- C- = 70-72= 1.7
- D+ = 67-69= 1.3
- D = 63-66= 1.0
- D- = 60-62= 0.7
- F = 59 and below= 0.0
- I = insufficient evidence available to assess the essential standards for this course.

Courses that include Advanced Placement (AP), Dual Enrollment/Transcripted courses from 2 and 4 year institutions (examples: MATC, UW Milwaukee, Marquette, etc.) will have weighted grades. They will utilize the 1.0 addition as the weighting, putting weighted courses on a 5.0 scale and non-weighted courses on the traditional, 4.0 scale.

In all courses that award one full credit for completion and are sequential in nature, students use skills and knowledge learned during the first semester of the course to demonstrate an understanding of new concepts and skills during the second semester of the course. In cases where students receive a failing grade or an incomplete for a final first semester grade in these classes, students may be able to improve this letter grade to a D by demonstrating proficiency in sequential skills and knowledge with a second semester final grade of C or better.

Residency

For all schools, students must be a resident of the City of South Milwaukee or approved through a state enrollment program (such as open enrollment or tuition waiver) to attend school in the School District of South Milwaukee. If the district believes that a student is not living in the City of South Milwaukee and is not a participant in a state program for enrollment, the district may investigate the status of the student and may revoke enrollment privileges as necessary. Parents/guardians of a student that resides in the district with someone other than the parents/guardians will be required to complete a Determination of Residency Status form. Students may not reside in the district with someone other than the parents/guardians for the sole purpose of attending school in the district. Parents/guardians of a student who move out of the district during the school year must complete a tuition waiver form for the student to remain in the district ([Policy 420](#)).

Schedule Changes - High School

At the High School, students will have five (5) school days from the release of student schedules (May) for semester 1 and the start of semester 2 (January) to request a change by filling out the change request form.

Schedule changes will only be considered for the following reasons:

- computer/clerical error
- inappropriate placement (e.g. class out of sequence)
- administrative recommendation
- medical reason

School Safety

At elementary, middle, and high school, student and staff safety at school is a high priority. Students are expected to follow all school safety rules and expectations, especially in times of emergency procedures or drills.

Student threats to school safety

Threats to school safety must be reported to any school personnel or the South Milwaukee Police Department (SMPD) as soon as they are known or suspected. Any threat to school safety will include a complete investigation in conjunction with SMPD. Threats can be reported via phone, email, or the Speak Up Speak Out (SUSO) Tipline <https://speakup.wisdoj.gov/>.

Behavioral Threat Assessment and Management (BTAM)

Behavioral threat assessment is a proactive approach to identify, assess, and provide appropriate interventions and resources for students who display behavior that elicits concern for the safety of themselves or others. It is not a criminal investigation, a checklist, or a disciplinary process. Rather, threat assessments offer schools a method to understand the whole picture surrounding a wide range of potentially violent situations and craft a plan to intervene appropriately. A threat assessment and reporting program can be a key component of creating a safe school environment as well as supporting student health. It works in tandem with other strategies, like bullying prevention and mental health support, to build a comprehensive approach to violence prevention and school safety. A BTAM is conducted whenever a student makes a threat or an action of harm against themselves or others.

School Stores

The elementary and middle schools may offer limited items in school stores throughout the school year.

Orbit, the high school retail store, is located on the first floor across from the Commons. The store is open before school from 7:10-7:25am, during all lunch hours. Orbit may also be open during some athletic and special events. Special arrangements can be made for parents/guardians to access the store to purchase South Milwaukee apparel by contacting the school office.

Searches of Students

At elementary, middle, and high school: A student and their personal possessions may be searched by the building principal or their designee if there is reasonable suspicion that the search will turn up evidence that a particular law, school policy or school rule has been or is being violated. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age and gender, the student's disciplinary history and any other relevant circumstances or information (Policy 446; [Wisconsin Statutes Section 118.32](#)).

Smoking/Vaping/Nicotine/Ignition Devices/Nicotine Pouches

At elementary, middle, and high school:

Smoking-State law prohibits smoking on premises owned or rented by the School District of South Milwaukee. The law applies to pupils and adults. This is also a violation of [City Ordinance 24.03\(B\) and 24.24](#). [State Law 48.983\(2\)\(c\)](#) and [City Ordinance 24.24](#) state that a minor may not possess any cigarette, vaping, or tobacco product.

Vaping- This is a violation of [City Ordinance 24.24](#) "Vapor products" shall mean noncombustible products, that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit, or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form, including but not limited to an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device. "Vapor products" shall include any vapor cartridge, solution, or other container, that may or may not contain nicotine, that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar

product or device (i.e. Geek Bar). The possession or purchase of vapor products by anyone under the age of 21 is prohibited. Students caught in possession of using or selling any products listed above will face consequences per the [SDSM 6-12 Drug Prevention Plan](#)

Ignition Devices - [City Ordinance 27.15](#) prohibits the sale and/or possession of any ignition devices to/by a minor. Ignition devices are defined as matches, lighters, or any other materials when used for the purpose of ignition.

Student Aides - High School

Students may apply to work for various offices at the High School, performing a variety of duties. These students must demonstrate responsible behavior. Those who do not meet minimum eligibility requirements may be denied the privilege. Students interested in becoming an aide should get a Permanent Pass Application from the Associate Principal's Office. Grades for aides will be recorded on a Pass/No Credit basis and will not count in determining grade point average. Students may earn a maximum of one-half (.50) credit each school year (.25 credit each semester) toward graduation.

Student Expression

At elementary, middle, and high school, school editors and writers must observe the same legal responsibilities as those imposed upon conventional newspapers and the news media. For this reason, school journalists must refrain from publication of material that is obscene, libelous, and disruptive or that infringes upon the rights of others.

Without prior written permission of the administration, the following are prohibited:

1. Distribution, sale, or posting of any goods, written materials, or pictures.
2. Assemblies, meetings, or "demonstrations".

Student Records

Student records shall be maintained to assist the school in providing the student appropriate educational experiences. Student records shall include all records relating to an individual student, regardless of format, other than notes or records maintained for personal use by teachers or other certified personnel which are not available to others and records necessary for and available only to persons involved in psychological treatment of a student. Student records shall be maintained in accordance with state and federal laws and established guidelines.

Parents and students have the right to: (a) inspect, review and obtain copies of student records; (b) request the amendment of the student's school records if they believe the records are inaccurate, misleading or otherwise in violation of a student's privacy rights; (c) consent to the disclosure of the student's school records, except to the extent state and federal law authorizes disclosure without consent; (d) deny the release of information which have been designated as directory data; and (e) file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Further, the South Milwaukee School Board has designated the following student record information as directory data: student's name, date and place of birth, parent/guardian name, major field of study, school most recently/previously attended, dates of attendance, grade level, participation in activities and sports, weight and height if member of athletic team, student photograph, student degrees/awards. This information may be disclosed to any person or organization UNLESS the adult student, or parent, legal guardian or guardian ad litem of a minor student completes the Request to Withhold Directory Data form at the school in which said student attends of their desire that all or any part of the directory information may not be disclosed without their consent.

High School Parents and Students: Please note that the district is required to give students' names, addresses, email address, and phone numbers to military recruiters or an institution of higher education unless you inform us in writing that you do not want your information or your student's information provided to military recruiters or an institute of higher education. Please contact the high school office if you have any questions regarding this aspect.

Substitute Teachers

Students should be polite, helpful, and considerate to substitute teachers. Proper behavior, respect, and compliance with directives of substitutes is required and expected. Substitute teachers are considered South Milwaukee staff members.

Summer School

A summer school program will be offered for all students. Core academic courses will provide help for students in reading, writing, and mathematics. A variety of enrichment courses will also be offered to expand learning experiences. For elementary and middle school, recommendations for Core Reading/Literacy, Writing, Math, or 4K/5K Kindergarten will be provided to families at conferences in February.

Supply Lists for School

Please see the district website for a recommended supply list for each school. – www.sdsm.k12.wi.us

Surveillance Cameras

At elementary, middle, and high school: Surveillance cameras may be located in school buildings and on school grounds. The primary purpose for using surveillance cameras in the District is to provide a safe and secure environment for all students, staff and visitors. Cameras may be installed in public areas where there is no reasonable expectation of privacy such as building entrances, hallways, cafeterias, playgrounds, libraries, athletic areas and parking lots. Cameras will never be placed in private areas such as restrooms and locker rooms. The cameras may record images that may be stored electronically, in printed or recorded form. All stored Video surveillance and images are the property of the District. The District reserves the discretion to refuse to provide copies to students, parents, staff, community members or other individuals or groups. In cases involving student disciplinary action, surveillance recordings may become part of that student's record and will be handled in accordance with the Family Educational Rights and Privacy Act (FERPA) and District student records policies. Additionally, the District reserves the right to share recordings with law enforcement agencies or emergency personnel as necessary for safety, legal compliance, or emergency response. Disciplinary action may be taken based on video documentation. Cameras will be monitored throughout the school day, however, the District does not guarantee that the cameras will be monitored at all times. ([Policy 950](#))

Suspension

At elementary, middle, and high school: The building principal or their designee may suspend a student for not more than five school days, or, if notice of expulsion hearing has been sent, not more than a total of 15 consecutive school days in accordance with state law.

A student may be suspended for:

1. Noncompliance with school or School Board rules or teacher rules made with the School Board's consent; or,
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; or,
3. Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others which includes making a threat to the health or safety of a person or making a threat to damage property; or
4. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority or endangers the property, health or safety of any district employee or School Board member which includes making a threat to the health or safety of a person or making a threat to damage property.

Repeated violations may lead to expulsion. In addition, students shall be suspended when required by law. Suspensions may be in-house or out-of-school as determined by the administration.

A suspended student shall not be denied the opportunity to take any quarterly, semester or grading period

examinations or to complete coursework missed during the suspension period ([Policy 447.2](#); [Wisconsin Statutes Section 120.13](#)).

Technology: Student Appropriate Use Policy

Technology resources provided by the School District of South Milwaukee are for educational purposes only.

- Access to the technology system including school district WiFi is a privilege not a right; and each student will be held responsible for their actions on the technology system. Inappropriate use of electronic information resources can be a violation of school district policies and local, state, and federal laws and can lead to prosecution under those laws and school disciplinary action.
- Students failing to abide by the [Student Appropriate Use Policy For Technology \(362.2\)](#) may lose network/computer privileges along with consequences that may arise from violations of normal school rules, up to and including possible expulsion.
- All aspects of the technology system are the District's property. The District has access to the entire technology system and maintains the right to access or monitor, consistent with the law, all documents, messages or information created on, with or transmitted over the system, including e-mail and Internet usage, without notice to the users.
- The District technology system shall be used in a responsible, efficient, ethical, and legal manner.
- The District will provide students access to technology resources, including the Internet, unless the parent/guardian notifies the appropriate building principal in writing that the District should prevent access to technology resources for their student(s).
- Students are responsible to follow the entire Student Appropriate Use for Technology [School Board Policy 362.2](#).

All Middle School and High School students will receive a Chromebook, charger, and carrying case for use at school and at home and a Yondr pouch for storing of any personal communication devices during the school day. Chromebooks, chargers, cases, and Yondr pouches will be collected by the technology department at the end of each academic year or prior to a student's withdrawal. Students that fail to abide by the practices outlined in the outlined policies and guidance may lose Chromebook privileges and may incur school consequences that may arise from violations of normal school rules, up to and including expulsion and/or referral to law enforcement.

At the elementary level, students have limited access to Chromebooks in 5K and 1st grade. Students have devices assigned to them, but they are maintained in a charging station and only minimally used. In grades 2-4, students still keep their Chromebooks at charging stations in the classroom that are assigned to them as an individual student. They are used throughout the instructional day to enhance workflow and/or practice on online platforms. In grade 5, students will be issued a Chromebook, charger, and case that they are able to take home nightly. Chromebooks, chargers, and cases will be collected by the technology department at the end of each academic year or prior to a student's withdrawal. Students that fail to abide by the practices outlined in the outlined policies and guidance may lose Chromebook privileges and may incur school consequences that may arise from violations of normal school rules.

Fees will be assessed at the current rate for replacement for Chromebooks, chargers, cases, and Yondr pouches if they are damaged or lost.

Technology Monitoring

At elementary, middle, and high school: To protect the safety of students while at school and/or while using school devices and systems, all communications, website access, and documents are monitored. GoGuardian is used to filter website access and alert school officials if students are accessing inappropriate or attempting to access blocked sites. Gaggle is used to monitor any forms of communication or workflow within the Google suite of applications. This includes, but is not limited to, Gmail, Google docs, Google slides, and Chat. Gaggle is filtering the applications for any indications of student harm to self or others, inappropriate school communications between students, and/or any threats to school safety. Gaggle will notify the principal and/or district personnel of any immediate threats. A representative of the school district will immediately reach out to the police and/or the family to respond to the

concern. If the information needs to be investigated, but is not an imminent issue, the school will investigate as soon as possible and the family will be contacted at that time.

Artificial Intelligence

At elementary, middle, and high school: We want our students to be prepared for the future and want them to be protected and responsible for their own work in school. Our approach to Artificial Intelligence (AI) has been Human-AI-Human, meaning AI use must begin and end with human oversight. Any and all AI sites that are open networks, meaning they share information with the general public, are blocked on school district WiFi and are prohibited for use. Closed network AI tools are accessible and can be used sparingly to increase productive workflow and enhance student work. As with any educational resource, before any AI tool is used in our educational environment, it must go through a vetting process to ensure it meets FERPA and COPPA compliance. Students are responsible for submitting work that is a true reflection of their own understanding, skills, and effort, and that AI technology will be used as a support for learning rather than a substitute for thinking. Staff will provide specific guidance on if, or how, AI can be used in any educational task. The district continues to work on the use of AI, training, and policies. Students are expected to follow all district policies and guidance for the use of AI.

Textbooks, Computers and School Materials

At elementary, middle, and high school: It is the intent of the South Milwaukee Board of Education that all students in the school district be provided access to a current and balanced collection of instructional materials. These materials should depict in an accurate and unbiased way the diversity and pluralistic nature of American society, and support the locally established philosophy and objectives of education.

1. Chromebooks, textbooks and some school materials are furnished to students.
2. School equipment is for school-related projects only. Students are not permitted to do personal work, correspondence, etc., on school equipment.
3. Students will be held responsible to pay for items that are lost, stolen, or damaged.

Transcripts- High School

Students may request transcripts through Parchment, including releasing transcripts for Colleges and Universities, NCAA, Scholarships, Military, Apprenticeships and Workforce.

Transportation Expectations

At elementary, middle, and high school: Students are expected to behave appropriately while riding a school bus or in a District vehicle. Ridership guidelines listed below are not all inclusive. The school district reserves the right to modify the rules and consequences at any time, and may use video cameras to assist with disciplinary issues. All school rules apply while on a bus, or in a District vehicle, for school district activities or events. Students may be denied bus transportation or the ability to ride in a District vehicle if they fail to follow these important guidelines:

1. Ride only on assigned vehicles.
2. Do not push another person when getting on or off a bus or in or out of a District vehicle..
4. Show respect for the drivers. They are responsible for the orderly conduct of all passengers and will report behavior problems.
5. Show respect for fellow students and share seats.
6. Drivers may require students to sit in assigned seats. Remain seated until the vehicle stops. Do not change seats unless instructed to by the driver.
7. Keep arms, legs, head and other objects inside the vehicle and out of the aisles. Each student must keep hands and arms to themselves.
8. Wait for the driver's signal to cross in the front of a vehicle. If the student needs to cross the street in a different area, they should wait on the sidewalk until the vehicle leaves the area, and cross at the nearest crosswalk.
9. Quiet and normal conversation with fellow riders is acceptable. Yelling, screaming, or profane language will

not be tolerated.

Visitors

Students are prohibited from receiving visitors during the school day. Parents and other adult visitors with legitimate school business at a South Milwaukee School must enter and sign-in at the school office. A Visitor Pass must be obtained and remain visible at all times while in the building, and be returned to the office upon sign-out when leaving the building. Visitors entering the building must provide a driver's license or valid State ID. Unauthorized persons will be referred to school officials for appropriate action. Students may not bring others to visit during school hours unless authorized by an administrator prior to the day of the visit. Visitors must present a valid picture ID upon check-in at the main office and pass our electronic screening process before being allowed to enter the building. ([Policy 861](#))

Volunteers

Everyone who volunteers in the schools or chaperones a field trip is required to complete a Background Check Authorization form once every other school year. These must be completed online a minimum of 72 hours prior to volunteering/chaperoning in order to allow enough time to complete the background check.

If you are chaperoning a field trip, please see the chaperone guidelines in the section on "Field Trips" above.

Winter Recess Temperature for Elementary Students

In the cold season of the school year, all students will go outside for recess whenever the "feels like" temperature is above 0 degrees Fahrenheit. Families should send students to school with all appropriate winter gear every day in the event that the temperature will be warm enough for students to be outside.

Exceptions to this rule would include (1) a note from the child's medical provider that limits the child's ability to be in extremely cold weather due to a chronic condition, or (2) a note from the child's medical provider due to a temporary, acute condition (i.e., a short-term illness or physical injury limiting mobility).

Withdrawing From School

At elementary, middle, and high school, state law requires attendance in school until the student reaches the age of 18 years or unless the student has graduated from high school. With school board and parental permission, a student may enroll in an alternative program leading to a high school diploma or its equivalent.

To withdraw from school, you must complete the sign-out process, which includes:

1. Obtain a withdrawal form from your school counselor.
2. Have parent/guardian sign the form.
3. All books and materials should be returned to teachers for clearance.
4. Meet all financial obligations.
5. Return the completed withdrawal form to your school counselor.
6. Indicate on the form your reason for withdrawing and where you will be continuing your high school education.

Work Permits

Students 14-15 year old students need a Work Permit. This link to the DWD website: [Wis. Employment of Minors Guide-Equal Rights Division](#) is also on the High School website on the "For Families" page.

K-12 Student Code of Conduct

2026-27

Our Why Statement

The purpose of the School District of South Milwaukee Code of Conduct is to empower learners to uphold our core values of community, growth, equity, and empathy. By establishing clear, consistent, and visible expectations for all stakeholders—students, families, and staff—we create a common understanding that fosters a positive, safe school culture. Grounded in a student-centered, skill-building approach, we utilize restorative practices and progressive consequences to help students learn from mistakes, repair harm, and promote lifelong responsibility, self-advocacy, and well-being.

Core Pillars of Our Framework

Our system is designed as a "bridge" to strengthen communication, align directly with the district's Strategic Improvement Plan (SIP), and reduce disciplinary disparities while increasing academic success.

- **Stakeholder Accountability:** Explicitly includes students, families, and staff as active, collaborative participants.
- **Restorative Framework:** Rooted in "repairing harm" by empowering student accountability, voice, and progressive discipline.
- **Educational Purpose:** Prioritizes education and skill-building over purely punitive measures. The system is driven by the word *education*, teaching positive behaviors first.
- **Consistent Protocols:** Establishes clear "this-then-that" pathways so everyone knows what to expect before, during, and after a behavioral violation occurs.

Core Beliefs & Commitments

We Believe...

- In authentic relationships and a supportive community that fosters a sense of belonging.
- In a thriving school environment where staff and students are physically and emotionally safe.
- In the importance of student and staff voice in decision-making.
- In families and school staff as collaborative partners in supporting every student.

We Expect That...

- Students, staff, and families demonstrate respect to one another and hold high expectations for behavior.
- Students, staff, and families build and sustain ongoing positive and authentic relationships.
- Students, staff, and families contribute to a safe learning environment.

We Will...

- Utilize innovative strategies and supports to create a positive school community where students, staff, and families feel safe.

- Provide schools with the necessary resources, professional development, and technical assistance to implement social-emotional learning.
- Ensure timely, consistent, and transparent communication and review of our implementation practices.
- Partner with our families/caregivers to best support our students in school.

Restorative Practices & Wellbeing

As a District, we work toward the transformation of school cultures so that all members of the learning community feel they belong. Restorative practices focus on:

1. **Building and maintaining healthy relationships** to create a caring culture where every member thrives.
2. **Engaging in repairing harm, problem-solving,** and navigating and resolving conflict.
3. **Establishing communities that support** all members after harm in order to welcome, integrate, and support all students after an extended absence or for individualized support.

To achieve this, staff and students use the "circle process" as both a proactive and responsive strategy to prevent, identify, and repair harm through healthy dialogue.

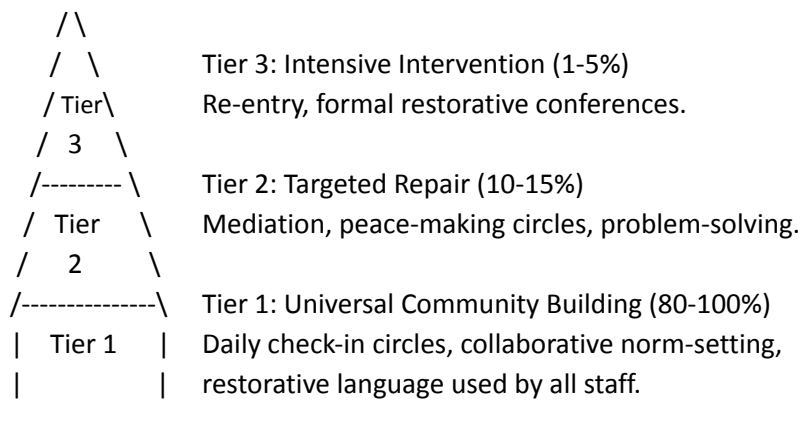
How It Supports a "Sense of Belonging"

Belonging means a student feels seen, heard, and valued for who they are. Restorative practices cultivate this by:

- **Giving Students a Voice:** Circles ensure every student has an equal opportunity to speak and be heard.
- **Separating the Behavior from the Person:** The framework firmly rejects the student's negative behavior while fiercely protecting the value of the student themselves.
- **Keeping Students in the Classroom:** Traditional punitive discipline (like out-of-school suspension) severs a student's connection to school. Restorative practices focus on keeping students accountable within the community.

The Three Tiers of Support

Restorative practices are typically structured as a three-tiered public health model, moving from proactive community-building to targeted intervention.



1. Tier 1: Universal Community Building (80-100% of Focus)

This is the foundation of student belonging. Before you can repair a relationship, you have to build one. Examples of this include:

- **Restorative Circles:** Daily or weekly classroom circles where students and teachers share joys, anxieties, and values. This builds empathy and breaks down social barriers.
- **Affective Statements:** Teachers express their own feelings rather than issuing cold directives (e.g., "I feel frustrated when there is cross-talk because I want to make sure everyone learns," instead of "Be quiet").

2. Tier 2: Targeted Repair (10-15% of Focus)

When minor conflicts, disruptions, or behavioral infractions occur, the framework steps in to prevent escalation and maintain community ties. Examples include:

- **Restorative Questions:** Instead of lecturing, staff use a standard set of questions:
 - What happened?
 - What were you thinking at the time?
 - Who has been affected by what you have done?
 - What do you think you need to do to make things right?
- **Peer Mediation:** Facilitated dialogues that allow students to resolve conflicts collaboratively.

3. Tier 3: Intensive Intervention (1-5% of Focus)

For serious infractions or when a student is returning from an absence/suspension.

- **Re-entry Circles:** Rather than returning from a suspension with a sense of shame or alienation, the student, family, and staff meet to welcome them back and create a plan for success, preserving their sense of belonging.

Mindfulness & Well-Being

We believe in empowering, encouraging, and supporting student, family, and staff well-being. We offer a variety of opportunities to explore and experience mindfulness-based practices. Mindfulness helps us regulate and respond to our challenging, complex realities and is directly linked to Restorative Practices.

Grade-Level Pathways

Elementary School

- **For Students:** By participating in restorative practices, you can build relationships and friendships in your class and solve problems when you need to. This supports the development of the classroom and school-wide community.
- **For Families & Community:** Get involved by participating in school and classroom community-building opportunities. Learn more by partnering with school staff to support students in a Restorative Circle.
- **For Staff:** Professional training is offered in a variety of ways to support and maintain classroom implementation.

Middle School

- **For Students:** Participating in the circle process is an engaging and empowering way to get involved. Your school might even have opportunities to become a circle keeper. Talk to your teachers and support staff to get involved.
- **For Families & Community:** Partner with school staff to support students in Restorative Circles and participate in ongoing school/classroom community-building events.
- **For Staff:** Targeted training sessions are provided in multiple formats to refine restorative techniques.

High School

- **For Students:** Becoming an active circle keeper is an engaging way to lead your peers and build school culture. Talk to your teachers to learn how to lead circles.
- **For Families & Community:** Partner directly with school staff to learn about restorative practices and support community building through community circles and restorative conversations.
- **For Staff:** Advanced restorative leadership and implementation pathways are offered through district training.

Clear Expectations & Progressive Responses

We establish clear, consistent, and transparent expectations *before* articulating responses to violations. When expectations are not met, formalized and enforceable consequences are applied progressively, keeping the student at the front of the process.

The "This-Then-That" Protocol Guidelines

- **Start with Teaching:** Behavior expectations are explicitly taught, modeled, and reinforced proactively and consistently.
- **Restorative Actions:** When a violation occurs, the immediate focus is placed on accountability, understanding the impact of the action, and actively repairing the harm caused.
- **Progressive Discipline:** Disciplinary consequences are structured to guide students to learn from mistakes, escalating when/if behavior becomes a chronic or safety concern. When a pattern of repeated behavior is observed and documented, students are referred for MLSS intervention plans. *Repeated behaviors can escalate the level of response.

What are the levels?

- **Universal:** These are the practices we employ each day to embed social emotional learning (SEL) across all content areas that include the foundational work under our Restorative Practices model to build a sense of belonging and community in every school setting. The universal level is what all students experience across the building. It also includes some opportunities for reteaching to an individual student or the whole class for minor behavior challenges. While we use universal practices at all levels, the focus at elementary is on teaching and reteaching the expectations. By middle and high school, student behaviors start at a Level 1 as it is expected that they understand the expectations by that developmental age.
- **Level 1:** These are minor behaviors that happen in the classroom. Most of these situations are handled by the classroom teacher within the class. These incidents are documented, so that if they repeat or become a pattern of behavior the family can be contacted to discuss a plan of action to correct the behavior.

- **Level 2:** This is when the behavior repeats or is a significant disruption to the learning. The goal is to continue to teach and reteach the expectations, so that students learn to make different choices. There are times when the student needs to be removed from the learning space so that the team can work with the parent and make a plan to avoid the behavior repeating again.
- **Level 3:** This is a significant disruption and/or a safety concern that needs a significant plan for remediation and communication with the school team and the parent. Repeat behaviors may immediately escalate to a level 3.
- **Level 4:** This is a potentially expellable offense. Repeat behaviors, impact on the learning environment, student response to the behavior, and a pre-expulsion meeting will be conducted to discuss whether or not the student is recommended for expulsion. If the student is not recommended for expulsion, then a pre-expulsion contract will be developed.
- **Level 5:** This is an expellable offense. Repeat behaviors, impact on the learning environment, student response to the behavior, and a pre-expulsion meeting will be conducted to discuss whether or not the student is recommended for expulsion. Level 5 occurrences will involve a long-term removal from school and a pre-expulsion contract if the student is not recommended for expulsion.

Elementary Behavioral Matrix

*Repeated behaviors can escalate the level of response.

Recess Guidance: We do not take away recess as a consequence for incomplete work. Students are only removed from recess when there is an immediate safety concern and/or a specific behavior is actively being addressed.

Universal	Level 1	Level 2	Level 3	Level 4
Classroom/ Teacher Level: Embedding SEL and building community through restorative practices.	Classroom Teacher Level Intervention: In-class behavioral corrections to reteach and practice & restorative conversations. *Parents may be contacted if the behavior is more significant or is a repeating incident.	Administrative/ Student Services Level Intervention: Up to 1 day in-school suspension and meetings with the student services team or administrator to discuss. *Parents are contacted.	Administrative Level Intervention: Intensive intervention with administrative discipline and administrative consequence Up to 3 day suspension and possible pre-expulsion contract if the behavior is repeating.	Administrative Level Administrative Managed Intervention: Long-Term removal from school and re-engagement Strategies Up to 5 days out of school suspension, pre-expulsion meeting to consider recommendation for expulsion
Required Documentation: No documentation required or informal teacher documentation.	Required Documentation: Minor Referral in IC filled out in Infinite Campus with teacher resolution. The teacher makes parental contact.	Required Documentation: Major Referral in IC with office resolution. Administrator or Student Services staff makes parental contact.	Required Documentation: Major Referral in IC with office resolution.	Required Documentation: Major Referral in IC with office resolution.

*The staff member (Teacher, Student Services, or Admin) who personally witnessed and/or was initially involved in the situation must be the one to document it in Infinite Campus (IC).

*Repetition of the same behavior will result in an escalation in the level of response.

Elementary: Inappropriate and Disruptive Behaviors and Response Levels					
	Universal	Level 1	Level 2	Level 3	Level 4
Alcohol, Drug, Tobacco (including Vaping)					
Possession and/or use of any tobacco products or nicotine inhaler (i.e. electronic cigarette, vape pen, Dab device, pouch or JUUL).			X	X	
Distribution of an imitation controlled substance. See Glossary of Terms for definition of “possession”.			X	X	X
Possession of any beverage containing alcohol or being under the influence of any alcoholic beverage. See Glossary of Terms for definition of “possession”.			X	X	X
Possession of drugs or being under the influence of any drug. See Glossary of Terms for definition of “possession” and “drugs”.			X	X	
Possessing and distributing a beverage containing alcohol to another student. See Glossary of Terms for definition of “possession” and “distribution”.			X	X	
Possessing and distributing over-the-counter cough and cold medicine (i.e. “Triple C”, medication containing dextromethorphan (DXM)) See Glossary of Terms for definition of “possession” and “distribution”.			X	X	X
Possessing and distributing a drug or drugs, including marijuana, to another student, or possessing any drugs with evidence of the intent to distribute the drug to another person. See Glossary of			X	X	X

Elementary: Inappropriate and Disruptive Behaviors and Response Levels					
	Universal	Level 1	Level 2	Level 3	Level 4
Terms for definition of “possession”, “drugs” and “distribution”.					
Purchasing illegal drugs. See Glossary of Terms for definition of “purchase”.				X	X
Purchasing drugs other than marijuana. See Glossary of Terms for definition of “purchase” and “drugs”.				X	X
Bullying/Harassment					
Engaging in an act of bullying. See Glossary of Terms for definition of “bullying” as defined in Board Policy (insert board policy #)		X	X	X	X
Harassment: engaging in an act when such behavior is motivated, in part or in whole, on the target’s protected class status or perceived protected class status. See Glossary of Terms for Definition of “protected class status” as defined in Board Policy (insert board policy #).		X	X	X	X
Sexual harassment			X	X	X
Hate Speech. See Glossary of Terms for definition of “hate speech”.		X	X	X	X
Cheating					
Cheating. See Glossary of Terms for definition of “cheating”.	X	X	X	X	X
Cheating as part of a group of three or more students. See Glossary of Terms for definition of “cheating”.		X	X	X	X

Elementary: Inappropriate and Disruptive Behaviors and Response Levels					
	Universal	Level 1	Level 2	Level 3	Level 4
Disruptive and Uncooperative Behaviors					
Refusing to cooperate with school rules or with instructions of school staff or volunteers, including being dishonest. See Glossary of Terms for definition of “refusal to cooperate”.	X	X	X	X	
Behavior that disrupts instruction and the learning of other students in the classroom. See Glossary of Terms for definition of “disruption”.	X	X	X	X	
Taunting, baiting, inciting, organizing and/or encouraging a fight, a disruption, or other violation of school rules.			X	X	X
Volatile Acts – Disorderly, violent, or threatening conduct of a serious nature that significantly disrupts school, a school-sponsored activity, or a school-supervised activity held off school premises.		X	X	X	X
Leaving class without permission.	X	X	X	X	
Leaving the school building without permission.		X	X	X	
Being in the hallway without permission and refusing to return to class when directed by school staff.	X	X	X	X	
Any misconduct not otherwise addressed within disruptive behavior that requires intervention by support staff and/or administrative discipline.	X	X	X		
Any serious misconduct not otherwise addressed within that directly or indirectly jeopardizes the health, safety, or property of a school, Our District,			X	X	X

Elementary: Inappropriate and Disruptive Behaviors and Response Levels					
	Universal	Level 1	Level 2	Level 3	Level 4
school personnel, other students, one's self, or other individuals who are present or acting within the school's jurisdiction.					
Failure to respect materials, property of others					
Property damage. See Glossary of Terms for definition of "property damage". Property damage where the total value of the property affected is more than \$20.	X	X	X	X	X
Stealing the money or property of another that is valued at more than \$20 (including stealing credit cards/debit cards and cellular phones and other electronic devices).			X	X	X
Firearms/Weapons					
Possession of a facsimile weapon where the facsimile weapon is not used to threaten, intimidate, harm or cause a disruption.			X	X	
Possession of a toy weapon where the toy weapon is used to threaten, intimidate or harm another person or to cause disruption.			X	X	
Possession of a weapon, other than a firearm or other gun. See Glossary of Terms for definition of "weapon".			X	X	X
Possession and actual, attempted, or threatened use of a weapon (other than a firearm or other gun) toward another person or to cause a disruption. See Glossary of Terms for definition of "weapon".				X	X

Elementary: Inappropriate and Disruptive Behaviors and Response Levels

	Universal	Level 1	Level 2	Level 3	Level 4
Possession of a gun of any kind whether loaded or unloaded, operable or inoperable. Examples include, but are not limited to BB guns, pellet guns, flare guns, and air rifles.					X
Fires/Explosives/Flammables					
Setting a fire or attempting to set a fire			X	X	X
False Alarms – Activating the school's fire and/or other alarm systems, reporting a fire when no fire exists or making a false alarm call to 911.			X	X	X
Possession of fireworks, a smoke bomb, ammunition, pepper spray/gas, tear gas, stink bomb or any inherently dangerous substance/object, or any illegal device, illegal product or illegal material that is not specially covered elsewhere within. See Glossary of Terms for definition of "possession".			X	X	X
Attempting to or actually using a firework, smoke bomb, pepper spray/gas, tear gas or stink bomb.			X	X	X
Making a bomb threat, or threatening to set off an explosive device without actual possession of a bomb or explosive device. See Glossary of Terms for definition of "possession."			X	X	X
Possession of a bomb or other explosive device.				X	X
Forgery					

Elementary: Inappropriate and Disruptive Behaviors and Response Levels					
	Universal	Level 1	Level 2	Level 3	Level 4
Forgery. See Glossary of Terms for definition of "forgery."	X	X			
Gambling					
Gambling. See Glossary of Terms for definition of "gambling."	X	X			
Inappropriate Clothing					
Dress Code Violation. See Dress Code.	X	X	X		
Inappropriate Language and/or Expression					
Verbal, written, and non-verbal threats toward another person where there is no reasonable apprehension of bodily harm.	X	X	X	X	
Swearing, cursing, or making sexually suggestive obscene gestures or written or verbal put-downs directed toward another person.	X	X	X	X	
Serious threats toward another person. See Glossary of Terms for the definition of "serious threat."		X	X	X	X
Inappropriate Physical Contact (Non-Sexual)					
Hitting, slapping, pushing, tripping, shoving, kicking, spitting or any other inappropriate physical act of aggression by one student directed at another student that does not meet the Board Policy definitions of bullying or harassment and does not rise to the level of a fight or physical attack.	X	X	X		

Elementary: Inappropriate and Disruptive Behaviors and Response Levels					
	Universal	Level 1	Level 2	Level 3	Level 4
Fighting - Major: Physical Altercation that disrupts the learning environment				X	X
Use of physical force directly against or affecting a staff member or any adult who is legitimately exercising authority at the school or during any school activity.			X	X	X
Inappropriate Touching and/or Sexual Contact					
Touching, either directly or through clothing, the intimate parts of another person with any body part or object with the specific purpose of doing so.	X	X	X	X	
Touching the intimate parts of another person with any body part or object with the specific purpose of doing so. .		X	X	X	X
Sexual Activity – Participation in sexual conduct or other inappropriate sexual contact.		X	X	X	X
Inappropriate Use of Technology					
Inappropriate use of District-provided technology.	X	X	X	X	X
Indecent Exposure					
Physically displaying one’s private parts, 4K-3rd Grade		X	X	X	
Physically displaying one’s private parts, 4th–5th Grade		X	X	X	X
Removing or adjusting, or attempting to remove or adjust, the clothing of another person (including, for example, pulling down another student’s pants) in a	X	X	X	X	X

Elementary: Inappropriate and Disruptive Behaviors and Response Levels					
	Universal	Level 1	Level 2	Level 3	Level 4
manner that causes or was in an attempt to cause the exposure of another person's undergarments and/or intimate parts.					
Loitering/Trespassing					
Refer to the Glossary of Terms for the definition of "loitering."		X	X	X	
Refer to the Glossary of Terms for the definition of "trespassing."		X	X	X	X
Recording Images of Another Person					
Making, transmitting, or distributing any recording that has not been approved by the school, staff member, student, or other person in any non-emergency situation and without the consent of the person(s) so recorded.		X	X	X	X
Promoting and continuing to instigate a fight by recording the event on a phone or with any other device and sharing or posting that recording to social media			X	X	X
Sexual, Explicit, Obscene or Lewd Materials					
Possessing or observing pornographic material.		X	X	X	X
Possessing, making, transmitting, or disclosing any nude or partially nude images.		X	X	X	X

Elementary: Inappropriate and Disruptive Behaviors and Response Levels					
	Universal	Level 1	Level 2	Level 3	Level 4
Use of Unauthorized Items					
Use of any personal communication device, electronic or otherwise, that detracts from and/or disrupts the learning of oneself or others is prohibited. See Glossary of Terms for definition on “non-educationally required device.”	X	X	X	X	X

Middle School & High School Behavioral Matrix

Level 1	Level 2	Level 3	Level 4	Level 5
Classroom Teacher Level Intervention: In-class behavioral corrections to reteach and practice & restorative conversations. *The teacher communicates with the parent/caregiver.	Administrative/ Student Services Level Intervention: Up to 1 day in- school suspension and meetings with the student services team or administrator to discuss. *The administrator communicates with the parent/caregiver.	Administrative Level Intervention: Intensive intervention with administrative discipline and administrative consequence Up to 3 day suspension and possible pre-expulsion contract if the behavior is repeating. *Administrator communicates home	Administrative Level Administrative Managed Intervention: Long-Term removal from school and re-engagement strategies. Up to 5 days out of school suspension, pre-expulsion meeting to consider recommendation for expulsion *The administrator communicates with the parent/caregiver.	Administrative Level Administrative Managed Intervention: Long-Term Removal from School and re-engagement strategies. 5-day out-of-school suspension pending investigation, reinstatement meeting with parent/guardian, or recommendation for expulsion. *Administrator communicates home
Required Documentation: No documentation required or informal teacher documentation.	Required Documentation: Minor Referral in IC filled out in Infinite Campus with teacher resolution.	Required Documentation: Major Referral in IC with office resolution. Administrator or Student Services staff makes parental contact.	Required Documentation: Major Referral in IC with office resolution.	Required Documentation: Major Referral in IC with office resolution.

*The staff member (Teacher, Student Services, or Admin) who personally witnessed and/or was initially involved in the situation must be the one to document it in Infinite Campus (IC).

*Repetition of the same behavior will result in an escalation in the level of response.

Middle School & High School: Inappropriate and Disruptive Behaviors and Response Levels

	Level 1	Level 2	Level 3	Level 4	Level 5
Alcohol, Drugs (DAB pens), Tobacco (Vaping)					

Middle School & High School: Inappropriate and Disruptive Behaviors and Response Levels

	Level 1	Level 2	Level 3	Level 4	Level 5
Possession and/or use of any tobacco products or nicotine inhaler (i.e. electronic cigarette, Pouch, vape pen, Dab device, or JUUL).			X	X	* Referral for treatment is always the first approach. Repeat offenses without a treatment plan can result in a level 5. X
Distribution of an imitation controlled substance. See Glossary of Terms for definition of “possession” and “imitation controlled substance”.			X	X	
Possession of any beverage containing alcohol or being under the influence of any alcoholic beverage. See Glossary of Terms for definition of “possession”.			X	X	X
Possession of drugs, drug paraphernalia, or being under the influence of any drug. See Glossary of Terms for definition of “possession”, “drugs” and “drug paraphernalia”.			X	X	X
Possessing and distributing a beverage containing alcohol to another student. See Glossary of Terms for definition of “possession” and “distribution”.			X	X	X
Possessing and distributing over-the-counter cough and cold medicine (i.e. Triple C”, medication containing dextromethorphan (DXM)) See Glossary of Terms for definition of “possession” and “distribution”.			X	X	X
Possessing and distributing a drug or drugs, including marijuana, to another student, or possessing any					X

Middle School & High School: Inappropriate and Disruptive Behaviors and Response Levels

	Level 1	Level 2	Level 3	Level 4	Level 5
drugs, with evidence of the intent to distribute the drug to another person. See Glossary of Terms for definition of “possession”, “drugs” and “distribution”.					
Purchasing drugs including Marijauna. See Glossary of Terms for definition of “purchase”.			X	X	X
Bullying/Harassment					
Engaging in an act of bullying. See Glossary of Terms for definition of “bullying” as defined in Board Policy (insert board policy		X	X	X	X
Harassment: engaging in an act when such behavior is motivated, in part or in whole, on the target’s protected class status or perceived protected class status. See Glossary of Terms for Definition of “protected class status” as defined in Board Policy (insert board policy		X	X	X	X
Hate Speech. See Glossary of Terms for definition of “hate speech”.		X	X	X	X
Hazing. See Glossary of Terms for definition of “hazing”.		X	X	X	X
Cheating					
Cheating. See Glossary of Terms for definition of “cheating”.	X	X	X	X	
Cheating as part of a group of two or more students. See Glossary of Terms for definition of “cheating”.		X	X	X	X

Middle School & High School: Inappropriate and Disruptive Behaviors and Response Levels

	Level 1	Level 2	Level 3	Level 4	Level 5
Disruptive and Uncooperative Behaviors					
Refusing to cooperate with school rules or with instructions from school staff or volunteers, including being dishonest. See Glossary of Terms for definition of “refusal to cooperate”.	X	X	X	X	X
Behavior that disrupts instruction and the learning of other students in the classroom. See Glossary of Terms for definition of “disruption”.	X	X	X	X	X
Taunting, baiting, inciting, organizing and/or encouraging a fight, a disruption, or other violation of school rules. (<i>effective April 3, 2023</i>)			X	X	X
Volatile Acts – Disorderly, violent, or threatening conduct of a serious nature that significantly disrupts school, a school-sponsored activity, or a school-supervised activity held off school premises.			X	X	X
Leaving class without permission.	X	X	X	X	X
Leaving the school building without permission.		X	X	X	X
Buying or selling of personal items without administrative authorization.	X	X	X	X	
Being in the hallway without permission and refusing to return to class when directed by school staff.		X	X	X	
Any misconduct not otherwise addressed within that requires intervention by support staff and/or administrative corrective action.		X	X	X	

Middle School & High School: Inappropriate and Disruptive Behaviors and Response Levels

	Level 1	Level 2	Level 3	Level 4	Level 5
Any misconduct not otherwise addressed within that directly or indirectly jeopardizes the health, safety, or property of a school, Our District, school personnel, other students, one's self, or other individuals who are present or acting within the school's jurisdiction.		X	X	X	X
Failure to respect materials, property of others					
Property damage where the total value of the property affected is no more than \$20. See Glossary of Terms for definition of "property damage".		X	X	X	
Property damage where the total value of the property affected is more than \$20. See Glossary of Terms for definition of "property damage."		X	X	X	
Stealing the money or property of another that is valued at no more than \$20.	X	X	X		
Stealing the money or property of another that is valued at more than \$20 (including stealing credit cards/debit cards and cellular phones and other electronic devices).		X	X	X	X
Firearms/Weapons					
Possession of a facsimile weapon where the toy weapon is not used to		X	X		

Middle School & High School: Inappropriate and Disruptive Behaviors and Response Levels

	Level 1	Level 2	Level 3	Level 4	Level 5
threaten, intimidate, harm or cause a disruption.					
Possession of a facsimile weapon where the facsimile weapon is used to threaten, intimidate or harm another person or to cause a disruption.		X	X	X	X
Possession of a weapon, other than a firearm or other gun. See Glossary of Terms for definition of “weapon”.			X	X	X
Possession and actual, attempted or threatened use of a weapon, other than a firearm or other gun, toward another person or to cause a disruption. See Glossary of Terms for definition of “weapon”.					X
Possession of a gun of any kind, other than a firearm, whether loaded or unloaded, operable or inoperable. Examples include, but are not limited to BB guns, pellet guns, flare guns, and air rifles.					X
Possession of a firearm, as defined by 18 USC 921 of the federal code (e.g. handgun, rifle, shotgun, starter pistol etc.) See also, possession of a bomb or other explosive device. See Glossary of Terms for definition of “firearm”.					X

Middle School & High School: Inappropriate and Disruptive Behaviors and Response Levels

	Level 1	Level 2	Level 3	Level 4	Level 5
Fires/Explosives/Flammables					
Setting a fire or attempting to set a fire			X	X	X
False Alarms – Activating the school’s fire and/or other alarm systems, reporting a fire when no fire exists or making a false alarm call to 911.			X	X	X
Possession of fireworks, a smoke bomb, munitions, pepper spray/gas, tear gas, stink bomb or any inherently dangerous substance/object, or any illegal device, illegal product or illegal material that is not specially covered elsewhere within the Behavior Education Plan. See Glossary of Terms for definition of “possession”.			X	X	X
Attempting to or actually using a firework, smoke bomb, pepper spray/gas, tear gas or stink bomb.			X	X	X
Making a bomb threat, or threatening to set off an explosive device without actual possession of a bomb or explosive device. See Glossary of Terms for definition of “possession”.			X	X	X
Possession of a bomb or other explosive device See Glossary of Terms for definition of “possession”.					X

Middle School & High School: Inappropriate and Disruptive Behaviors and Response Levels

	Level 1	Level 2	Level 3	Level 4	Level 5
Forgery					
Forgery. See Glossary of Terms for definition of “forgery”.	X	X	X	X	X
Gambling					
Gambling. See Glossary of Terms for definition of “gambling”.	X	X	X	X	X
Inappropriate Clothing					
Dress Code Violation. See Dress Code in Students and Parents, Rights and Responsibilities Handbook.	X	X	X		
Inappropriate Language and/or Expression					
Verbal, written, and non-verbal threats toward another person where there is no reasonable apprehension of bodily harm.	X	X	X	X	X
Swearing, cursing, or making sexually suggestive obscene gestures, or written or verbal put downs directed toward another person.	X	X	X	X	
Serious threats toward another person. See Glossary of Terms for definition of “serious threat.”			X	X	X

Middle School & High School: Inappropriate and Disruptive Behaviors and Response Levels

	Level 1	Level 2	Level 3	Level 4	Level 5
Inappropriate Physical Contact (Non-Sexual)					
Hitting, slapping, pushing, tripping, shoving, kicking, spitting or any other inappropriate physical act of aggression by one student directed at another student that does not meet the Board Policy definition of Bullying or harassment and does not rise to the level of a fight or physical attack. See Glossary of Terms for definition of “physical attack”.	X	X	X	X	X
Physical attack against a student. See Glossary of Terms for definition of “physical attack”.			X	X	X
Fighting - Major: Physical Altercation that disrupts the learning environment			X	X	X
Use of physical force with intent to harm directly against or affecting a staff member or any adult who is legitimately exercising authority at the school or during any school activity.		X	X	X	X
Inappropriate Touching and/or Sexual Contact					
Touching, either directly or through clothing, the intimate parts of another person with anybody part or object with the specific purpose of doing so, and without the consent of the other person.		X	X	X	X

Middle School & High School: Inappropriate and Disruptive Behaviors and Response Levels

	Level 1	Level 2	Level 3	Level 4	Level 5
Consensual Sexual Activity – Participation in consensual sexual conduct or other inappropriate actions		X	X	X	X
Engaging in nonconsensual sexual contact with another student coupled with use of force, a weapon, threat, or coercion.					X
Inappropriate Use of Technology					
Violation of District’s Acceptable Use Policy	X	X	X	X	X
Inappropriate access/Use of personal communication devices (i.e., cell phone, watch, switch, tablet) These are prohibited during the school day.					
Violation of District’s Acceptable Use Policy (including accessing a device during the instructional day)	X	X	X	X	X
Indecent Exposure					
Physically displaying one’s private parts		X	X	X	
Removing or adjusting, or attempting to remove or adjust, the clothing of another person (including, for example, pulling down another student’s pants) in a manner that causes or was in an attempt to cause, the exposure of another person’s			X	X	X

Middle School & High School: Inappropriate and Disruptive Behaviors and Response Levels

	Level 1	Level 2	Level 3	Level 4	Level 5
undergarments and/or intimate parts.					
Loitering/Trespassing					
Refer to the Glossary of Terms for the definition of "loitering."	X	X	X	X	X
Refer to the Glossary of Terms for the definition of "trespassing."		X	X	X	
Recording Images of Another Person					
Making, transmitting, or distributing any recording that has not been approved by or authorized by the school or the voice or image of any other student, staff member, or other person in any non-emergency situation and without the consent of the person(s) so recorded.	X	X	X	X	X
Promoting and continuing to instigate a fight by recording with a phone or any other device and sharing or posting that recording to social media.			X	X	X
Sexual, Explicit, Obscene or Lewd Materials					
Possessing or observing pornographic material.		X	X	X	X

Middle School & High School: Inappropriate and Disruptive Behaviors and Response Levels

	Level 1	Level 2	Level 3	Level 4	Level 5
Possessing, making, transmitting, or disclosing any nude or partially nude images.			X	X	X
Possessing, making, transmitting, or disclosing any nude or partially nude images while at school or school activities.				X	X

Shaping student behavior is a team effort that takes place all across our campus, from the playground to the front office. It takes all of us—students, families, staff, and neighbors—to bring our shared commitments and expectations to life every day.

Glossary

The definitions included in this section reflect language from school board policy, federal definitions, and other sources.

Bullying	Bullying is defined as a form of aggression in which there is an imbalance of power between the bully and the victim. Bullying can be physical, verbal, or psychological and is of a repetitive nature. It can be direct (face to face) or indirect (behind someone's back). Indirect bullying includes exclusion and gossip.
Cheating	Using, submitting, obtaining or attempting to obtain data, questions, or answers dishonestly, by deceit or by means other than those authorized by the teacher. Cheating includes submitting the work of others as your own, plagiarism and using AI as your own work.
Disruption	Intentionally interfering with instruction in a manner that inhibits other students from accessing instruction. This does not include when a student may occasionally engage with instruction in a manner that is not aligned with classroom expectations or having a side conversation with one other student.
Distribution	Sharing, selling (for money or other consideration) or giving away drugs or alcohol. In instances of sharing (where no money or other consideration is exchanged), only the student who brought the drugs or alcohol to school or a school-sponsored event shall be cited for distribution.
Drugs	All illegal drugs, controlled substances, narcotics and prescription medications. The definition does not include prescription medications that are possessed 1) while under the care of a licensed healthcare provider

	who prescribed the drug to the student and 2) in accordance with District policies regarding the administration of medication at school.
Drug Paraphernalia	All equipment, products and materials that are used, designed for use or intended for use in producing, processing, preparing, packaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance analog.
Fighting	Physical confrontation, including but not limited to, pushing, shoving, kicking, and exchange of physical blows.
Firearm	Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. (18 USC 921 of Federal Code)
Forgery	Writing the name of another person to be represented as a writing or original signature of that other person or altering any written record or document (such as dates, times, passes and permits) without permission.
Gambling	Playing any game of chance or skill for money or any item of value.
Gang Activity	All gang activities include a group of three or more individuals with a unique name, identifiable marks or symbols who claim turf or territory, who associate on a regular basis, and who engage in gang-related or criminal activity.
Hate Speech	Any kind of communication in speech, writing or behavior, that attacks or uses pejorative or discriminatory language with reference to a person or a group on the basis of who they are, in other words, based on their religion, ethnicity, nationality, race, color, descent, gender or other identity factor. (United Nations)
Hazing	Intentional or reckless acts which endanger the physical health or safety of others for the purpose of initiation/admission/affiliation with an organization.
IDEA	The individual with Disabilities Education Act (IDEA) is a law ensuring services to children with disabilities throughout the nation. IDEA governs how states and public agencies provide early intervention, special education, and related services to eligible infants, toddlers, children, and youth with disabilities. The IDEA requires a school district to provide a “free appropriate public education” (FAPE) to each qualified student with a disability who is in the school district’s jurisdiction, regardless of the nature or severity of the disability.
Imitation Controlled Substance	A substance that is not a controlled substance, but which by appearance, including color, shape, size, markings or packaging, or by representations made, would lead a reasonable person to believe that the substance is a controlled substance.
Loitering	Remaining around or lingering on District property without a lawful purpose or particular purpose for being there.

Personal communication device	Any device that has the potential to detract from and/or disrupt student learning, whether electronic or otherwise, including, but not limited to, cellular phones, personal digital assistants (PDAs), personal music/video/gaming devices (e.g. Nintendo DS, iPods, MP3 players), electronic tablets, watches, headphones cameras and/or any image/voice capturing)
Physical Attack	Physically pushing, hitting or otherwise attacking someone or something.
Purchase	Exchanging money or some other consideration in exchange for drugs and other items or the promise to provide money or some other consideration at a later date in exchange for drugs or other items.
Possession	Having an item on one's person or in one's locker, car/vehicle (if parked on District property), backpack, purse or other container.
Property Damage	The destruction, defacement or damaging of property or equipment belonging to the school, District or another person. The value of the property that is damaged will be measured by the repair or replacement cost.
Protected Class Status (Harassment)	Any status expressly defined in and protected by the Federal, State or local law, regulation or ordinance including gender, race, national origin, ancestry, creed, religion, pregnancy, marital status, sexual orientation, gender identity, mental, emotional or learning disability.
Reckless Vehicle Use	Using any motorized or self-propelled vehicle on or near school grounds in a reckless manner or in a manner that disrupts the educational process (i.e. a manner that shows conscious disregard for a substantial or unjustified risk)
Refusal to Cooperate	<p>Refusal to cooperate may occur when a student's refusal to follow school rules or the instructions of school staff or volunteers has an impact on the effective or safe functioning of the school or a classroom, such as continuing to remain at the scene of a fight or to instigate a disturbance after being told to stop the behavior, or repeated disobedience to school staff or volunteers when other response strategies have not been successful in modifying the misbehavior.</p> <p>Refusal to cooperate does not occur when:</p> <ul style="list-style-type: none"> • A student was not reasonably aware of directions given by school staff or a volunteer (i.e. in a noisy room, hearing problems or other disabilities, language limitations, etc.); • A student is tardy to school/class; or • A student fails to complete homework.

Sexual Harassment	<p>Sexual Harassment: (Title IX) means conduct on the basis of sex that satisfies one or more of the following:</p> <ul style="list-style-type: none"> • A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e. quid pro quo harassment) • Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity (hostile environment) • Sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA)
Section 504	<p>Section 504 of the Rehabilitation Act of 1973 is a Federal law designed to protect the rights of individuals with disabilities in programs and activities that receive Federal financial assistance from the U.S. Department of Education. The Section 504 regulations require a district to provide a "free appropriate public education" (FAPE) to each qualified student with a disability who is in the school district's jurisdiction regardless of the nature or severity of the disability.</p>
Serious Threat	<p>Engaging in conduct that places a person in reasonable apprehension of bodily harm including, but not limited to, non-verbal aggression/intimidation, verbal statements or written statements.</p>
Trespassing	<p>Entering school grounds or a school building or space within a building without permission to do so or remaining on school grounds or in a school building or space within a building after being told to leave by District staff or a volunteer.</p>
Weapon	<p>A device, instrument, material or substance that is used for, or is readily capable of, causing death or serious bodily injury. Examples of weapons include, but are not limited to, firearms, bows and arrows, BB guns, paintball guns, pellet guns, brass knuckles, stun guns, tasers, knives (all knife types regardless of length of blade), cutting instruments (all objects whose primary intended purpose is to be used to cut something; e.g. box cutters, scissors, carpet cutter, razor blades, straight razors). Cutting instruments are not considered a weapon IF use of the instrument has been authorized by a staff member and/or provided to students by a staff member for a legitimate educational purpose (e.g. scissors for a classroom project) so long as the student uses the object only for the authorized purpose.</p>

ACTIVITIES AND ATHLETICS

[Webpage](#)

Philosophy

Co-curricular activities are a vital part of the educational system and students are encouraged to take advantage of them, in addition to their academics at South Milwaukee High School. When students commit themselves to an activity, they owe it their best effort, not only to benefit the club, but themselves. Any student that falls behind in their schoolwork should seek extra help from the teacher(s) prior to participating in any co-curricular activity. Students should consider all other obligations before committing themselves to an activity.

The co-curricular program is an integral part of the educational system. While creating an opportunity for students to grow and mature, participation in co-curricular activities is considered a privilege. Therefore, standards may apply to co-curricular participants which may not apply to the general student population.

Activities will be scheduled during the day or after school at times convenient to the group and its advisor. Only officially recognized school groups may use the school building or its facilities, unless use is approved through the Athletic Office with a facility request form. A non-student adult must supervise students in the building after hours, and will be responsible for any damage that may occur that is caused by the supervisor or group of students.

Mission

Co-curricular activities are intended to help students learn to work in a productive relationship with a variety of people. Activities place students in unique situations to learn lessons in self-discipline, teamwork, respect, dealing with failure, dealing with success, and preparing students for their future in a dynamic society.

Eligibility & Scope

Students participating in co-curricular activities shall be subject to this code 12 months a year, 7 days a week, 24 hours a day, on or off-campus from the first day the student becomes involved in co-curricular activities at South Milwaukee High School until they have graduated and completed all school-sponsored activities.

A student who graduates early will terminate their involvement in all co-curricular activities. Students who graduate early may make a request to the Athletics and Activities Office to attend Prom.

Co-Curricular Activities

Co-curricular activities include the following classification of activities.

CATEGORY 1 ACTIVITIES are those activities in which the school has a schedule of interscholastic contests or school-sponsored performances or competition. If a student has been suspended from an activity/athletic team, the student is required to attend all practices, games and activities upon completion of any suspension from school.

Athletic Activities	Fine Arts Activities	Club Activities
Baseball	Marching/Pep Band	FCCLA
Golf	Color Guard	DECA
Tennis	Theatre	FIRST Robotics
Football		FBLA
Swimming		UNITY
Poms		HOSA
Softball		
Wrestling		
Cross Country		
Volleyball		
Cheer		
Soccer		
Basketball		
Track		

CATEGORY 2 ACTIVITIES are those in which there are no contests, performances, or competition. A student may be suspended from any participation for two weeks.

Activities Without a Performance		
SM Green	Art Honor Society	Link Crew
Student Senate	National Honor Society	Gender & Sexuality Alliance (GSA)
Anime Club	Spanish Honor Society	
UNITY	Int'l Thespian Society	
Leo Club	Orbit	
Hiking Club	Yoga Club	

Academics

A student must meet school and [Department of Public Instruction](#) (DPI) requirements defining a full-time student. Students are ineligible if they received more than one failing grade and/or an incomplete in the most recent grade reporting period (midterm semester 1, end of semester 1, midterm semester 2, end of semester 2). Special consideration may be made for students with exceptional educational needs enrolled in a school-approved program that meets the [Wisconsin Interscholastic Athletic Association](#) (WIAA) requirements for academic eligibility as indicated by their IEP.

- A student who fails to meet the minimum requirements listed above becomes ineligible on the final day of the quarter in question. The student is then ineligible for all appearances and competitions until regaining eligibility.
 - The student will be suspended for a minimum 15 school days and school nights. This suspension can be longer if the student fails to regain eligibility.
 - For the fall sports season there is an adjusted WIAA standard at the start of the school year. This standard is the lesser of the following two options: 1) 21 consecutive days after the earliest date allowed for competition in a sport, or 2) one-third of the maximum number of allowed meets/games in a sport (rounded up if a third results in a fraction) per WIAA rules.
 - Students are allowed to regain academic eligibility by successfully completing summer school courses or by taking correspondence courses that are pre-approved by the counseling department to meet graduation requirements as accepted by South Milwaukee High School. Students who are ineligible due to failing three (3) or more classes are not able to regain eligibility through summer school.
- Incompletes shall be treated as failing grades until written proof that these incompletes have been made up and a passing grade achieved for the grading period just completed is received by the Activities, Athletics & Recreation Coordinator.
- A student who is ineligible may continue to meet and practice during the period of ineligibility with consent of coach/advisor and the Coordinator.
- The student must report to the Athletic Office to request a review of their grades in order to become academically eligible once the incompletes have been taken care of or after the required waiting period concludes. This review can be done through Infinite Campus after a request is made by the student.

Attendance

- Students must be in attendance for the entire school day (7:30am-2:55pm) and in classes on time. If a student is absent for any part of a school day, they may not participate in any Co-Curricular activity that day. Certain prearranged absences (funeral, college visit, doctor's app, etc.) will not prohibit a student's participation in any Co-Curricular activity, when excused by the attendance office.
- If a student is suspended (in or out of school) for any part of a school day, they may not participate in any Co-Curricular activity that day.
- If a student is assigned a detention, the student must fulfill that obligation prior to practice or competition. Failure to do so, will result in the student not being allowed to participate in any Co-Curricular activity until the detention is served.

Behavior and Conduct

- It is expected that students will conduct themselves professionally and responsibly at all times. As representatives of South Milwaukee, co-curricular activity participants are expected to follow school standards and good citizenship. It is the responsibility of each co-curricular participant to know what activities (for example the use of controlled substances or alcohol by others) are taking place at social gatherings that they attend. Lack of knowledge of such activities may not prevent said participant from being in violation of the Activities Code.
- In-season athletes are expected to maintain an acceptable level of good grooming and hygiene. Due to safety and health concerns in some sports, athletes may be required to satisfy this issue prior to participating in practice or scheduled competition.

Concussions

Students and parents will be required to sign a Concussion Information sheet before starting any athletic program, including Cheer and Poms. . The WIAA has a concussion policy providing participants and parents with general information about concussions and how to address them. This policy can be found on the [WIAA website](#).

Conflicting Activities

- In the occurrence that a student has conflicting co-curricular activities, the student has the duty to inform their coach or advisor of the conflict prior to the date of the conflict. Once the conflict is brought to the attention of the coach or advisor, an attempt will be made at a resolution.
- When a student has a conflict because two or more events or performances are scheduled at the same time, the following policy will apply:
 - A performance (i.e. game, meet, contest, play, etc.) has priority over any practice or rehearsal, and the student is excused from the other activity without penalty.
 - Participation or performance in a theatre, conference, district, or state tournament series event takes priority. If a student should choose not to participate in the theatre, conference, district or state tournament series, they will not be permitted to participate in any activity during the same date(s).
 - The first activity (based on starting date) the student joins or commits to will take precedent in the event of practice or performance conflict. The first activity will be considered the student's "primary" activity. Students who wish to be involved in additional activities MUST make prior arrangements with their primary advisor/coach to attend a practice or any portion of a practice for another activity in place of their regular practice.
 - If a performance in one activity conflicts with a performance in another activity, the student will perform in the activity taking priority under provisions 1, 2, or 3. If this causes a problem, and the coaches/advisors cannot agree, the Coordinator will act as arbitrator.

Criminal Activity

Any activity that violates State or Federal Law will be deemed a violation of this code.

Drugs, Alcohol, Performing Enhancing Substances (PES), Tobacco, Nicotine Pouches, and Vaping

The possession, use or display of tobacco, alcohol, PES, e-cigarettes, hookah pens or vaping products is a violation of the co-curricular activity policy for the South Milwaukee School District. A co-curricular participant doing any of these activities will be found in violation of this code and subject to the penalties of the following section.

Duties and Expectations

Duties and expectations apply to the conduct of all parties involved in the co-curricular activities program. This includes coaches and supervisors (collectively "coaches"), parents of participating students, and the students themselves. Outlining what is expected of parents, coaches, and students allows each party to understand what is to be expected when they interact with one another.

Coaches:

- Should voice the expectations that they have established for all of their team members, as well as the team's rules to both parents and students. This includes:
 - Location and times of all practices.
 - Team requirements, fees, special equipment, game dress, and off-season opportunities.
 - Lettering requirements.
 - Sport-specific rules.
- Shall act as a role model for good sportsmanship, use of appropriate language, promoting a healthy and safe environment, and safe teaching techniques.
- Can expect parents and students to inform them of any schedule conflicts that may occur well before the conflict occurs.
- Can expect parents and students to support all team members as well as the coaching staff.
- Shall not physically or mentally endanger any co-curricular participants.

The Wisconsin Interscholastic Athletic Association (WIAA) code of conduct for coaches can be found here: [WIAA Coach Sportsmanship Code of Conduct](#)

Parents:

- Should expect that the coach puts the team first.
- Should inform the coach of any scheduling conflicts that arise with their child and the co-curricular activity.
- Support their children in a respectful manner at contests or games. This includes appropriate language and sportsmanship.
- Inquire about the physical or mental health of their child with the coach if they fear that it is at risk.
- Should not confront the coach about the makeup of a team, the strategy for a contest, or the playing time or opportunity to compete that their child receives. These are coaching decisions made with the best interests of the team at heart and should be respected as such.

- Shall look to schedule a meeting with the coach to discuss concerns no sooner than 24 hours following a contest.
- Should show support for the South Milwaukee High School Athletic Code of Conduct, the rules of the WIAA, and any additional rules the coach may have.
-

The WIAA's Parental Guide to Sportsmanship can be found here: [WIAA Parental Guide to Sportsmanship](#)

Students:

- Owe a responsibility to themselves
 - Are expected to be participating in co-curricular activities to broaden the strength of their academic achievement and character.
 - Are expected to be good sports and to be a respectable member of the community.
- Owe a responsibility to their academic studies
 - Academic studies coupled with participation in co-curricular activities are used to prepare students for their adult life.
- Owe a responsibility to South Milwaukee High School
 - Students participating in co-curricular activities make themselves highly visible to other students and faculty. It is important that students act responsibly in front of other students and faculty.
 - Be a respectful role model for their teammates and fellow classmates of South Milwaukee High School.
- Owe a responsibility to the community
 - The community assists in funding co-curricular activities through taxes and donations. It is important that members of the community are treated with respect by co-curricular participants.
 - Co-curricular participants must act reasonably when the spotlight is on them. It is often the case that their actions reflect not only others' perception of themselves and the school, but the community as a whole.
 - It is the school's desire that co-curricular participants are respectful at all times.
- Owe a specific responsibility to younger students
 - Students participating in co-curricular activities will have younger students that look up to them as role models.
 - Students participating in co-curricular activities should behave responsibly and foster a respectful environment that encourages younger students to carry on such a legacy at South Milwaukee High School.
- Owe a responsibility to their coaches
 - Inform the coach of any scheduling conflicts and properly address them (see the conflicting activities section above).
 - Treat coaches with respect and follow their own independent rules and policies.

Fans

- Must be respectful of the other teams they compete against.
- Must show good sportsmanship by cheering positively for South Milwaukee, not negatively towards opponents officials or the opposing fans.
- Need to realize that your actions reflect South Milwaukee High School and this should be considered prior to taking those actions.
- Should be a role model for other fans and fans of other schools or teams.
- Should show school spirit and pride.
- Should enjoy themselves.

Eligibility

Students and parents will be required to read and understand the WIAA Athletic Eligibility information provided when signing up for any athletic program, including Cheer and Poms.

Fighting, Hazing and Bullying

- Fighting both during and outside of activities or events will not be tolerated. Any fighting will be deemed a violation of this code.
- The School District of South Milwaukee will not permit any student to engage in any form of hazing as explained in School Board Policy 411.3. Hazing consists of any activity that is intimidating, threatening, or demeaning and is perpetrated for any reason such as the victim's age, grade level, team affiliation, or school affiliation.
- The definition of bullying, as explained in School Board Policy 411.3, will be applied to the Activities Code. Bullying including cyber bullying will not be tolerated in any forum associated with a co-curricular activity.
- Students gathering to encourage fighting, hazing, or bullying, by means of cheering, taunting, video streaming, video recording, and/or posting about the incident on social media will be subject to discipline.

Financial Obligations

Co-curricular activity participants that are required to check out equipment for their activity are liable for the equipment if it is lost, stolen, or damaged. The replacement cost will be equivalent to a new piece of equipment no matter the condition of the previous equipment. Unpaid equipment fees will be added as obligations in Infinite Campus.

Fundraising

All fundraisers must adhere to school board policy and school rules. If fundraising for an activity that needs board approval, the approval for the activity must be obtained before any fundraising efforts begin. All requests must be approved by the building Principal and the Activities, Athletics and Recreation Coordinator prior to commencing. Each activity advisor will inform their group of these rules. Please note that selling in the school building is restricted to the Heritage Hallway, either before school, after school, or during lunch periods only. There will be NO selling during school hours in classrooms or corridors unless pre-approved by high school administration. All revenue from sales and any discrepancies must be reported to the advisor. Restrictions may be placed on possible fundraisers based upon the District Wellness Policy (including 25% of bake sales being made up of healthy items). All fundraiser proceeds must be applied directly to the organization doing the fundraiser, and only for the purpose of the fundraiser.

Injury Policy

Following any injury, the coach must file an Athletic Injury Report with the Athletic Director and Athletic Trainer. In the case of minor injuries not requiring the services of a physician, the Athletic Trainer and the coach will determine when the student-athlete is ready to return to practice and competition.

If a student-athlete is injured during the sport's season and is under a physician's care, the student-athlete must obtain a written release from the treating physician prior to resuming active participation in practices and competition.

If a student-athlete develops a medical condition or is injured outside of the sport season, the Athletic Trainer and/or the Athletic Director reserve the right to request a written clearance from the treating physician prior to declaring the student-athlete eligible to participate in interscholastic athletics.

Physical Examination Requirements

Students must provide a WIAA Physical Examination form, signed by a physician and a parent/legal guardian, as proof of having a physical, clearing the student to participate in sports, before starting any athletic program, including Cheer and Poms.

Physical forms must also be signed by a licensed physician, physician assistant, or nurse practitioner every two years. The WIAA also requires an Alternate Year Physical form be completed by a parent/legal guardian in years opposite to the physical examination requirement before starting any athletic program, including Cheer and Poms.

Registration and Fee

Students interested in participating in Athletics and/or Activities at the high school must register through the GoBound registration site. Athletics participation requires participants to pay a fee of \$60 per sport at the time of registration.

Social Media

- Any conduct that violates a provision of this code that is displayed on social media is a direct violation of this code. Co-curricular participants should be responsible with their social media content as it is available to the public.
- The posting of any photos on social media of a student-athlete in a South Milwaukee uniform that is deemed inappropriate is a violation of this code.

Team Membership

Students who voluntarily join an athletic team or activity at South Milwaukee High School are expected to abide by the following membership rules.

- **Rules** – In addition to all school rules, students must abide by their specific team or activity rules as provided by their coach or advisor.
- **Coach's Authority** – With cause, team coaches and activity advisors have the authority to unilaterally suspend a student from a team or activity. These suspensions take effect immediately. Coaches are required to notify the Coordinator when such suspensions are put into effect. Any suspensions lasting more than three (3) days are subject to the Due Process procedures in the Activities.
- **Athletic Team Loyalty** – A student beginning in one sport cannot transfer to another sport, during the same season, until the original sport's season is completed, except with the mutual consent of the head coaches of the two sports involved.

Team Travel

Students are required to travel both to and from all team competitions and events with their team-provided transportation. If a parent, due to an emergency or unavoidable family circumstance needs other arrangements to be made, a Transportation Release form must be filled out by the parent and turned in to the coach prior to the event.