School District of Wisconsin Dells

2026-2027

SCHOOL DISTRICT OF
WISCONSIN DELLS

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Everyone. Every day.

WISCONSIN DELLS ELEMENTARY HANDBOOK

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ELEMENTARY STUDENT/PARENT HANDBOOK

WISCONSIN DELLS ELEMENTARY SCHOOL

All members of the staff are pleased to have you/your child as a student and will do our best to help make his/her experience here as productive and successful as possible.

Wisconsin Dells Elementary School (EC-4) – 253-2468
300 Vine Street
Wisconsin Dells, WI 53965

Julie Ennis, Principal.....ext 2121
Kim Torkelson, Associate Principal.....ext 2193
Stephanie Torres, Secretary.....ext 3102
Dominique Madland, Secretary.....ext 3131

Terrance Slack, District Administrator.....254-7769

Board of Education Approval:
Student Handbook adopted on August 10th, 2026

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

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal or Associate Principal, who you will find listed in the Staff Directory section of the handbook. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. If any of the policies or administrative guidelines referenced herein is revised after June 30, 2014, the language in the most current policy or administrative guideline prevails. The current policies and guidelines are available on the District's website.

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EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT

It is the policy (Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity) of the School District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on membership in a Protected Classification defined in Board Policy 2260 - Nondiscrimination and Access to Equal Educational or other protected characteristics as well as place of residence within School District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents who have questions should contact our Director of Pupil Services, Dawn Sine at 253-2467.

It is also the policy (Policy 5517) of the District to maintain an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Any person who believes that the School District of Wisconsin Dells or any staff person has discriminated against them in violation of these policies may file a complaint. A formal complaint can be made in writing to a District Compliance Officer listed below:

List one male and one female Compliance Officer

(Name)	Hugh Gaston	Dawn Sine
(School District Title)	Director of Digital Learning & Technology	Director of Pupil Services
(Telephone Number)	253-1461	253-2467
(Fax Number if confidential)	254-6288	254-6397
(Office Address)	520 Race Street	1501 Brew Farm
(E-Mail Address)	hgaston@sdwd.k12.wi.us	dsine@sdwd.k12.wi.us

The complaint procedure is described in Board Policies 2260 and 5517. The policy and form are available in the School office.

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Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) calendar days of the complaint being received).

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under Policy 5517.01 - Bullying, and not harassment under Policy 5517, because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

The School District Of Wisconsin Dells is committed to an educational environment that is free of harassment of any form. The school will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the school district community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Harassment means behavior toward a student or group of students based, in whole or in part, on the membership in a Protected Classification defined in Board Policy 2260 which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. Examples of conduct that may constitute harassment include:

A. graffiti containing offensive language;

B. name calling, jokes or rumors;

C. threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability);

D. Notes or cartoons;

E. Slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic;

F. Written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;

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G. A physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic; or

H. Other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

NONDISCRIMINATION ON THE BASIS OF SEX

The Board of the Wisconsin Dells School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

(Name)	Hugh Gaston	Dawn Sine
(School District Title)	Director of Digital Learning & Technology	Director of Pupil Services
(Telephone Number)	253-1461	253-2467
(Fax Number if confidential)	254-6288	254-6397
(Office Address)	520 Race Street	300 Vine Street
(E-Mail Address)	hgaston@sdwd.k12.wi.us	dsine@sdwd.k12.wi.us

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

It is a violation of this policy for anyone to knowingly making false statements or knowingly submitting false information during the sex discrimination complaint process, including intentionally making a false report of sexual harassment, or submitting a false formal complaint. The District will not tolerate such conduct, which is a violation of the Student Code of Conduct.

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation,

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threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, is a serious violation of Board Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities that can result in the imposition of disciplinary sanctions, consequences, and/or other appropriate remedies.

All students, parents, and their representatives are advised to review Board Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities for more information and detail regarding the District's commitment to nondiscrimination on the basis of sex.

SEXUAL HARASSMENT

Sexual harassment deserves special mention. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

A. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education; or

B. Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or

C. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.

Sexual harassment may include, but is not limited to:

A. unwelcome verbal harassment or abuse;

B. unwelcome pressure for sexual activity;

C. threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances;

D. unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the

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unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls and obscene gestures;

E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals;

F. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;

G. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status:

H. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;

I. unwelcome behavior or words directed at an individual because of gender;

Examples are:

1. Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;

2. Rating a person’s sexuality or attractiveness;

3. Staring or leering at various parts of another person’s body;

4. Spreading rumors about a person’s sexuality;

5. Letters, notes, telephone calls or materials of a sexual nature; and

6. Displaying pictures, calendars, cartoons or other materials with sexual content;

Any person may report sexual discrimination, including sexual harassment, to the School District's Title IX Coordinator listed above, regardless of whether the person is the alleged victim of the reported conduct. The report may be made in person, by mail, by telephone, or by email. The report may be made at any time, including during nonbusiness hours.

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A copy of Board Policy 2266 - Nondiscrimination of the Basis of Sex in Education Programs or Activities, including the reporting, investigation, and resolution procedures, is available in the school office and on the District's website. Board Policy 5517 - Student AntiHarassment, as well as Board Policy 2266, both contain the complaint procedures and steps for investigating complaints under these policies.

Any person who is unsure about how to submit a complaint of discrimination, harassment, or sexual harassment is encouraged to immediately contact one of the listed Compliance Officers, a Title IX Coordinator, an administrator, or any trusted member of the staff for assistance in filing a complaint.

Retaliation against a person who files a complaint is prohibited by Board policy and Federal law. Any allegation of retaliation should be filed immediately with assurance that it will be taken seriously and fully investigated by the School District.

Staff-Student Boundary Violations

The School District is committed to maintaining safe, professional, and appropriate physical and behavioral boundaries between students and school employees, volunteers, or other adult members of the school community that occur during or outside of school hours.

- Prohibited Behavior: Professional boundary violations include any inappropriate physical contact, grooming behaviors, or interactions that breach the professional staff-student relationship.

- Reporting: Any student who experiences or witnesses an inappropriate boundary invasion, or unapproved communication by a school employee or volunteer, must report it immediately to a building administrator.

- Mandatory Parental Notification: If there is reasonable cause to suspect that a student has been the victim or target of staff sexual misconduct, physical abuse, or an inappropriate boundary violation by a school employee or volunteer, the District will provide immediate and prompt formal notification to the student's parent or legal guardian

BULLYING

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Examples of bullying include:

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A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.

C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

D. "Cyberbullying" – the use of information and communication technologies such as email, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds that aggressive behavior has occurred, it will result in prompt and appropriate discipline, co-curricular sanctions and/or disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials. (Board Policy 5517.01)

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying.

Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, the student should report it and allow the administration to determine the appropriate course of action. (Board Policy 5517.01 - Bullying)

SECTION 504/ADA COMPLAINT

Any person who believes that the School District of Wisconsin Dells or any staff person has discriminated against them in violation of the District's Section 504/ADA Policy 2260.01 may file a complaint. A formal complaint can be made in writing to a District Compliance Officer listed below:

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List one male and one female Compliance Officer

(Name)	Hugh Gaston	Dawn Sine
(School District Title)	Director of Digital Learning & Technology	Director of Pupil Services
(Telephone Number)	253-1461	253-2467
(Fax Number if confidential)	254-6288	254-6397
(Office Address)	520 Race Street	300 Vine Street
(E-Mail Address)	hgaston@sdwd.k12.wi.us	dsine@sdwd.k12.wi.us

The complaint procedure is described in Administrative Guideline 2260.01A and 2260.01B and are available in the School office and on the District's web page.

SCHOOL DAY

All schools open at 7:30 am and classes begin and end at the following times:

Wisconsin Dells Elementary EC-4th grade 8:00 am – 3:20 pm

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the School District of Wisconsin Dells are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures will comply with the requirements of State and Federal law.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, U.S. mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish their educational goals.

No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the minor's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning: political affiliations or beliefs of the student or the student's parents; mental or psychological problems of the student or their family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or the student's parents; or income (other than that required by law to determine eligibility for participation in a program or for

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receiving financial assistance under such a program). (Board Policy 2416 – Student Privacy and Parental Access to Information)

STUDENT WELLBEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, tornado, and emergency intruder drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify a staff person immediately.

All students must have an emergency medical information completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or to the office staff. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes injured or ill during the school day should request permission from the teacher to go to the office. The office staff will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. (Board Policy 5340 – Student Accidents/Illness/ Concussion & Sudden Cardiac Arrest)

HOMEBOUND INSTRUCTION

The District may arrange for individual instruction to students of legal school age who are not able to attend classes because of a serious medical disability.

Parents should contact the principal regarding procedures for such instruction. (Board Policy 2412 – Homebound Instruction)

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

Students generally enroll in the district in which they live. However, the Board will release a resident student who is accepted as a student in another school district under that district's open enrollment program.

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Students that are new to School are required to enroll with their parents or legal guardian **unless eighteen (18)**. When enrolling, the parents will need to bring:

A. a birth certificate or similar document;
B. custody papers from a court (if appropriate);
C. proof of residency; and
D. proof of immunizations and/or an appropriate waiver.

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to complete the enrollment process.

Students enrolling from another accredited school will have their courses and grades evaluated by the school counseling department. The office staff will assist parents in obtaining the official records from the other school.

During the enrollment process, a parent (or adult student), may present information to the District certifying that the parent (or adult student), their child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice, the District shall use the address designated by the Department of Justice to serve as the student's address for enrollment purposes. The District shall place a copy of any certification provided by the parent in the enrollment files

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the Homeless Liaison with regard to enrollment procedures. (Board Policy 5111.01 – Homeless Students).

Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures (Board Policy 5111.03 – Children and Youth in Foster Care).

SCHEDULING AND ASSIGNMENT

The Principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the Principal.

RECESS WEATHER POLICY

We believe fresh air and outdoor play are crucial for students' well-being and learning! Our goal is to get students outside for recess whenever possible. Students will go outside for recess unless the temperature, with wind chill, drops below zero degrees Fahrenheit.

On days when the temperature and wind chill are at or below zero degrees Fahrenheit, or in the event of other inclement weather conditions such as heavy rain, lightning, or severe winds), students will have indoor recess. We'll always prioritize student safety and comfort when making these decisions.

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EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent/guardian, a person who the parent/guardian has designated and whose name is on file in the school office or the parent/guardian coming to the school office to request the release. (Board Policies 5200 - Attendance and 5230 – Release of Students to Authorized Persons)

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer to another school, the parent must notify the Principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. Parents are encouraged to contact their school office for specific details.

OPEN ENROLLMENT

The School District will participate in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the District, all as amended from time-to-time. (Board Policies 5113 – Open Enrollment and 5113.01 – Part-Time Open Enrollment)

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents and completion of any required forms.

IMMUNIZATIONS

Each student must have the immunizations required by the Wisconsin Department of Health and Human Services or must have an authorized waiver. If a student does not have the necessary shots or waivers, s/he may be excluded from school as permitted by law. This is for the safety of all students and staff. Any questions about immunizations or waivers should be directed to school office. (Board Policy 5320 - Immunization)

STUDENT ACCIDENTS/ILLNESS/CONCUSSION & SUDDEN CARDIAC ARREST

The School District believes that school personnel have certain responsibilities in case of accidents, illness, or concussions, or sudden cardiac arrest that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports. (Board Policy 5340 – Student Accidents/Illness/Concussion & Sudden Cardiac Arrest)

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SUICIDE PREVENTION

The School District values the mental health of every student and has counseling and prevention resources available for any student considering self-harm. Students may seek help from any staff member. In addition, students are urged to approach any staff member of their choice if they know of another student who is talking about death by suicide. (Board Policy 5350 – Suicide Prevention, Intervention, and Postvention)

EMERGENCY MEDICAL AUTHORIZATION

The Board has established Policy 5341 that requires every student to have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

The school has made the Emergency Medical Authorization Form available to every parent at the time of enrollment. A student's failure to return the completed form to school may jeopardize the student's participation in school activities.

EMERGENCY NURSING SERVICES

To provide for the protection of the students, the District shall make available emergency nursing services during the regular school day and during all school sponsored student activities. (Board Policy 5310.01 – Emergency Nursing Services)

USE OF PRESCRIBED MEDICATIONS

In circumstances where a student must take prescribed medication during the School day, the following guidelines of Board Policy 5330 – Administration of Medication/Emergency Care are to be observed.

A. Parents should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.

B. The Medication Request and Authorization Form (5330 F1) must be filed with the principal's office before the student will be allowed to begin taking any medication during school hours. The forms are available in the School office.

   All medications to be administered during school hours must be registered with the Principal's office.

   Medication that is brought to the office will be properly secured.

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Medication must be conveyed to school directly by the parent except self-administered medications- See below

For each prescribed medication, the container shall have a pharmacist's label with the following information:

1. student's name
2. practitioner's name
3. date
4. pharmacy name and telephone
5. name of medication
6. prescribed dosage and frequency
7. special handling and storage directions

Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.

Any unused medication unclaimed by the parent will be destroyed by School personnel when a prescription is no longer to be administered or at the end of a school year.

A log for each medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than one authorized is in violation of the school's Code of Conduct and may be disciplined in accordance with the drug-use provision of the Code.

ASTHMA INHALERS AND EPINEPHRINE DELIVERY SYSTEMS

Students, with appropriate written permission from the physician and parent, may possess and use a method dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. (Board Policy 5330 - Administration of Medication/Emergency Care)

Students, who suffer from severe allergic reactions may, possess and use an epinephrine auto delivery system when the student is required to carry the epinephrine delivery system to prevent the onset of an allergic reaction, and the appropriate written permission from the medical practitioner and completed Parent Consent form have been submitted to the Principal. Inhalers and epinephrine can be administered by school

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officials only in accordance with conditions confirmed by the Principal, consistent with the approved plan adopted by the School District and updated annually, as necessary.

USE OF NONPRESCRIBED (DRUG PRODUCTS)

Possession, administration, and use of nonprescription drug products shall be in accordance with Board Policy 5330 – Administration of Medication/Emergency Care.

[ ] Staff and volunteers will not be permitted to dispense non prescribed drug products to any student without written parental consent.

The Medication Request and Authorization Form (5330 Fl) must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours.

For each nonprescription drug product, the container shall be the original manufacturer's package and the package must list in a legible format the ingredients and recommended therapeutic dose.

The parents request to administer a nonprescription drug product shall contain the following information:

A. student's name;

B. date;

C. name of medication;

D. dosage and frequency; and

E. special handling and storage directions.

Further, only those nonprescription drugs that are provided by the parent or guardian in the original manufacturers' package which lists the ingredients and dosage in a legible format may be administered.

Parents may authorize the School to administer a nonprescribed drug product using a form which is available at the School office. A physician does not have to authorize such medication, but all of the other conditions described above under Use of Prescribed Medications will also apply to nonprescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

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CBD PRODUCTS

In accordance with Board Policy 5330 – Administration of Medication/Emergency Care, students and parents are reminded of the following regulation regarding CBD product use, possession, and distribution on District property or at school activities:

> No CBD products will be permitted for use at school.

ESSENTIAL OILS

In accordance with Board Policy 5330 – Administration of Medication/Emergency Care, students and parents are reminded of the following regulation regarding the use of essential oils on District property or at school activities:

> All students wishing to use essential oils in the school must seek prior approval from administrators and/or the school nurse.

HEAD LICE

If a child in the District is found to have lice, the child's parent will be contacted to have the child treated and to pick him/her up at the end of the school day. After treatment with an FDA-approved pediculicide/ovicide, treatment by a qualified healthcare provider, or treatment at a clinic specializing in lice and nit removal, and upon returning to school, the child will be examined by the school health staff or principal. The District practices a policy of "no live lice" as a criteria for return to school. (Board Policy 8451 - Pediculosis

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. In accordance with Board Policy 8450, a teacher, nurse, or Principal may send home a student who is suspected of having a communicable disease and will notify the parent of such action and the reason(s) it was taken. School officials may be required to notify local health officials if they suspect a student has a covered communicable disease. School officials will comply with notification requirements of the Department of Health and Family Services in addition to notifying the student's parent.

Examples of such diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Wisconsin Department of Health and Human Services.

Any student's removal from school will only be for the contagious period as specified in the school's administrative guidelines.

DIRECT CONTACT COMMUNICABLE DISEASES

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In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health and Human Services.

As required by Federal and State law, parents may be requested to have their child's blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

STUDENTS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability (Board Policy 2260.01).. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is generally required. More important, the school encourages parents to be active participants. To inquire about Special Education programs and services, a parent should contact Dawn Sine at 253-2467. (Board Policy 2460 – Programs for Students with Disabilities)

The District is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

SERVICE ANIMALS AND OTHER ANIMALS ON DISTRICT PROPERTY

Students, parents, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and Board Policy 8390 – Animals on District Property.

Other animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities as approved by the principal.

An emotional support animal is not granted the same access to school buildings and classrooms, as service animals. The District is not required to grant students' requests that they be permitted to bring an emotional support animal to classes or on school grounds for any purpose.

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Therapy dogs which meet the certification and documentation requirements in Policy 8390 – Animals on District Property may be allowed limited access to the schools to perform their educational purpose as determined by the principal.

BILINGUAL STUDENTS/ENGLISH LEARNERS

The District recognizes that there may be students enrolled whose primary language is not English. The District provides appropriate identification and transition services for bilingual students and English Learners (ELs). The purpose of these services is to develop English language skills that will enable the students to function successfully and complete the District's required curriculum. (Board Policy 2260.02 – Services for Bilingual Students/English Learners)

To inquire about programs and services for bilingual students and/or English Learners, a parent should contact Dawn Sine at 253-2467(telephone).

STUDENT RECORDS

The origination and maintenance of appropriate student records are essential to the effective operation of the District and meeting the educational interests of students. The rights and responsibilities of students, parents and the District with respect to student records are governed by State and Federal law (Board Policy 8330 – Student Records). Many student records are kept by teachers, counselors and administrative staff. There are two (2) basic kinds of student records -- directory information and confidential records.

Directory information can be given to any person or organization for non-commercial or non-business purposes when requested, unless the parents of the student object in writing to the disclosure as required under school policy and State and Federal law. Directory information generally includes those student records which identify a student's name, address, telephone number, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation, photographs, name of school most recently previously attended and degrees and awards received. Directory information also includes a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a district's electronic systems, if, standing alone, it cannot be used to access student education records, (i.e. a pin number, password, or other factor is also needed).

> If parents and eligible students do not submit such written notification to the Board, directory information may be utilized by the District Administrator in District-wide publications, on the cable television educational access channel, or on the District’s website. The directory information used will be properly verified and approved by the District Administrator.

Each year the District Administrator shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory

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information": a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parents consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent's written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, please contact Director of Pupil Services or consult the Board's Policy 8330 - Student Records and associated Administrative Guidelines.

Parents and students are reminded of: 1) their rights to inspect, review and obtain copies of student's records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; 4) the categories of student record information which have been designated as directory information and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

A. political affiliations or beliefs of the student or his/her parents;
B. mental or psychological problems of the student or his/her family;
C. sex behavior or attitudes;
D. illegal, anti-social, self-incriminating or demeaning behavior;
E. critical appraisals of other individuals with whom respondents have close family relationships;
F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
G. religious practices, affiliations, or beliefs of the student or his/her parents; or
H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. **Please contact Terrance Slack, District Administrator to inspect such materials.**

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Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The District Administrator will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the District Administrator is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA). Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

STUDENT FEES, FINES, AND CHARGES

Fees will be charged for the following non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property(Board Policy 6152. The school and staff do not make a profit.
Fees may be waived in situations where there is financial hardship. (Board Policy 6152.01 – Waiver of School Fees or Fines)

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Elementary School Registration:

Full Priced	Reduced-Priced	Free Meals
$14.00	**$9.80**	**$7.00**

Students using school property and equipment can be fined for excessive wear and abuse. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines (Board Policy 5830 – Student Fund-Raising). The following general rules will apply to all fund-raisers.

School-level fundraisers must be approved by the Principal.

[ ] Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.

[ ] For fundraisers by student clubs and organizations that involve the sale to students food items and/or beverage that will be consumed on campus, the food and/or beverages items to be sold must comply with the current USDA Dietary Guidelines for Americans and the Smart Snack Rules. Each student organization shall be permitted two (2) fundraising exceptions per school year where foods and beverages that are not allowable under the Smart Snack Rules can be sold. If approved, fundraisers that involve the sale, to students, of food items or beverages to be consumed on District property shall not compete directly with the sale of reimbursable meals.

[ ] A student will not be allowed to participate in a fund-raising activity for a group in which s/he is not a member without the approval of the student's teacher or counselor.

[ ] No student may participate in fundraising activities off school property without proper supervision by approved staff or other adults.

[ ] House-to-house canvassing by any student is not allowed for any fundraising activity.

[ ] If the fundraising activity will involve students under age twelve (12) such students' parents must provide written permission for the student to participate in the fundraising activity. Any student under nine (9) years of age, or each group containing one (1) or more students under

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nine (9) years of age, must be physically accompanied by a parent or a person at least sixteen (16) years of age.

[ ] Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.

[ ] No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

( ) Fundraising by students on behalf of school-related organizations whose funds are not managed by the District may be permitted on school grounds by the District Administrator.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

REVIEW OF INSTRUCTIONAL MATERIALS

Any parent who wishes to review instructional materials or observe classroom instruction should contact the Principal to make the appropriate arrangements. Parents have the right to review any instructional materials related to the human growth and development curriculum and may also observe instruction in classes dealing with such subject matter (Board Policy 2414 – Human Growth and Development). Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

MEAL SERVICE

The district participates in the National School Lunch Program and makes lunches available to students for a fee (Board Policy 8500 – Food Services). Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the Principal.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students (Board Policy 8531 – Free and Reduced-Price Meals). Extra applications can be obtained in the school office.

Milk: One carton of milk is provided with the hot lunch; students bringing their own lunch may purchase milk at $0.50 per carton.

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Elementary classes may have one milk break per day. Cost of the milk for this break is $0.50 per carton and will be charged daily if snack milk is taken. Students that are eligible for free or reduced lunch will receive this milk for free.

The following nondiscrimination statement applies to all programs administered by the District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are this institution is prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for to obtain program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination complaint, a Complainant should complete a Form AD-3027,the USDA Program Discrimination Complaint Form, (AD-3027) found which can be obtained online at: http://www.ascr.usda.gov/complaint_filing_cust.htmlhttps://www.usda.gov/sites/default/files/documents/ad-3027.pdf, and at from any USDA office, by calling (866) 632-9992, or write by writing a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or

2. Fax:
   (833) 256-1665 or (202) 690-7442; or

3. E-mail:
   programProgram.intakeIntake@usda.gov.

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This institution is an equal opportunity provider.

FIRE DRILLS, TORNADO DRILLS, LOCKDOWN DRILLS

The school has a comprehensive School Safety Plan (Board Policy 8420) that includes specifications for fire drills, tornado drills, and lockdown drills.

The school complies with all Department of Justice safety laws and will conduct evacuation and tornado drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers, who are responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for evacuations. The tornado alarm consists of Administration over the PA system, and the evacuation alarm consists of continuous long tone of alarm system.

Lock-down drills in which the students are restricted to the interior of the school building and the building secured may occur during the school year. The protocol for a school lock-down is no alarm but voice command via administration over PA system.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations:

WNNO-AM (960), WNNO-FM (106.9) or district website at **sdwd.k12.wi.us**
Parents and students are responsible for knowing about emergency closings and delays.

Parents and students are responsible for knowing about emergency closings and delays. (Board Policy 8220 – School Day)

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The District is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Toxic Hazard Policy and asbestos management plan will be made available for inspection at the Board offices upon request.(Board Policy 8431 – Preparedness for Toxic Hazards and Policy 8431.01 – Asbestos Management)

VISITORS

Visitors, particularly parents, are welcome at the School. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the

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school to register and obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal and/or law enforcement.

If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the school, in order to prevent any loss of instructional time. Visitors access to classrooms and instructional activities are subject to reasonable restrictions and limits. Please consult with the Principal regarding these restrictions. Students may not bring visitors to school without first obtaining written permission from the Principal. (Board Policy 7440 – Facility Security and Policy 9150 – School Visitors)

In accordance with 120.13(35), Wis. Stats., the District Administrator has the authority to establish conditions for entering or remaining in a District building, prohibit the entry of any person to a school of this District, or to require a visitor to leave when there is reason to believe the presence of such person would be or is detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, administrators are authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.lunch

USE OF THE LIBRARY

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books on the shelves may be checked out for a period of 2 weeks. To check out any other materials, contact the media center staff.

Requests for reconsideration of school library materials shall be processed in accordance with Policy 2522 – Library Media Centers

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

LOST AND FOUND

Each school has a lost and found area. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of each month.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the building principal. Violation of this rule may lead to disciplinary action.

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USE OF SCHOOL TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

USE OF CELL PHONES, OR ELECTRONIC COMMUNICATION DEVICES

While students may possess PCDs (Personal Communication Devices) in school, on school property, during after school activities (e.g. extra-curricular activities) and at school related functions, they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight during school hours. and on school buses or other Board-provided vehicles.

However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher and in advance of the educational activity taking place by the building principal. The use of a PCD to engage in non-education-related communications is expressly prohibited.

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

At SDWD Elementary Schools, the allowable provisions are as follows:

While students may possess PCDs in school, on school property, during after-school activities (e.g., extra-curricular activities), and at school-related functions, they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight during school hours.

In order to avoid disruption of the educational environment and protect students' right of privacy, student use of PCDs is prohibited on school grounds during school hours and on school buses or other Board-provided vehicles. The PCD must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

Exceptions include

A. Emergency or Threat: Student use of a PCD is allowed in the event of an emergency or a perceived threat to address the safety and security of students and staff.
B. Health Care Management: Student use is authorized as necessary to manage or support a specific student's health care needs as approved by the District Nurse

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C. Individualized Education Plans: Student use is authorized consistent with a student's Individualized Education Program (IEP) or a plan developed under Section 504 of the federal Rehabilitation Act of 1973.
D. Educational Purposes: Student use is authorized by a teacher for legitimate educational purposes during instructional time as described above.

Appropriate Discussion Content When Using Personal Communication Devices

When using PCDs to communicate with Board members, staff and/or volunteers, students must use District-approved communication platforms. The approved communication platform(s) is/are:

A. District email/messaging

When students communicate with staff, volunteers, or Board members using PCDs, discussions must be appropriate, professional, and related to legitimate school purposes. These communications shall occur only when absolutely necessary. Appropriate content includes:

A. Instructional communication (assignments, coursework, academic support);
B. School-related activities
C. Scheduling or logistical information related to classes or school programs;
D. Pedagogical assistance related to school participation (clarifying expectations, reminders, or academic assistance); and,
E. Safety or emergency communication when necessary;

PCDS, or any device with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to,
classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes in the District or in use for District purposes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

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

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Board Policy 5517.01 – Bullying. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon membership in a Protected Classification defined in Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity or political

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beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

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

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

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

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal. Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property. (Board Policy 5136 – Personal Communication Devices)

> “Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or picture, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

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OTHER PERSONAL COMMUNICATION DEVICES

Students may not use or possess any technology resources considered Other Personal Electronic Equipment, as defined in Policy 5136.01 - Other Personal Electronic Devices on school property or at any school-sponsored activity without the permission of the principal. This includes, but is not limited to, tablets, earbuds/headphones, gaming devices, cameras, smart glasses (including Meta glasses), and other personal electronic or wearable devices.

Smartwatches may be worn during the school day. However, students may not use smartwatch features to send or receive messages, make or receive calls, take photos or recordings, access the internet, play games, or otherwise communicate during the school day.

Smart glasses, including Meta glasses, and other wearable devices capable of taking photographs, recording audio or video, accessing the internet, or communicating with others may not be worn or used during the school day without prior approval from school administration.

Exceptions may be made when the use of a personal electronic device is required as part of a student's IEP, 504 Plan, health plan, or other school-approved accommodation.

STAFF-STUDENT COMMUNICATION USING PERSONAL COMMUNICATION DEVICES

The School District is committed to maintaining professional and safe boundaries between students and school employees, volunteers, or other adult members of the school community that occur during or outside of school hours. In accordance with state law, all electronic communications between students and district staff or approved volunteers must occur exclusively through transparent, district-monitored educational tools (such as official district email or platforms that archive communication logs and remain accessible to parents and administrators).

Private, unmonitored communication between staff members and individual students on personal social media platforms or unapproved messaging applications is strictly prohibited. All digital communications regarding school-related matters constitute official student or public records and are subject to state retention laws. Any student who experiences or witnesses unapproved communication by a school employee or volunteer must report it immediately to a building administrator.

WEAPONS

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored

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event, or in a District vehicle, to the extent permitted by law without the permission of the District Administrator.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The District Administrator is authorized to establish instructional programs on weapons and reporting and dealing with violations of this policy.

The District Administrator will refer any student who violates this policy to the student's parents or guardians and may also make a referral to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

A. Weapons under the control of law enforcement personnel;
B. Items pre-approved by a principal and/or the District Administrator as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms, except those protected at all times by a cable or trigger lock, and live ammunition will never be approved; and
C. Theatrical props used in appropriate settings.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of twenty-four (24) hours notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

Each school has a central bulletin board located in the Main Hallway next to office, which may be used for posting notices after receiving permission from the Principal.

VIDEO SURVEILLANCE

The Board of Education has authorized the use of video and audio surveillance and electronic monitoring equipment at various school sites throughout the school, including school buses. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. (Board Policy 7440.01 – Video Surveillance and Electronic Monitoring)

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SAFETY AND SECURITY

The safety of our students requires the following precautions that are conducted in accordance with Board Policy 7440 – Facility Security and the School Safety Plan:

A. All visitors must report to the office when they arrive at school.

B. All visitors are given and required to wear a building pass while they are in the building.

C. The staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.

D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

E. As many unneeded outside doors as possible are locked during the school day.

F. Portions of the building that will not be needed after the regular school days are closed off.

G. All District employees are to wear photo-identification badges while on District property.

STUDENT INTELLECTUAL PROPERTY RIGHTS

Students who develop ideas, concepts, or materials which may carry with them intellectual property characteristics may pursue protection of those rights on their own. No District staff may take steps to claim intellectual property rights relative to any work product created by student(s), except as expressly approved by the District Administrator and agreed to by participating students prior to the commencement of any projects. The District does not determine the protectable nature of any particular work. (Board Policy 5870 – Student Production of Goods and Services)

SECTION II - ACADEMICS

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. (Board Policy 2340 – District-Sponsored Trips)

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Attendance rules, the Student Code of Conduct, and the Search and Seizure policy apply to all field trips

GRADES

Teachers have a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned course grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a course grade and will so inform the students at the beginning of the course work.

Course grades will be determined in line with Policy 2623 - Student Assessment and Grading. If a student is not sure how their course grade will be determined, the student should ask the teacher.

The School uses the following grading system:

Indicator	*Description of Indicator*	*Visualization of Indicator*
LEADING	Performance beyond what a standard requires. ***(Complex Content)*** Students add their own ideas, perspective, and style into what they do. Students are confident and are reaching for the next level of proficiency. ***"I can do, show, explain, and extend..."***	
PROFICIENT	The expected level of learning for all students. ***(Target Content)*** Students consistently meet the target proficiency level, and they are ready to move on. ***"I can do, show, and explain..."***	

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DEVELOPING	Basic knowledge or skill necessary for learning the target content. ***(Simple Content)*** Students can meet the target proficiency in familiar tasks and situations. ***"I can do and show..."***	
BEGINNING	Partial success with both the simple and target content. ***(Beginning Content)*** Students know what to do to meet the target proficiency level, but may need some extra help. ***"I can do..."***	
UNMET	No success, or not enough evidence to determine placement of learning. ***(No Content)*** Students miss opportunities to demonstrate what they can do because they are often distracted, not participating, or absent. ***"I have not been able to...yet"***	

Report cards will be used to evaluate student progress at 12 week intervals. Letter/symbol grades are used by teachers, which have the following meanings for grades K-5:

PROMOTION, PLACEMENT, AND RETENTION

Board Policy 5410 – Promotion, Placement, and Retention and related guidelines provide the framework for promotion, placement, and retention decisions.

Promotion from third grade to fourth grade uses the process specified in Board Policy 5411- Third Grade Promotion and Retention: At-Risk Student, in accordance with Wisconsin statutes.

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HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the standardized tests and graduation.

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning (Board Policy 2330 - Homework)

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Students are encouraged to use the school's technology resources for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Unauthorized or inappropriate use, including any violation of the District's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the school's rules, and civil or criminal liability. Smooth operation of the school's network relies upon users adhering to the District's policies and administrative guidelines. Prior to accessing the Internet at school, students are required to confirm their agreement to abide by the terms and conditions of the Student Technology Acceptable Use and Safety Agreement each year.

Violation of the Student Technology Acceptable Use and Safety Agreement may result in disciplinary consequences up to and including expulsion from the District, civil liability and/or referral to law enforcement.

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

Expectations for Responsible Artificial Intelligence (AI) Use

> Students are strictly prohibited from inputting Personally Identifiable Information (PII), confidential student or staff data, or any non-public school records into any AI tool or service that has not been explicitly approved and contracted with by the District.
>
> Students are expected to adhere to principles of transparency, proper citation, and responsible use of AI in all academic and school-related activities. Students

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must disclose the use and extent of Al assistance on any submitted work as required by staff.

Students are prohibited from using technology and/or Al to bully, harass, threaten, impersonate, create, or distribute deceptive or harmful content, including deepfake or synthetic media that falsely depicts another person. AI may not be used for academic dishonesty, privacy violations, or any conduct that materially disrupts the educational environment. Violations of this policy will result in disciplinary action consistent with Policy 5500 - Student Codes of Conduct and other applicable Board policies.

Use of District technology resources to engage in “cyberbullying” is prohibited. ""Cyberbullying" involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, which is intended to harm others."

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;

2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;

3. using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students or school staff;

4.posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct. (Board Policy 74407540.03 – Student Technology Acceptable Use and Safety)

Students shall not access social media for personal use from the District's network but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

ARTIFICIAL INTELLIGENCE

Students may use AI tools for academic purposes when specifically and clearly permitted by their teacher(s). If a student has any questions about whether they are permitted to use AI tools for a specific class assignment, they should ask their teacher(s).

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INSTRUCTION

Students shall receive age-appropriate instruction about responsible Al use, digital citizenship, privacy, and the risks/limitations of Al prior to using AI.

ACADEMIC STANDARD AND AUTHORIZED USE

Students are expected to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI tools and they should ask their teacher(s) when they have questions and/or need assistance. Students may use Al tools for academic purposes when specifically and clearly permitted by their teacher(s). The use of Al must be properly disclosed and cited in accordance with the established guidelines and not be employed to undermine authentic learning or learning objectives for the course or assignment.

ACADEMIC MISCONDUCT AND CONSEQUENCES

Unauthorized use of AI tools will be considered a form of plagiarism, unauthorized collaboration, or misrepresentation of Al-generated content as original work and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Handbook or Policy 5500 - Student Code of Conduct and Policy 5505 - Academic Honesty.

Students are strictly prohibited from inputting Personally Identifiable Information (PII). confidential student or staff data, or any non-public school records into any AI tool or service that has not been explicitly approved and contracted with by the District.

BEHAVIORAL PROHIBITION

Students are prohibited from using AI to bully, harass, threaten, impersonate, or create or distribute deceptive or harmful content, including deepfake or synthetic media that falsely depicts another person. AI may not be used for academic dishonesty, privacy violations, or any conduct that materially disrupts the educational environment. Violations of this policy will result in disciplinary action consistent with the Policy 5500 - Student Code of Classroom Conduct and other applicable Board policies.

USE OF AI TO GENERATE ANY SYNTHETIC INTIMATE REPRESENTATION

Any student suspected of using Al or other technological means to create a synthetic intimate representation will be referred to law enforcement in addition to any disciplinary action imposed by administration. Synthetic Intimate Representation means a representation generated using technological means that uses an identifiable person's face, likeness, or other distinguishing characteristic to depict an intimate representation of that person, regardless of whether the representation includes components that are artificial, legally generated, or generally accessible, and that is so realistic that a reasonable person would believe it depicts conduct of the identifiable person.

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VIRTUAL INSTRUCTION

Students engaged in classes conducted in a virtual/online environment are considered, for conduct purposes, to be in attendance at school. Policies, rules, and expectations for student conduct while at school, or under the supervision of school authorities while at a school-sponsored activity, also apply to students when engaged in online learning activities.

Conduct that is not permitted at school is also not permitted during online learning in a virtual classroom setting. (Board Policy 5500.01 – Conduct in Virtual Classroom

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and District policy (Board Policy 2623 – Student Assessment)

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. The assessment program will not violate the rights of consent and privacy of a student participating in any form of evaluation.

SINCERELY HELD RELIGIOUS BELIEFS

Our curriculum is chosen for its place in the education of the District's students, not for its conformity to religious principles. It is expected that students will receive unbiased instruction in the schools, so they may privately accept or reject the knowledge thus gained, in accordance with their own religious tenets if any.

If after careful personal review of the program’s lessons and/or materials, a student, or parent of a minor student, indicates to the school that either the content or activities conflict with the student's or parent's religious beliefs or value system, the school will honor a written request for the parent's child to be excused from particular class periods for specified reasons.

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The student will be provided with alternate learning activities during the times of such adult student or parent requested absence. *(Board Policy 2270 – Religion in the Curriculum* and *Board Policy 2240 – Controversial Issues in the Classroom)*

SECTION III - STUDENT ACTIVITIES

NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non School-sponsored student groups organized for religious, political, or philosophical reasons may meet during non instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, no School staff person is actively involved in the event, the event will not interfere with School activities, and nonschool persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non district-sponsored organization may use the name of the School or the School mascot or logo. (Board Policy 5730 – Equal Access for Non District-Sponsored Clubs and Activities)

SECTION IV - STUDENT CONDUCT

ATTENDANCE

The District requires all students to attend school regularly in accordance with the laws of Wisconsin and Board Policy 5200- Attendance. The school's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose.

COMPULSORY STUDENT ATTENDANCE

As stated in Wisconsin State Statute 118.15, all children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school is in session. All students must attend until the end of the term, quarter or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception outlined in the District's Administrative Guidelines. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Attendance is also defined as participation in the various forms of distance learning including videoconference, satellite, Internet or other electronic information and

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telecommunications technologies. Discuss these alternatives with your counselor since the approval of the mode of attendance may be required prior to enrollment in a distance learning program.

RELEASE OF STUDENTS TO AUTHORIZED PERSONS

If only one (1) parent is permitted to make educational decisions or to approve absences of the student by Court order, the responsible parent shall provide the school with a copy of the Court order. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized by a parent with authority to do so.

SUBMITTING EXCUSE FOR ABSENCE

As stated in Wisconsin State Statute 118.15, a child may not be excused for more than ten days in a school year.

A parent of a student who is absent shall provide either a written, dated, signed **or** verbal statement indicating the reason for and the time period of the absence. This statement must be submitted prior to the absence if the absence is foreseeable. If the absence is not foreseeable, the statement must be provided prior to the student's readmission to school. The statement shall be submitted to the School Attendance Officer and filed in the student's school record. The District reserves the right to verify statements and investigate absences from school.

The following absence reasons are not counted as part of a student's state allocated ten days per school year:

EXCUSED ABSENCES

Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program. If the absence exceeds 5 days, the inability of the student to attend school due to a physical or mental condition must be certified in writing by a licensed physician, dentist, chiropractor, optometrist or psychologist or Christian Science practitioner living and residing in Wisconsin, who is listed in the Christian Science Journal. The time period for which the certification is valid may not exceed thirty [30] days.

Obtaining Religious Instruction

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Students may wish to obtain religious instruction outside the school during the required school period. The time period or periods of absence shall be determined by principal. Such absences must be at least 60 minutes but not more than 180 minutes per week. Requests for absence under this paragraph shall be denied if the student fails to attend religious instruction after requesting to be absent from regular school. The supervisor of such religious instruction shall report monthly, to the principal of the school regularly attended, the names of the students who attended such weekly religious instruction. See Board Policy 5223 – Absences for Religious Instruction for further details.

Permission of Parent or Guardian

The student may be excused by their parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

- Professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside the school day
- To attend a funeral
- Legal proceedings that require the student's presence
- Vacations
- Special circumstances as determined and approved by the building administration

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal and the student's teacher(s) to make necessary arrangements.

Quarantine

Quarantine of the student's home by a public health officer.

Religious Holiday

The student wishes to observe a religious holiday consistent with the student's creed or belief.

Suspension or Expulsion

The student has been suspended or expelled.

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EXCESSIVE ABSENCES

Parent(s)/guardian(s) shall be notified in writing when a student has accumulated five absences. Written notification will also be sent if a child reaches his/her ten allocated absences for the school year. This shall be done whether the absences are excused or truant, unless the student is under doctor's treatment and a written statement from a physician or licensed practitioner is on file.

TRUANT ABSENCES

Truant absences are counted towards a student's ten allocated days of absences. A student will be considered truant for the following reasons:

- He or she is absent part or all of one or more days from school during which the school attendance officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student will also be considered truant if he or she has been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute-Sec. 118.15, Wis. Stat.

- He or she has been absent for more than ten school days in the school year, and the absence reason is not included in the absences not counted towards a student's ten allocated days.

- A student will be marked truant if arriving after 9:00 am without an excused absence. Students who arrive after 8:00 am and before 9:00 are considered tardy to school and will need to report to the office to sign in and obtain a pass.

- Students who are not in their homeroom or in class when the bell rings are considered tardy and must report to the office to sign in and obtain a pass.

- Habitual tardiness can be considered truant based on Wisconsin Compulsory Attendance statute-Sec. 118.15, Wis. Stat.

Any student recorded as truant according to the procedures and any definitions previously, may result in any or all of the following consequences: conference with administration, detention, Saturday School, referral to law enforcement, recommendation for expulsion.

Students who are determined to be truant will be referred for a truancy citation in accordance to the local truancy ordinance and/or referred to the department of social services in accordance to the county truancy ordinance.

When a student is truant, the School Attendance Office shall ensure that all applicable provisions of the District's Truancy Plan are carried out.

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TRUANCY PLAN

1. Phone message sent to parent/guardian the day of the absence. Additional contact by school staff may be made.
2. School counselors, teachers, administration meets with students and families, when applicable, to discuss absences.
3. Parent meeting required with administration when student is nearing habitual truancy. Wisconsin State Statute 118.16 defines habitual truancy as a pupil who is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a school semester. See Habitual Truancy section for more details.
4. Home visit by Police Liaison Officer, administration, and school counselor if deemed necessary by the school.
5. Police referral
6. Habitual truancy referral to applicable jurisdiction.

HABITUAL TRUANCY

The building principal or designee shall serve as the school attendance officer for each school in the district. The school attendance officer shall handle all matters relating to school attendance and truancy. The school attendance officer shall notify the parent/guardian of a student, by registered or certified mail, when the child initially becomes a habitual truant. In accordance with Wisconsin State Statute 118.16, the notice shall include the following:

- A statement of the parent's/guardian's responsibility, under s. 118.15, to cause the child to attend school regularly.
- A statement that the parent/guardian or child may request program or curriculum modifications for the student under s.118.15 and that the student may be eligible for enrollment in a program for student at risk.
- A request that the parent/guardian meet with the appropriate school personnel to discuss the student's truancy. The notice shall include the name of the school personnel with whom the parent/guardian should meet, a date, time and place for the meeting and the name, address and telephone number of a person to contact to arrange a different date, time or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent except that with the consent of the student's parent/guardian the date for the meeting may be extended for an additional five (5) school days.
- A statement of the penalties that may be imposed on the parent/guardian if he or she fails to cause the student to attend school regularly as required under s. 118.15.

The School District of Wisconsin Dells encompasses five counties: Columbia, Sauk, Juneau, Adams, and Marquette. Each county adopts its own truancy plan. In addition, the City of Wisconsin Dells has established its own municipal truancy ordinance. Every reasonable effort will be made to work with students and parents/guardians in

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promoting student attendance in school. Once a student has been identified as truant or habitually truant and appropriate procedures have been completed, the school district will follow the truancy plan adopted by the City of Wisconsin Dells and/or the student's county of residence. Such a referral may result in, but not necessarily limited to, any of the following per local or county ordinance. (Listed below are consequences outlined as a part of the County Truancy Plan of Sauk County, and are used here as an example of the types of sanctions that may be a result of a student's truancy):

- A citation to appear in court;
- A forfeiture of $50.00 - $150.00, depending on the number of violations, not to exceed $500.00 in any given semester
- A referral to social services.

For more information on truancy and habitual truancy, refer to policy 5200. (located on the district web page)

STUDENTS LEAVING SCHOOL DURING THE DAY

No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parents.

MAKE-UP COURSE WORK AND EXAMINATIONS

Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up coursework and examinations missed during the absence when they return to school. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and coursework shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build School spirit and encourage those students who are participating in the event (Board Policy 5855).

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, elementary students MUST BE accompanied by a parent or adult chaperone when they attend the event.

The school will not be able to supervise unaccompanied students not will it be responsible for students who arrive without an adult chaperone.

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STUDENT BEHAVIOR

A major component of the educational program is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

EXPECTED BEHAVIORS

Each student shall be expected to:

- Abide by national, State, and local laws as well as the rules of the school;
- Respect the civil rights of others;
- Act courteously to adults and fellow students;
- Be prompt to school and attentive in class;
- Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, sex, sexual orientation, race, or ethnic background;
- Complete assigned tasks on time and as directed;
- Help maintain a school environment that is safe, friendly, and productive;
- Act at all times in a manner that reflects pride in self, family and in the school.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

The Board authorizes the imposition of fines for the loss, damage, or destruction of District-owned, borrowed or leased equipment, computing devices, school records, apparatus, musical instruments, library materials, textbooks, and for damage to District buildings or facilities. Therefore, if a student damages or loses school property, the student or their parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct, and may be referred to law enforcement. (Board Policy 5513 – Care of District Property)

PROHIBITED USE OR POSSESSION OF INTOXICANTS, DRUGS, OR PARAPHERNALIA

The administration and staff recognize that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

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( ) As the educational institution of this community, our school strives to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

( ) all dangerous controlled substances as so designated and prohibited by Wisconsin statute.

( ) all derivatives of hemp, including Delta-8-THC, Delta-9-THC, Delta-10-THC, Delta-11-THC, THC-O, and all other forms that cause psychosis; in all forms of delivery (i.e. inhalation, ingestion, injection, etc.) ( ) except those permitted by the school in accordance with Board Policy 5330 – Administration of Medications/Emergency Care;

( ) all chemicals which release toxic vapors;

( ) all alcoholic beverages;

( ) any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;

( ) "look-alikes;":

( ) essential oils and oil like products that may be mistaken for a drug;

( ) anabolic steroids;

( ) any other illegal substances so designated and prohibited by law.

The use, possession, concealment, or distribution of any drug, drug look-alike and any drug-paraphernalia at any time on school property or at any school-related event is prohibited. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines. (Board Policy 5530 – Student Use or Possession of Intoxicants, Drugs, or Paraphernalia)

USE OF TOBACCO/NICOTINE IS PROHIBITED

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco and nicotine use for both users and non-users, particularly in connection with second hand smoke, are well-established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.

It shall be a violation of District policy for any student of the District to possess, use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping

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devices, regardless of content, at any time on school property or at off-campus, school-sponsored events. (Board Policy 5512 – Use of Tobacco and Nicotine by Students)

The use of other products containing nicotine, such as nicotine patches and nicotine gum is also prohibited except when a student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Policy 5330 - Administration of Medication/Emergency Care.

PERSONAL CONDUCT TOWARD OTHERS

Every individual is entitled to courtesy and consideration from fellow students and instructors. He/she must earn this courtesy and consideration by extending the same respect for the individual to every person who he/she meets in the course of the day. The same type of courtesy should be extended to visitors, speakers, and performers who appear during the year.

Actions which endanger the health, safety, and welfare of others, damage private or public property, or impede or obstruct the learning process, (arson, false fire alarm, bomb threats, etc,) are not characteristic of a mature responsible citizen and will not be tolerated, resulting in disciplinary action.

STUDENT CODE OF CLASSROOM CONDUCT

The school is committed to maintaining an orderly and safe academic atmosphere. Teachers are expected to create a positive learning environment and to maintain proper order in the classroom. Students are expected to behave in the classroom in a manner that allows teachers to effectively carry out their lessons and allows students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the school and their classroom teachers.

Such rules of behavior include a prohibition on knowingly making false statements or knowingly submitting false information during a sex discrimination complaint process, including intentionally making a false report of sexual harassment or submitting a false formal complaint. Providing false information is a violation of the Student Code of Conduct.

To ensure adherence to these expectations and principles, the Board of Education has adopted this Code of Classroom Conduct, which applies to all students. (Board Policy 5500 – Student Code of Classroom Conduct)

GROUNDS FOR REMOVAL OF A STUDENT FROM CLASS

Disturbances that interrupt the learning process cannot be permitted by any teacher. A teacher may temporarily remove a student from the teacher’s class if the student violates the Code of Classroom Conduct. Additionally, the student may be removed from the class for a longer period of time within the discretion of the principal. A student removed from class may also be placed in an alternative education setting.

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Removal of a student from class for violating the Code of Classroom Conduct or placement of the student in an alternative educational setting does not prohibit the School from further disciplining the student for the conduct that caused removal or placement including, but not limited to, suspending or expelling the student.

It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are examples of reasons a student may be removed from class. A teacher may remove a student from class for conduct or behavior that:

A. would result in suspension or expulsion under the Board's policies and procedures;

B. violates the behavioral rules and expectations of the school;

C. is dangerous, disruptive or unruly. Such behavior includes, but is not limited to, the following:

1. possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom

2. being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy

3. behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment

4. arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations

5. disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations

6. pushing, striking, or other inappropriate physical contact with a student or staff member

7. interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means

8. dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder

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9. restricting another person's freedom to properly utilize classroom facilities or equipment

10. repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions

11. throwing objects in the classroom

12. repeated disruptions or violations of classroom rules, or excessive or disruptive talking

13. behavior that causes the teacher or other students fear of physical or psychological harm

14. willful damage to or theft of school property or the property of others

15. repeated use of profanity

D. interferes with the ability of the teacher to teach effectively. Such conduct includes, but is not limited to, the following:

1. repeated reporting to class without bringing necessary materials to participate in class activities

2. possession of personal property by school rules or otherwise disruptive to the teaching and learning of other.

E shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior;

F. is inconsistent with class decorum and the ability of others to learn. Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

PROCEDURE FOR STUDENT REMOVAL FROM CLASS

When a student is removed from class, the teacher may send–the student to the principal and inform the principal of the reason for the student's removal from class. The teacher shall provide the principal with a written explanation of the reasons for the removal of the student.

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The principal will generally give the student an opportunity to briefly explain the situation. The principal shall then determine the appropriate educational placement for the student.

STUDENT PLACEMENT

The principal shall place the student, who has been removed from a class by a teacher, in one of the following alternative educational settings:

A. an alternative education program approved by the Board under State law;

B. another instructional setting, timeout, in-school suspension or out-of-school suspension; or

C. the class from which the student was removed if, after weighing the interests of the student, the other students in the class, and the teacher, the principal determines that readmission to the class is the best or only alternative.

PARENT/GUARDIAN NOTIFICATION PROCEDURES

The principal or teacher shall provide the parent or guardian of a student removed from class-with written notice of the removal and the reason(s) for the removal. The notification shall be made as soon as practicable, but no later than two (2) school days after the student's removal from class. The notice shall also include the reasons for the student's removal and the placement made by the principal. If the removal from class and change of educational placement involves a student with a disability, the parent notification shall be made consistent with State and Federal laws and regulations applicable to disabled students.

If the student removed from a class is subject to disciplinary action up to and including suspension or expulsion for the particular classroom conduct and/or other disciplinary incidents the parent shall also be notified of the disciplinary action in accordance with legal and policy requirements.

STUDENTS WITH DISABILITIES

A student with a disability under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and Section 115.758, Wis. Stat. may be removed from class and placed in an alternative educational setting only to the extent authorized under the laws.

DEFINITIONS

"Student" means any student enrolled in the District, an exchange student, or a student visitor to the District's schools.

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“Teacher" means a person holding a license or permit issued by the State Superintendent whose employment by a school district requires that he or she hold that license or permit.

“Class” or “classroom” means any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the District. This definition of “class” includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch, or recess. “Class” also includes regularly scheduled District-sponsored extracurricular activities, either during or outside of school hours. Such activities include, by example and without limitation, District sponsored field trips, after-school clubs, and sporting activities.

OTHER FORMS OF DISCIPLINE

It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

INFORMAL DISCIPLINE

Informal discipline takes place within the school. It’s including but not limited to:

1) Change of seating or location;
2) Lunch-time, recess, and/or after-school detention;
3) In-school restriction;

DETENTIONS

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

IN-SCHOOL DISCIPLINE

A student missing any portion of his/her assigned time in In-School Restriction may be given an additional hour period. Failure to timely serve In-School Restriction may lead to a suspension from school for a period not to exceed 2 days. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules shall apply to In-School Restriction.

- Students are required to have class assignments with them.

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- Students are not to communicate with each other unless given special permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No radios, cards, magazines, or other recreational articles shall be allowed in the room.
- No food or beverages shall be consumed.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Valuables such as jewelry or irreplaceable items should not be brought to School. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct

SUSPENSION AND EXPULSION

Board Policy 5610 authorizes the use of suspension and/or expulsion as follows:

A. **Suspension**

1. **Duration and Grounds for Suspension**

The principal or a person designated by the principal may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days or ten (10) consecutive school days if the student is eligible for special education services under Chapter 115, Wis. Stats., if the suspension is reasonably justified and based upon any of the following misconduct:

a. Noncompliance with school or School Board rules;

b. 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;

c. 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;

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d. 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;

e. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of any employee or School Board member of the school district in which the student is enrolled.

f. Under paragraphs c, d, and e above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The District Administrator, or any principal or teacher designated by the District Administrator shall suspend a student if the student possessed a firearm while at school or while under the supervision of a school authority.

The suspension period applies to "school days." Thus, a suspension period does not include weekend days or vacation days.

2. **Suspension Procedure**

Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student will be advised orally or in writing of the reason for the proposed suspension and given an opportunity to explain his or her conduct.

The principal, within his or her discretion, may also inform the student's parents or guardian of the reason for the proposed suspension prior to suspending the student

3. **Notice of Suspension**

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

4. **Sending a Student Home on the day of the Suspension**

Generally, the student should remain in school on the day of the suspension until school is dismissed for the day. Except as provided below, if the situation requires that the student be removed from the

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premises before school is dismissed, the principal shall attempt to contact the student's parent or guardian to request that s/he pick up the student. If the parent/guardian is unable to pick up the student, the student should remain under the school's supervision until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision.

5. **Opportunity to Complete School Work**

A suspended student shall not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete course work missed during the suspension period. Such work shall be completed pursuant to the procedures established by the School Board.

6. **Reference to the Suspension in the Student's Record**

The student's suspension from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator or designee, who shall be someone other than a Principal, administrator or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records. The decision made by the District Administrator or designee is final.

Reference to the suspension in the student's school record shall be removed if the District Administrator finds that:

The student was suspended unfairly or unjustly;
The suspension was inappropriate, given the nature of the alleged offense; or
The student suffered undue consequences or penalties as a result of the suspension.

The District Administrator, or the administrator's designee, shall make his or her finding within fifteen (15) days of the conference.

B. **Expulsion**

1. **Grounds for Expulsion**

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The School Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and it finds that the student:

Repeatedly refused or neglected to obey the rules established by the School District;

Knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;

Engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health or safety of others;

Engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or School Board member of the School District in which the student is enrolled; or

Was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion.

Under this section, conduct that endangers a person or property includes threatening the health or safety of a person or threatening to damage property.

2. **Expulsion for Bringing a Firearm to School**

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

3. **Expulsion Hearing**

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

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

4. **Expulsion Order**

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

5. **Student Records**

The student's expulsion from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

DISCIPLINE OF DISABLED STUDENTS

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

SEARCH AND SEIZURE

Search of a student and their possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official.

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All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, network, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. A student's refusal to permit such access may be grounds for disciplinary action.

No strip searches will be conducted by any employee of the District, but may be conducted by law enforcement officials, if deemed necessary.

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever a staff member or chaperone has individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the student refuses to take the test, the Principal will inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with this handbook.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. (Board Policy 5771 – Search and Seizure)

STUDENT'S RIGHTS OF EXPRESSION

SDWD recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

A. A material cannot be displayed if it:

1. is obscene to minors, libelous, indecent, or vulgar,
2. advertises any product or service not permitted to minors by law,
3. intends to be insulting or harassing,
4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school

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activities, a violation of school regulations, or the commission of an unlawful act.

B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Building Principal twenty-four (24) hours prior to display.

Distribution or display by any student of prohibited nonschool-sponsored material or in violation of the school's approval process will be halted, and the student(s) involved will be subject to disciplinary action.

STUDENT DRESS AND APPEARANCE

The school recognizes that each student's mode of dress and appearance is a manifestation of personal style and individual preference and that students do possess certain individual rights, including the right to engage in expressive speech. The school will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

The school has established grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes.

Accordingly, the school prohibits student dress or grooming practices which:

A. present a hazard to the health or safety of the student or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others, including depictions that are reasonably likely to or are intended to incite violence against or hatred towards others:

B. interfere with school work, create disorder, or cause or is likely to cause a material and substantial disruption to the educational program

C. promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;

D. violate the District's anti-harassment policies by depicting images or messages that represent or promote discrimination or harassment on the basis of one or more protected classifications;

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a. depict or promote obscenity, pornography, or otherwise depict or describe sexual activity;

E. cause excessive wear or damage to school property;

F. prevent the student from achieving their own educational objectives because of blocked vision or restricted movement.

Such guidelines shall also apply to the dress requirements for members of the athletic teams, bands, and other school groups when representing the school at a public event. A uniform or specific dress requirement may be enforced for students when representing the school.

In enforcing the dress code, the following procedures shall be used:

1. the principal shall serve as the initial arbiter of student dress and appearance in their building;

2. before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the principal shall determine whether the item constitutes protected speech in so far as the item independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two that does not require separate explanation.

Expressive dress may not be protected speech if it involves:

1. Obscenity

2. Language or depictions intended to incite violence or foment hatred of others

Dress that is otherwise protected speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.

Hats, hoods, earbuds, and phones are required to be removed and powered down upon entrance into the building. Students are not permitted to wear hats, hoods, or earbuds at any time throughout the course of the school day.

No protected speech may be prohibited on the basis of disagreement by school officials with the specific point of view expressed if the topic is otherwise permitted (e.g. permitting depictions of support for one political party, but prohibiting depictions of support for the other).

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Students who violate the foregoing rules will not be admitted to class and may be subject to additional consequences.

If the clothing cannot be removed or concealed, the student may be sent home after contact is made with the student's parent/guardian. (Board Policy 5511 – Dress and Grooming)

STUDENT SUGGESTIONS AND COMPLAINTS

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the Principal.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal. (Board Policy 5710 – Student Complaints)

STUDENT DUE PROCESS RIGHTS

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines in Policy 5611 – Due Process Rights:

1. **Students subject to suspension:**

   The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with the Districtan Administrator. This conference will serve as the opportunity for the student to respond to the charges against the student. If the District Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged.

2. **Students subject to expulsion:**

   Prior to expelling a student, the Board must hold a hearing. A student and their parent must be given written notice of the intention to expel and the reasons therefore, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and their parent to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written

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minutes of the hearing. The hearing will be closed. The student and/or their parent may appeal the expulsion consistent with Chapter 120.13, Wis. Stats.

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

Bus transportation is provided for all eligible students. The bus schedule and route is available by contacting the Transportation Coordinator at 253-8783.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the Principal stating the reason for the request and the duration of the change and the Principal approves.(Board Policy 8600 - Transportation)

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

PREVIOUS TO LOADING (ON THE ROAD AND AT SCHOOL)

Each student shall:

- be on time at the designated loading zone (15 minutes prior to scheduled stop);
- stay off the road at all times while walking to and waiting for the bus;
- line up single file off the roadway to enter;
- wait until the bus is completely stopped before moving forward to enter;
- refrain from crossing a highway until the bus driver signals it is safe;
- go immediately to a seat and be seated.

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It is the parent's responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

DURING THE TRIP

Each student shall:

remain seated while the bus is in motion;

keep head, hands, arms, and legs inside the bus at all times;

not litter in the bus or throw anything from the bus;

keep books, packages, coats, and all other objects out of the aisle;

be courteous to the driver and to other bus riders;

not eat, play games or play cards, etc.;

not tamper with the bus or any of its equipment.

LEAVING THE BUS

Each student shall:

remain seated until the bus has stopped;

cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;

be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

CAMERAS ON SCHOOL BUSES

The Board of Education has authorized the installation of video The Board has authorized the installation of video and audio surveillance equipment and District buses for the purpose of enhancing student safety and wellbeing.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with State and Federal law. (Board Policy 8600 - Transportation)

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PENALTIES FOR INFRACTIONS

A student who engages in misconduct on a bus shall be subject to discipline and may be deprived of the privilege of riding on the bus.

SELF-TRANSPORTATION TO SCHOOL

PERSONAL TRANSPORTATION DEVICES

The Board regulates the utilization of bicycles, scooters, skateboards, hoverboards, and similar personal transportation devices, whether powered manually by an operator or powered by a mechanical means (including, but not limited to, small gas engines or electric motors). For purposes of this policy, such items are collectively referred to as "personal transportation devices"; but do not include personal transportation devices needed and/or used due to a disability. Personal transportation devices necessary for use due to a student's disability are governed by other policies of the Board. Additionally, this policy does not prevent the safe and reasonable utilization and operation of personal transportation devices when needed due to a disability. This policy does not apply to motor vehicles which are subject to Policy 5515-Student Use and Parking of Motor Vehicles.

Because of the clear and present danger of accidents in traffic, inherent to riding personal transportation devices, it shall be the policy of the Board to prohibit the use of personal transportation devices except bicycles by students on campus for purposes of travel to and from school.

The Board regards the use of personal transportation devices for travel to and from school by students as an assumption of care, risk, and responsibility on the part of the students and parents of students.

The Board in no way regulates the utilization of personal transportation devices off Board property and in no way takes responsibility regarding the utilization of personal transportation devices on Board property, with the owner and operator of such devices being fully and wholly liable for any personal or property damage resulting from the operation of such devices.

The operator of a personal transportation device must observe all safety laws and rules, display courtesy and consideration toward others, and must abide by this policy as well as all laws and ordinances regarding the operation of the relevant device. Operating or bringing a personal transportation device on Board property is a privilege and not a right. An administrator may temporarily or permanently revoke such privilege to the extent that a personal transportation device is operated in a negligent, reckless, or other manner that creates a risk of harm to the operator or others, or in a fashion that otherwise fails to comply with safety rules, laws, or ordinances. Additional disciplinary action may result from the unsafe operation of a personal transportation device on Board property.

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Under no circumstances are gas-powered personal transportation devices to be operated on Board property.

Under no circumstances may an electric powered personal transportation device be operated on Board property.

The Board will not be responsible for personal mobility devices that are lost, stolen, or damaged.

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